How employers can create a Keystone ID in the UC Tax system and use that Keystone ID to log into the UC Benefits system

Go to UC Tax website (http://www.uctax.pa.gov/) and click “New User?”
How employers can create a Keystone ID in the UC Tax system and use that Keystone ID to log into the UC Benefits system

Enter Employer Legal Name, 9-digit FEIN, 7-digit UC account number, select “Employer” radio button, and click Next.
How employers can create a Keystone ID in the UC Tax system and use that Keystone ID to log into the UC Benefits system

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 me.
- I agree that because an electronic record or transaction undertaken with my User ID and password is signed by me, I must keep them secure. I will not disclose my User ID and password to 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 in a court of law in electronic form.
- I certify that I am authorized by this organization to access this organization’s 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.

Click **Agree**
How employers can create a Keystone ID in the UC Tax system and use that Keystone ID to log into the UC Benefits system

Enter First and Last Name, and Email address, and click Next
How employers can create a Keystone ID in the UC Tax system and use that Keystone ID to log into the UC Benefits system

Enter Password and select Password Hint Question and answers; see detail on next page

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.
How employers can create a Keystone ID in the UC Tax system and use that Keystone ID to log into the UC Benefits system.

After Password, and Password Hint Questions and Answers are completed, click Next.
How employers can create a Keystone ID in the UC Tax system and use that Keystone ID to log into the UC Benefits system

Create Administrative User Account

Please record your information

Business

Legal Name: Employer Name
FEIN: 231234567
Type of Account: Employer
Account Number: 0012345

Identification

First Name:
Middle Initial:
Last Name:
Suffix:
Email: emailaddress@gmail.com

Account

Password: ********
Password Hint Question One: What was/is [Hint Question One]
Password Hint Answer One: Hint Answer One
Password Hint Question Two: What was/is [Hint Question Two]
Password Hint Answer Two: Hint Answer Two
Password Hint Question Three: What was/is [Hint Question Three]
Password Hint Answer Three: Hint Answer Three
How employers can create a Keystone ID in the UC Tax system and use that Keystone ID to log into the UC Benefits system

Write down User ID / Keystone ID and click

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-keystoneid

Please record your User ID. You will need it to login to access UCMS.
How employers can create a Keystone ID in the UC Tax system and use that Keystone ID to log into the UC Benefits system

Unemployment Compensation Management System

Welcome to Pennsylvania’s Unemployment Compensation Employer Self-Service site! Please log in to access your employer information.

Participate in the 2020 U.S. Census to shape your future in PA.

Enter Keystone ID and Password and click Login.

UC Websites
- Employer Tax Services
- UC Benefits System

FAQs
- General FAQs
- Electronic Filing and Payment
- Shared Work Program
- Relief From Charges
- SIDES

News
- UC Issues Newsletter
How employers can create a Keystone ID in the UC Tax system and use that Keystone ID to log into the UC Benefits system

**Shared Secret Questions**

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

<table>
<thead>
<tr>
<th>UC Account Number</th>
<th>0012345</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Gross Wages reported on 2nd Quarter of 2012 Report</td>
<td></td>
</tr>
<tr>
<td>Federal Employer Identification Number (FEIN)</td>
<td>231234567</td>
</tr>
<tr>
<td>Number of Employees Reported on 2nd Quarter of 2012</td>
<td></td>
</tr>
<tr>
<td>Date Wages First Paid</td>
<td></td>
</tr>
<tr>
<td>MM/DD/YYYY</td>
<td></td>
</tr>
<tr>
<td>Street Address Zip Code</td>
<td>17121</td>
</tr>
</tbody>
</table>

Answer two of the Shared Secret Questions, mark the checkboxes, and click **Next**.
How employers can create a Keystone ID in the UC Tax system and use that Keystone ID to log into the UC Benefits system

Click

Notification Preferences

Did you know you can receive email notifications whenever new UC Tax communications are available for your account? Select OK to add email addresses to your account and change your notification method.

Click OK to access the Email tab to add, review or update your Email Contact Information

Cancel

Ok

3rd Quarter 2021 Quarterly Wage Reports are due by 11/01/2021

Click Ok
How employers can create a Keystone ID in the UC Tax system and use that Keystone ID to log into the UC Benefits system

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Employer Account</th>
<th>FEIN</th>
<th>Status</th>
<th>Financing Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYER NAME</td>
<td>00-12345 7</td>
<td>23-1234567</td>
<td>Active</td>
<td>Contributory</td>
</tr>
</tbody>
</table>

Click "Contacts / Users"
How employers can create a Keystone ID in the UC Tax system and use that Keystone ID to log into the UC Benefits system

Click ADD/EDIT CONTACTS

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Employer Account</th>
<th>FEIN</th>
<th>Status</th>
<th>Financing Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYER NAME</td>
<td>00-12345</td>
<td>23-1234567</td>
<td>Active</td>
<td>Contributory</td>
</tr>
</tbody>
</table>

Profile Maintenance

Contacts/Users Summary

Notification Preferences

Choose your notification preference.
- Send Notifications via Email
- Send Notifications via US Mail

Preferences updated by b-keystoneid on Home Screen at 07/12/2019 16:41:06

Manage Contacts

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>User ID</th>
<th>Primary Contact</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST NAME</td>
<td>LAST NAME</td>
<td><a href="mailto:emailaddress@gmail.com">emailaddress@gmail.com</a></td>
<td>b-keystoneid</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How employers can create a Keystone ID in the UC Tax system and use that Keystone ID to log into the UC Benefits system

Your Primary Contact information has been successfully updated.

Employer Name
EMPLOYER NAME

Employer Account
00-12345 7

FEIN
23-1234567

Status
Active

Financing Method
Contributory

Profile Maintenance

Contacts/Users Summary

Notification Preferences

Choose your notification preference.

○ Send Notifications via Email
○ Send Notifications via US Mail

Preferences updated by b-keystoneid on Home Screen at 07/12/2019 16:41:06

Manage Contacts

First Name ↑  Last Name ↑  Email ↑  User ID ↑  Primary Contact ↑  Actions

FIRST NAME  LAST NAME  emailaddress@gmail.com  b-keystoneid  

Click the Primary Contact checkbox
How employers can create a Keystone ID in the UC Tax system and use that Keystone ID to log into the UC Benefits system

The next day (after the automatic interface) go to https://benefits.uc.pa.gov/ and click Sign In/Register.
How employers can create a Keystone ID in the UC Tax system and use that Keystone ID to log into the UC Benefits system

Enter Keystone ID and password in Option 1 section, complete reCAPTCHA and click Sign In

Please enter your User Name and Password below before you continue. If you have not previously registered on this system, follow the instructions in the Create a User Account section to create a new account that allows you to access additional system features.

For help click the information icon next to each section.

**Option 1 - Already Registered**

Keystone ID: b-keystoneid
Password: ********
I'm not a robot
reCAPTCHA
Privacy - Terms

Sign In
How employers can create a Keystone ID in the UC Tax system and use that Keystone ID to log into the UC Benefits system.

This is your employer dashboard.