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 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 User**
Employers who have a Pennsylvania Unemployment Compensation (PAUC) tax account number will be able to create an Administrative User Account. Those who don’t have a PAUC Tax account number can also create an Administrative User Account, but will need to complete the registration process at www.pabizonline.com. Failure to fully register with PAUC 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 giving covered employment, click on the radio button in front of Employer. Enter the PAUC account number, if issued. If no PAUC account number has been issued, click on the radio button 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, click on the radio button in front of Third Party Administrator. Enter the TPA number, if issued. If no TPA account number has been issued, click on the radio button 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 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.
The person that registers 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. After all information is entered and correct, select 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:** 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

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-bobsmi

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.
Enter your Keystone ID and password. Select Login
Employers with an existing PA UC account number will be asked to answer at least two of the Shared Secret Questions to authenticate their 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. You will have 5 attempts to enter the correct information, after which you will need to contact the Employer Contact Center at 1-866-403-6163.

Click on the radio button in front of each question that will be answered. Enter the applicable answers.

After all information is entered and correct, select Next
You are now logged into your Pennsylvania Unemployment Tax account.