



Creating an Administrative User



Unemployment Compensation Management System

Office of Unemployment Compensation Tax Services

The purpose of this tutorial is to give instructions on registering a business in the Pennsylvania Unemployment Compensation Management System (UCMS) and creating an Administrative User Account.

Go to www.uctax.pa.gov to log into UCMS.

Select **New Keystone/User ID?**



Unemployment Compensation Management System

Welcome to Pennsylvania's Unemployment Compensation Employer Self-Service site! Please log in to access your employer information.

IMPORTANT INFORMATION ON ACCESSING THE UC BENEFITS SYSTEM

- Once an Employer has logged into their account through the Unemployment Compensation Management System (this page) for access to their Unemployment Compensation (UC) Tax account information and additional online UC Tax services, the employer must log in and set up their access to the Employer UC Benefits website at <https://benefits.uc.pa.gov>.
- The UC Benefits system provides employers with a helpful online tool to manage UC Benefit requests and account information. Employers can contact 833-728-2367 option 1, for further assistance regarding the UC Benefits system.

Alerts

- Do you have a question?** If you are an employer or a third-party administrator, we encourage you to contact the Office of UC Tax Services by submitting your inquiry online in the Unemployment Compensation Management System (UCMS). Create a user ID to access your account in UCMS or log in to your account with your existing user ID. Upon logging into your account, select Inquiries on the left menu to submit your question.
- Did you know you can receive email notifications whenever new Unemployment Compensation (UC) Tax correspondence is available? **Don't delay, sign up today!**

Just Three Easy Steps:

- Login to your UC Management System (UCMS) account.
- Select Employer Profile/Profile

Why Sign Up for Email Notification?

- Timely - electronic notifications provide real-time important UC Tax information about your account.

Keystone/User ID For Business Users
Keystone/User ID:
Password:
Login

New Keystone/User ID?
[Forgot your Keystone/User ID?](#)
[Forgot/Change your password?](#)

UC Websites

- [Employer Tax Services](#)
- [UC Benefits System](#)

FAQs

- [General FAQs](#)
- [Electronic Filing and Payment](#)
- [MFA FAQ](#)
- [Shared Work Program](#)
- [Relief From Charges](#)
- [SIDES](#)

Create Administrative User Account

Enter Administrative User Information

An administrative user has the ability to access and perform all functions within the self-service portal. They also have the capability to give other users access to the portal. Please provide the use information below to create an administrative user account.

Business

*Indicates a required field

* Legal Name:

* FEIN, without dash(-):

* Type of Account:

☒ Employer

Enter your UC account number, without dash(-):

☐ I do not have a UC account number. (You will be prompted to create an account after you login.)

☐ Third Party Administrator

Enter your TPA account number:

☐ I do not have a TPA account number. (You will be prompted to create an account after you login.)



Cancel

Clear

Next

Employers who have a Pennsylvania Unemployment Compensation (PA UC) tax account number will be able to create an Administrative User Account. Those who don't have a PA UC Tax account number can also create an Administrative User Account, but will need to complete the Pennsylvania Online Business Tax Registration process at www.mypath.pa.gov. Failure to complete the Pennsylvania Online Business Tax Registration for PA UC can cause an increase in employer tax rates. Enter the following information:

- **Legal Name:** This is the legal name of your business.
- **FEIN:** Federal Employer Identification Number, without the dash.
- **Type of Account:**
 - If the registration is for a business providing covered employment, select the radio button in front of Employer. Enter the PA UC account number, if issued. If no PA UC account number has been issued, select the box in front of I do not have a UC account number.
 - If the registration is for a Third-Party Administrator (TPA) such as an accountant or payroll service, select the radio button in front of Third-Party Administrator. Enter the TPA number, if issued. If no TPA account number has been issued, select the box in front of I do not have a TPA account number. The purpose of this tutorial is for an employer to create an Administrative User Account, so details of creating a TPA account will not be covered here.

After all information is entered and correct, select **Next**.

Create Administrative User Account

Terms and Conditions

You agree to be bound by the following Terms and Conditions and understand that the terms may be changed at any time, subject to applicable law.

TERMS AND CONDITIONS

EMPLOYER ACCOUNT REGISTRATION, ADMINISTRATIVE KEYSTONE/USER ID AND PASSWORD

In order to register for a Keystone/User ID and password to access your organization's Unemployment Compensation (UC) account information on this site, you must agree to the following terms, conditions and certifications on behalf of the employer and yourself. If you agree with the terms, conditions and certifications you will be deemed the administrator of the organization's UC account.

- I agree to conduct transactions with the Department of Labor and Industry (Department) under the Unemployment Compensation Law by electronic means.
- I agree that the laws of the Commonwealth of Pennsylvania will apply to all electronic transactions with the Department.
- I agree that the Department's place of business for purposes of electronic transactions will be deemed to be in Harrisburg, Pennsylvania.
- I agree that my Keystone/User ID and password will be my electronic signature. When my Keystone/User ID and password are used to create, generate or send an electronic record or transaction, they will identify that record or transaction as mine.
- I agree that because an electronic record or transaction undertaken with my Keystone/User ID and password will be attributed to me, I must keep them secure. I will not disclose my Keystone/User ID and password to another person, and I will not allow another person to gain access to my Keystone/User ID and password.
- I acknowledge that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.
- I certify that I am authorized by this organization to access this organization's Unemployment Compensation account information and to act as administrator of the account.
- I acknowledge that as account administrator I may designate additional individuals to access this organization's account and conduct electronic transactions on behalf of the organization. I certify that I am authorized by the organization to designate additional users of the account.
- I agree that this organization accepts as its own and is responsible for all representations, misrepresentations, acts and omissions by me as administrator of the organization's account and additional users of the account, if any.
- I acknowledge that false statements made to the Department are punishable pursuant to 18 Pa. C.S.A. §4904 (unsworn falsification to authorities).
- I declare under the penalties of perjury that all information I am providing to acquire a Keystone/User ID and password for myself are true, correct and complete.
- I acknowledge that the foregoing terms and conditions do not apply to the extent they may be inconsistent with Pennsylvania Law.



Agree

Disagree

Review the Terms and Conditions and select **Agree**. If you do not agree to the Terms and Conditions, you cannot use the UCMS system.

Create Administrative User Account

Enter Administrative User Information

An administrative user has the ability to access and perform all functions within the self-service portal. They also have the capability to give other users access to the portal. Please provide the user information below to create an administrative user account.

Multi-Factor Authentication Alert

- As part of our ongoing commitment to the highest standards for data security and privacy protection, the Office of UC Tax Services has implemented Multi-Factor Authentication (MFA) for the Unemployment Compensation Management System (UCMS).
- MFA is a method of authentication where the user is asked to provide two independent credentials in order to verify the user's identity. For example, when a user authenticates with their password, they will also be required to provide a passcode that is sent to their email address.
- If you have any questions about MFA, please contact Employer Tax Services at 866-403-6163 weekdays from 7:30 a.m. to 4:00 p.m. Eastern Time.

Identification

* First Name:	<input type="text" value="Bob"/>
Middle Initial:	<input type="text"/>
* Last Name:	<input type="text" value="Smith"/>
Suffix:	<input type="text" value="v"/>
* Email:	<input type="text" value="youremail@yahoo.com"/>
* Re-Enter Email:	<input type="text" value="youremail@yahoo.com"/>

[Cancel](#)[Clear](#)[Next](#)

The person that registers in UCMS first is the account administrator. The administrator will have the ability to issue additional user accounts to others within their organization. Enter the administrator's First, Middle Initial, and Last names, suffix, if applicable, and Email address. Items with a red * are mandatory fields. After all information is entered and correct, select **Next**.

Create Administrative User Account

Enter Administrative User Information

An administrative user has the ability to access and perform all functions within the self-service portal. They also have the capability to give other users access to the portal. Please provide the user information below to create an administrative user account.

Account

*Indicates a required field

* Password:	<input type="password"/>
* Re-enter Password:	<input type="password"/>
* Password Hint Question One:	What was the name of the hospital where you were born ▼
* Password Hint Answer One:	HAC
* Password Hint Question Two:	What was the name of the city where you were born ▼
* Password Hint Answer Two:	Harrisburg
* Password Hint Question Three:	What was the last name of your first-grade teacher ▼
* Password Hint Answer Three:	Mr Math

The password must meet the following criteria:

1. Minimum of 8 characters.
2. Must contain characters from at least three of the following four categories:
 1. UPPERCASE letters.
 2. lowercase letters.
 3. numbers.
 4. non-alphanumeric characters. (!<@#\$, etc.)
3. May not contain any part of the user's full name.
4. May not be changed more than once every two days.

Please record your password. You will need it to login to access UCMS.

Please note: Passwords must be reset every 120 days.

Cancel

Clear

Next

A password must be created using the criteria shown on the right-hand side of the screen. Your password cannot contain any part of your username. Ensure that the password has been recorded.

There are 17 password hint questions to select from. Choose 3 questions and enter the answers. When all information is entered and correct, select **Next**.

Create Administrative User Account

Please record your information

Business

Legal Name: UCMS
FEIN: 020202020
Type of Account: Employer
Account Number:

Identification

First Name: Bob
Middle Initial:
Last Name: Smith
Suffix:
Email: youremail@yahoo.com

Account

Password: *****
Password Hint Question One: What was the name of the hospital where you were born
Password Hint Answer One: HAC
Password Hint Question Two: What was the name of the city where you were born
Password Hint Answer Two: Harrisburg
Password Hint Question Three: What was the last name of your first-grade teacher
Password Hint Answer Three: Mr Math



Print Next

You will see a summary of your registration information. A copy should be printed and retained for future reference. Select **Next**.

Create Administrative User Account

Administrative User Account Created

Your administrative user account has been created. Your Keystone/User ID is provided below. Select the option to login to access the system.



Keystone/User ID: **b-bobsmi789** ←

Please record your Keystone/User ID. You will need it to login to access UCMS.

Print

Login



You will see the Keystone/User ID issued to the account administrator. A copy should be printed and retained for future reference.

Select **Login** to access your Pennsylvania Unemployment Tax account.

A green shield-shaped login form with a white border. At the top, it says "Keystone/User ID" next to a small icon of a person, followed by "For Business Users". Below this, there are two input fields: "Keystone/User ID:" with the text "b-bobsmi789" and "Password:" with masked characters ".....". To the right of the password field is an eye icon. At the bottom is a blue "Login" button.

Keystone/User ID 
For Business Users

Keystone/User ID:

Password:
 

Login

[New Keystone/User ID?](#)

[Forgot your Keystone/User ID?](#)

[Forgot/Change your password?](#)

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Enter your Keystone/User ID and password. Select **Login**

Shared Secret Questions



To authenticate your User ID and gain access to the self-service portal, please select and answer two of the shared secret questions listed below. This authentication is needed one time only.

UC Account Number

☐ Registration Pin

☐ Federal Employer Identification Number (FEIN)

Enter 9 Numbers

☐ Last Contribution Rate Issued

☐ Date Wages First Paid

MM/DD/YYYY



☐ Street Address Zip Code

Clear

Next



Employers with an existing PA UC account number will be asked to answer at least two of the Shared Secret Questions to authenticate their Keystone/User ID. You will need to do this only on the first time you log into the account. (NOTE: Do not confuse these with the password hint questions.) The total gross wages can be plus or minus one dollar, based on what was reported. The Last Contribution Rate Issued is the most recent contribution rate notice issued, including revised rates. The Street Address Zip Code only requires the first five digits. You will have 5 attempts to enter the correct information, after which you will need to contact the Employer Tax Services at 866-403-6163.

Select the box in front of each question that will be answered. Enter the applicable answers.

After all information is entered and correct, select **Next**.



Employer Name

Employer Account

FEIN

Status
Active

Amounts Due Delinquencies

Audits

Certifications



Contribution Rates



Correspondence

Employer Profile



Financial Activities



Inquiries



Welcome to the Unemployment Compensation Management System (UCMS).



Contact Information

Please review and, if needed, update the contact information for your account. At least one contact is required but more than one contact can be entered. If desired, you can mark one contact as the primary contact the department will contact in regard to questions on your account.

Add Additional Contacts

Contact 1

You are now logged into your Pennsylvania Unemployment Tax account.