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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](http://www.uctax.pa.gov) to log into UCMS.

Select **New User**

**Keystone ID For Business Users**

Keystone ID:

Password:

[New User?](#) ←

[Forgot your Keystone ID?](#)

[Forgot your password?](#)

**Alerts**

- Our website has moved! The former address of [www.paucemployers.state.pa.us](http://www.paucemployers.state.pa.us) has changed to [www.uctax.pa.gov](http://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**

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Privacy Policy | Disclaimer

## Create Administrative User Account

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### 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.

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#### Business

\*Indicates a required field

\* Legal Name:

\* FEIN, without dash(-):

\* Type of Account:

Employer

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

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.)

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](http://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

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## Terms and Conditions

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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.



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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

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### 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.

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#### 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"/>

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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**.

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## Create Administrative User Account

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### 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.

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#### 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

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Please record your information

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### 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

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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

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## 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.



Keystone ID   
For Business Users

Keystone ID:

Password:

[New User?](#)

[Forgot your Keystone ID?](#)

[Forgot your password?](#)

### FAQs

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### News

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

## Shared Secret Questions

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

### UC Account Number:

Select and answer at least two of the shared secret questions listed below.

- Registration Pin
- Federal Employer Identification Number (FEIN)
- Last Contribution Rate Issued
- Date Wages First Paid  
- Street/Physical Address Zip Code

Cancel

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 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**

Employer Profile	
Quarterly Reporting	<b>Welcome to the UCMS application.</b>
Make a Payment	
Amounts Due Delinquencies	Please use the navigation links on the left to open specific functions in the application.
Financial Activities	
Reimbursable Financing Method	<b>ALERT:</b> As part of the Act 60 amendments to the Pennsylvania UC Law, the taxable wage base for 2014 is \$8,750, the taxable wage base for 2015 is \$9,000 and the taxable wage base for 2016 is \$9,500.
Inquiries	For more information on the UCMS system including FAQs, Tutorials, Instructional Videos, File Checker, etc., please click <a href="#">here</a> .
Certifications	<b>Upload and FTP files only:</b>
User Administration	<ul style="list-style-type: none"> <li>• If you are reporting by file upload or FTP, please make sure the file(s) you are uploading meets the filing specifications by using our File Checker and File Checker Instructions. Once you have confirmation that your file is correct and has been uploaded, please check UCMS periodically to make sure it has processed and is available for payment.</li> </ul>
Correspondence	<ul style="list-style-type: none"> <li>• If you are submitting a Wage Report (UC-2A) only via ICESA or SSA format, your filing is not complete until you also submit a .TAB file. The .TAB file is the UC-2 Tax data information only. Click for <a href="#">UC-2 file specifications</a>.</li> </ul>
Log Off	

You are now logged into your Pennsylvania Unemployment Tax account.