



Creating an Administrative User with Pennsylvania
Unemployment Compensation Tax
Unemployment Compensation Management System
Office of Unemployment Compensation Tax Services

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



Unemployment Compensation Management System

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

[For general UC information, click here to visit our website.](#)

Alerts

- Our website has moved! The former address of www.paucemployers.state.pa.us has changed to www.uctax.pa.gov. If you have saved the former location, please remember to change your bookmark.
- The taxable wage base for 2016 is \$9,500.

Notifications

- [Scheduled Maintenance](#)



Keystone ID 
For Business Users

Keystone ID:

Password:

[New User?](#) 

[Forgot your Keystone ID?](#)

[Forgot your password?](#)

FAQs

- [General FAQs](#)
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News

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To create a Third Party Administrative (TPA) administrative user with PA Unemployment Compensation tax, go to www.uctax.pa.gov to log into UCMS.

Select **New User**

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.

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



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:**
 - Click on the radio button in front Third Party Administrator.
 - Then, click the radio button in front of I do not have a TPA account number.

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 USER ID AND PW

In order to register for a user identification (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 user ID and password will be my electronic signature. When my 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 User ID and password will be attributed to me, I must keep them secure. I will not disclose my User ID and password to another person, and I will not allow another person to gain access to my 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 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.



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.

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"/>



The person that registers for the TPA in UCMS 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. When 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

* Password:

* Re-enter Password:

* Password Hint Question One: ▼

* Password Hint Answer One:

* Password Hint Question Two: ▼

* Password Hint Answer Two:

* Password Hint Question Three: ▼

* Password Hint Answer Three:

*Indicates a required field

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 user name. 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: ABC Accounting
FEIN: 000100000
Type of Account: Third Party Administrator
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



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 User ID is provided below. Select the option to login to access the system.



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



You will see the User ID issued to the account administrator. A copy should be printed and retained for future reference. Please note that the User ID and Keystone ID is the same thing.

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

A green arrow-shaped login form with a white border. At the top, it says "Keystone ID For Business Users" with a small icon of a person. Below that, there are two input fields: "Keystone ID:" with the text "b-bosmith" and "Password:" with ten black dots. At the bottom is a blue "Login" button.

Keystone ID 
For Business Users

Keystone ID:

Password:

[New User?](#)

[Forgot your Keystone ID?](#)

[Forgot your password?](#)

FAQs

- [General FAQs](#)
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Enter your Keystone ID and password. Select **Login**

UCMS Home

Log Off

Help for this Page

CREATE TPA / PEO

Register Employer Representatives

Select the type of role for which you wish to register.

***Register As:** Third Party Administrator (TPA) 
 Professional Employer Organization (PEO)

 **Submit**

Print **Cancel**

Click on the radio button for Third Party Administrator (TPA). Select **Submit**.

CREATE TPA / PEO

Register Employer Representatives

Registration Information (TPA)

Enter information below.
This information is required for third party administrators who wish to represent employers for PA Unemployment Compensation purposes.

* Indicates a required field

Third Party Administrator Information:

* Legal Name:
Trade Name:
* FEIN:
Organization Type:

Address Information:

Street Address:
* Street:
Street:
* City:
* Country: * State:
* Zip: - Postal Code

Mailing Address: Check if Same As Above
* Street:
Street:
* City:
* Country: * State:
* Zip: - Postal Code

Contact Information:

Contact First Name:
Contact Last Name:
Contact Middle Name:
Contact Title:
Contact Phone:
Contact Fax:
Contact Email:
Re-Enter Contact Email:

* Preferred Contact Method:

- Send Notifications via US Mail
- Send Notifications via Email

Services Provided:

- * UC Tax: (Check All That Apply)
- Contribution Rate Information
 - Delinquencies and Account Discrepancies
 - Filing Quarterly Reports & Adjustments

[Back](#)

[Submit](#)

Enter the TPA's Legal and Trade names, FEIN (without the dash), and Organization Type. Enter the TPA's addresses, contact information, and the UC Tax services they provide for their clients. Items with a red * are mandatory fields. When all information is entered and correct, select **Submit**.

CREATE TPA / PEO / GROUP ACCOUNT

Register Employer Representatives

 You have been successfully added as a Third Party Administrator (TPA).

Your TPA Identifier : [1837077599](#) 

Note: You may print this screen for your records.

Employer Information:

Legal Name:
ABC Accounting

Trade Name:

FEIN: 00-0010000

Organization Type:
Sole Proprietorship

Address Information:

Mailing Address
651 Boas St
Harrisburg, PA 99999 - 0000
US

Street Address
651 Boas St
Harrisburg, PA 99999 - 0000
US

Contact Information:

Contact Name:
Robert

Contact Title:
owner

Contact Phone:
(717) 555-1212

Contact Fax:
(717) 555-1212

Contact Email:
youremail@yahoo.com

Preferred Contact Method:
e-mail

Services Provided:

UC Tax:
Contribution Rate Matters
Delinquencies & Account Discrepancies
Filing Quarterly Reports & Adjustments

You will see your TPA Identifier and a summary of your account information. A copy should be printed and retained for future reference. To access your account, click on your TPA identifier

Representative Profile

Profile Maintenance

Manage Clients

Inactivate Third Party Administrator

UCMS Home

Log Off

[Help for this Page](#)

PROFILE MAINTENANCE

Employer Name : ABC Accounting

Employer Account : 1837077599- **FEIN :** 00-0010000

Status : Active

Financing Method :

Summary

Name

Addresses

Telephone

Email

Contacts

Service Functions

Structure

Profile Summary [\[Edit Profile\]](#)

Trade Name

Mailing Address
 651 Boss St
 Harrisburg, PENNSYLVANIA 99999 - 0000
 United States

Contact Name
 Robert Smith
 owner
 (717) 555-1212

Phone

Fax

Mobile

Email
 youremail@yahoo.com

Business Structure
 Sole Proprietorship

[Print](#)

[Cancel](#)

You are now logged into your PA Unemployment TPA account.