How employers can add users in the UC Benefits system

Go to https://benefits.uc.pa.gov/ and click Sign In/Register

Individual
Welcome to Pennsylvania's Unemployment Compensation (UC) system. Apply and manage your UC benefits anytime, anywhere.

Self-Services available include:
- File or Reopen a Claim
- File for Weekly UC Benefits
- Check Claim Status
- View Benefit Payments
- File a Benefit Appeal
- Manage Personal & Payment information

Employers
The UC system provides employers a helpful online tool to manage UC benefit requests and account information.

Self-Services available include:
- Respond to Requests, Fact-finding inquiries, and Trade Readjustment Allowances.
- View Determinations
- File Benefit Appeals
- Review & Manage Charges
- SIDES E-Responses Portal
- Shared Work Plan Management

Third Party Administrators
The UC System also offers TPA's the opportunity to manage UC benefit requests and account information on behalf of their clients. Self-Services Available will vary depending on the TPA/Employer relationship.

- Respond to Requests, Fact-finding inquiries, and Trade Readjustment Allowances.
- View Determinations
How employers can add users in the UC Benefits system

Enter your User Name and password in Option 1 section, and click "Sign In".

If you have forgotten your user name and/or password, please click Retrieve User Name or Password.
How employers can add users in the UC Benefits system

Click on View your Profile and Contact Information

Welcome to My Employer Workspace  User Name View your Profile and Contact Information.
This page introduces you to features available in the system, lets you customize the content you are interested in, and offers suggestions to you. Please make a selection from the items below.
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Click **Contacts/Users**

Click **Add Contact**
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Enter name, job title, phone number, and email address, then click

Return to Employer Profile
How employers can add users in the UC Benefits system

Select the “Benefits” checkbox and click Next >>
How employers can add users in the UC Benefits system

Sign In Information

Mark the “Give this contact …” checkbox

Give this contact the ability to Sign in.

Contact: First name Last name

Username:

Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are - + @ . _)
How employers can add users in the UC Benefits system

Sign In Information

- Give this contact the ability to Sign in.

Contact:
First name Last name

* Username:
Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are - + @ . _)
How employers can add users in the UC Benefits system

**Sign In Information**

- **Give this contact the ability to Sign in.**
- **Contact:** First name Last name
- **Username:** B-ABCDEF123
  - Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are - + @ . _ )
- **New Password:** ............
  - [Strong!]
- **Confirm New Password:** ............
- **Security Question:** What is your mother’s maiden name?
- **Security Question Response:** Security Question answer
  - Use Letters and numbers. Special characters are not allowed.
How employers can add users in the UC Benefits system

Mark checkbox, select Preferred Notification Method, and click Next >>

- Internal Message with Email Notification
- None Selected
- Internal Message
- Postal Mail
- Internal Message with Email Notification

Preferred Notification Method

Please select a method in which you prefer to receive your notifications:

Internal Message with Email Notification

<< Back  Next >>
How employers can add users in the UC Benefits system

User Privileges

Select All / Un-Select All

Basic Contact Privileges
User Privileges for Corporate Information
- Edit General Information

User Privileges for Locations
- Add and Edit Locations

User Privileges for Locations Associated with this User
- Edit Locations
- Activate and Inactivate Locations

User Privileges for Locations NOT Associated with this User
- Edit Locations
- Activate and Inactivate Locations

User Privileges for Contacts at the Location(s) Associated with this User
- Add and Edit Contacts
- Edit Contacts
- Activate and Inactivate Contacts

User Privileges for Contacts at the Location(s) NOT Associated with this User
- Add and Edit Contacts
- Edit Contacts
- Activate and Inactivate Contacts

Click the “Select All,” and scroll down
Unemployment Privileges

User Privileges for UI
- Review and respond to claims filed (Statement of Potential Charges / Notice of Claim Filed)
- File a separation notice on a former employee (Form 77)
- Review claimant wage information
- Review and protest employer charges
- Manage appeals
- Request part-time credits
- Respond to SIDES/SIDES e-Response requests
- Respond to a Benefits Accuracy Measurement (BAM) request
- Manage Trade Act activities
- Unemployment Messages

Agent Administration Privileges

User Privileges for Agent services
- Approve Agent relationship and privileges

* Select the employer type functionality this contact will be using
  - Unemployment
How employers can add users in the UC Benefits system

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Location</th>
<th>Job Title</th>
<th>Phone Number</th>
<th>Sign in capable</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employer Contact Name</strong></td>
<td></td>
<td>UI Benefit Contact</td>
<td>(717) 555-1111</td>
<td>Yes</td>
<td>Edit, Delete, Inactivate</td>
</tr>
<tr>
<td><strong>New Employer Contact Name</strong></td>
<td></td>
<td>UI Benefit Location</td>
<td>Human Resource Manager</td>
<td>(717) 555-1111</td>
<td>Yes</td>
</tr>
</tbody>
</table>