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)
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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name</td>
<td>ABC ACCOUNTING</td>
</tr>
<tr>
<td>FEIN, without dash(-)</td>
<td>456123789</td>
</tr>
<tr>
<td>Type of Account</td>
<td></td>
</tr>
<tr>
<td>Employer</td>
<td></td>
</tr>
<tr>
<td>Employers account number</td>
<td></td>
</tr>
<tr>
<td>I do not have a UC account number. (You will be prompted to create an account after you login.)</td>
<td></td>
</tr>
<tr>
<td>Third Party Administrator</td>
<td></td>
</tr>
<tr>
<td>TPA account number</td>
<td></td>
</tr>
<tr>
<td>I do not have a TPA account number. (You will be prompted to create an account after you login.)</td>
<td></td>
</tr>
</tbody>
</table>

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

THIRD PARTY ADMINISTRATOR (TPA) REGISTRATION, ADMINISTRATIVE USER ID AND PW

In order to register this organization as a Third Party Administrator (TPA), you must agree to the following terms, conditions and certifications on behalf of the organization and yourself.

- I agree to be the administrator of the organization’s TPA 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 acknowledge that as a TPA 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 TPA 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 TPA 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. 54904 (unsworn falsification to authorities).
- I declare under the penalties of perjury that all information I am providing to register this organization as a TPA and 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.
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.

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: 456123789
Type of Account: Third Party Administrator
Account Number: [blank]

Identification

First Name: JOE
Middle Initial: [blank]
Last Name: SMITH
Suffix: [blank]
Email: YOUREMAIL@TEST.COM

Account

Password: ********
Password Hint Question One: What was the name of the hospital where you were born
Password Hint Answer One: MAC
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.
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.
Enter your Keystone ID and password. Select **Login**
Click on the radio button for Third Party Administrator (TPA). Select Submit.
Enter the TPA’s Legal and Trade names, FEIN (without the dash), and Organization Type.
Enter the TPA’s addresses.
Enter the TPA’s contact information and notification preference.

Enter the UC Tax services the TPA provides for their clients.

Items with a red bar at the left side of the field are mandatory fields.

When all information is entered and correct, select **Submit**.
You will see your TPA Identifier and a copy should be printed and retained for future reference.

To access your account, click on your TPA identifier
You are now logged into your PA Unemployment TPA account.