



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

- The following changes will be effective January 1, 2020:
 - ICESA files will be accepted for both tax and wage reporting of original files. Currently, the ICESA file can only be used for wage reporting.
 - TAB and SSA file formats will no longer be accepted.
 - CSV files will require a Federal Employer Identification Number (FEIN) in each E record AND contact information in the A Record. (Note: Filers already have the ability to include the FEIN and contact information now; however, they will become **required** fields effective January 1, 2020.)

The File Layouts and Formats for Electronic Reporting of PA Quarterly Unemployment Compensation Wage and Tax Data, form UC-2010, provides information on the acceptable file formats and specifications. After January 1, 2020, the UC-2010 will be updated to remove the unacceptable file formats and specifications. The UC-2010 can be found on the UC Management Page of the Employer UC Services section of the website or accessed by clicking on the link [UC-2010 handbook](#).

For questions regarding the file specifications, contact the Office of UC Tax Services at 1-866-403-6163, option 2.

- The taxable wage base for 2018 and all subsequent years is \$10,000. Please see www.uc.pa.gov for a chart of the taxable wage base for years prior to 2018.
- Electronic Payment Requirement went into effect on January 1, 2017. For more information click [here](#).

Notifications

- [Scheduled Maintenance](#)



[New User?](#)

[Forgot your Keystone ID?](#)

[Forgot your password?](#)

FAQs

- [General FAQs](#)
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- [Shared Work Program](#)
- [Relief From Charges](#)
- [SIDES](#)

News

- [UC Issues Newsletter](#)

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

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. §4904 (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.



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.

Identification

* First Name:	<input type="text" value="JOE"/>
Middle Initial:	<input type="text"/>
* Last Name:	<input type="text" value="SMITH"/>
Suffix:	<input type="text" value="▼"/>
* Email:	<input type="text" value="YOUREMAIL@TEST.COM"/>
* Re-Enter Email:	<input type="text" value="YOUREMAIL@TEST.COM"/>



Cancel

Clear

Next

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: 456123789
Type of Account: Third Party Administrator
Account Number:

Identification

First Name: JOE
Middle Initial:
Last Name: SMITH
Suffix:
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: 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 User ID is provided below. Select the option to login to access the system.



User ID: **b-oe22**

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

Print

Login

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 login form for business users, shaped like the Keystone state outline. It features a title 'Keystone ID For Business Users' with a small logo. Below the title are two input fields: 'Keystone ID:' containing 'b-oe22' and 'Password:' with masked characters. A blue 'Login' button is at the bottom, with an orange arrow pointing to it from the right.

[New User?](#)

[Forgot your Keystone ID?](#)

[Forgot your password?](#)

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

Create Representative



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

Register As

- Third Party Administrator (TPA)
- Professional Employer Organization (PEO)

Submit

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

Register Representative



Registration Information (TPA)

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

Third Party Administrator Information

Legal Name

ABC ACCOUNTING

Trade Name

ABC ACCOUNTING

FEIN

789451236

Enter 9 Numbers

Organization Type

Corporation



Enter the TPA's Legal and Trade names, FEIN (without the dash), and Organization Type.

Address Information

Street Address

Street 1

651 BOAS ST|

Street 2

Country

United States



City

HARRISBURG

State

PENNSYLVANIA



Zip Code

17121

Enter 5 Numbers

Plus Four

0725

Mailing Address

Check if Same As Above

Street 1

651 BOAS ST

Street 2

Country

United States



City

HARRISBURG

State

PENNSYLVANIA



Zip Code

17121

Enter 5 Numbers

Plus Four

0725

Enter the TPA's addresses.

Contact Information

First Name	Middle Name
<input style="width: 95%;" type="text" value="JOE"/>	<input style="width: 95%;" type="text"/>
Last Name	
<input style="width: 95%;" type="text" value="SMITH"/>	
Title	Phone
<input style="width: 95%;" type="text" value="OFFICER"/>	<input style="width: 95%;" type="text" value="7249998888"/>
	Enter 10 Numbers
Fax	
<input style="width: 95%;" type="text"/>	
	Enter 10 Numbers
Email	Re-Enter Email
<input style="width: 95%;" type="text" value="TEST@TEST.COM"/>	<input style="width: 95%;" type="text" value="TEST@TEST.COM"/>
Preferred Notification Method	
<input type="radio"/> Send Notifications via US Mail <input checked="" type="radio"/> Send Notifications via Email	

Enter the TPA's contact information and notification preference.

Services Provided

Select at least one of the Services Provided.

- Contribution Rate Information
- Delinquencies and Account Discrepancies
- Filing Quarterly Reports & Adjustments

Back

Submit

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



Employer Name
ABC ACCOUNTING

Employer Account
89-37836477

Register Representative Success



Your TPA Identifier

8937836477

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



Representative Profile Maintenance



Summary

Name(s)

Addresses

Telephone

Email

Contacts

Service Function

Structure

Profile Summary

Trade Name

ABC ACCOUNTING

Business Structure

Corporation

Mailing Address

651 BOAS ST
HARRISBURG, PENNSYLVANIA 17121 - 0725
United States

You are now logged into your PA Unemployment TPA account.