

How employers can update their Mailing Address in the UC Benefits system

Go to <https://benefits.uc.pa.gov/> (the UC Benefits system) and click

Sign In/Register



Pennsylvania
Unemployment Compensation System

Sign In/Register

Reset Password Individuals
Reset Password Employers / TPA

En Español

Individual

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

Employers

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

Third Party Administra

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Please enter your User Name and Password below before you can log in.
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 field.

Type in your
Keystone ID
and password
and click

Sign In

Option 1 - Already Registered

Keystone ID:

b-keystoneid

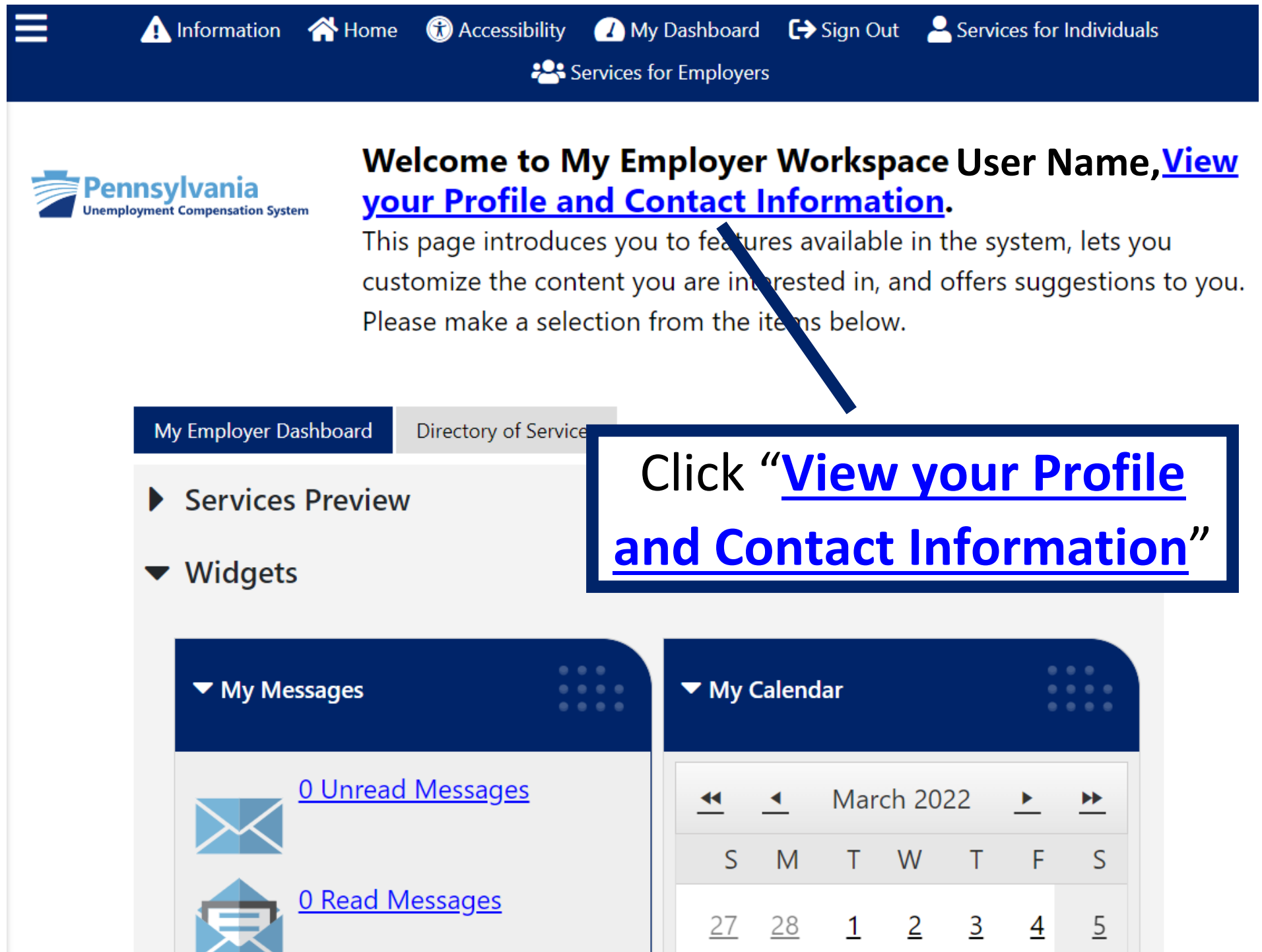
Password:

.....

Sign In



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Information Home Accessibility My Dashboard Sign Out Services for Individuals

Services for Employers

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.

My Employer Dashboard Directory of Services

- ▶ Services Preview
- ▼ Widgets

▼ My Messages

[0 Unread Messages](#)

[0 Read Messages](#)

▼ My Calendar

March 2022

S	M	T	W	T	F	S
27	<u>28</u>	1	2	3	4	5

Click "[View your Profile and Contact Information](#)"

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Use this folder to manage your general company information including contact and login information.

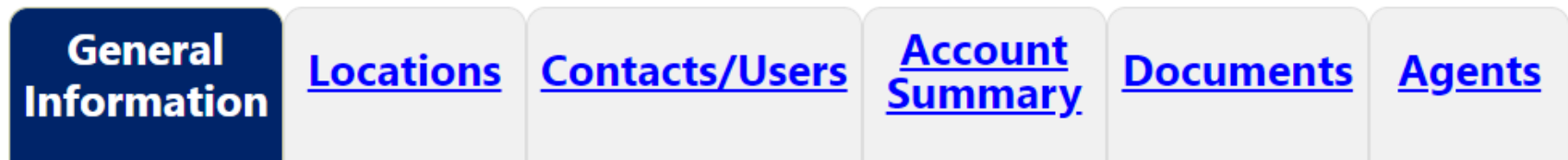
If you make changes, click the Save button.

[[Employer Portfolio](#)]

Click "[Locations](#)"

+ [Employer Profiles](#)

+ [Unemployment Files](#)



* Indicates required fields.

For help click the information icon next to each section.

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  [Employer Profiles](#)

  [Unemployment Files](#)

[General Information](#)

Locations

[Contacts/Users](#)

[Account Summary](#)

[Documents](#)

[Agents](#)



For help click the information icon.

 [Show All Worksite Filter Criteria](#)

Click "[Edit Location](#)"

To sort on any column, click a column title.

Location	Address	Contacts	Action
UI Benefit Location (Unemployment) (Primary Location)	CURRENT STREET ADDRESS, CITY, STATE, ZIP CODE	Active Contacts User Name (Primary Contact)	Edit Location <hr/> View Contacts <hr/>

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Please enter the information for the company's location and click the *Save* button when you are finished.

To cancel your changes click the *Cancel* button.

* Indicates required fields.

For help click the information icon next to each section.

Location

If needed, type in updated Zip Code, then scroll down

Primary Location:

* **Location Name:**

UI Benefit Location

* **Zip Code:**

99999

99999 or 99999-9999



Primary Location Information

* **Street Address 1:**

CORRECT STREET ADDRESS

Street Address 2:

Street Address 3:

* **City:**

City

* **State**

State



* **County/Borough/Parish:**

County



* **Country:**

United States



* **Zip code:**

99999

If needed, type
in updated
Street Address 1,
then scroll down

How employers can update their Mailing Address in the UC Benefits system

Scroll
down

**UI Employer Account
Number:**

*** Phone:**

 - - **Ext.**

Fax:

 - -

Email:

e.g. pink123@aol.com

Company Web Site:

e.g. http://www.companywebsite.com

*** Industry Title (NAICS):**

[Search for Industry Code \(NAICS\).](#)

999999

Industry code description

*** Status:**

Active



Mailing Address



For help click the information icon.

Check here if Mailing Address is the same as the address above.

* **Mailing Address 1:**

INCORRECT ADDRESS

Mailing Address 2:

* **Mailing City:**

City

* **Mailing State:**

State ▼

* **Mailing Country:**

United States ▼


* **Mailing Zip/Postal:**

99999

99999 or 99999-9999

Scroll down
to (incorrect)
Mailing
Address
section

Mailing Address

 For help click the information icon.

Check here if Mailing Address is the same as the address above.

Address has been standardized.

* Mailing Address 1:

Mailing Address 2:

* Mailing City:

* Mailing State:

* Mailing Country:

* Mailing Zip/Postal:

99999 or 99999-9999

Click “Check here if Mailing Address is the same as the address above” checkbox to update the Mailing Address

How employers can update their Mailing Address in the UC Benefits system

<input type="checkbox"/>	Base Period
<input type="checkbox"/>	Benefits
<input type="checkbox"/>	Delinquent
<input type="checkbox"/>	Quarterly
<input type="checkbox"/>	Special Assesment
<input type="checkbox"/>	TBA

7 Records Found

Scroll down
and click

Save

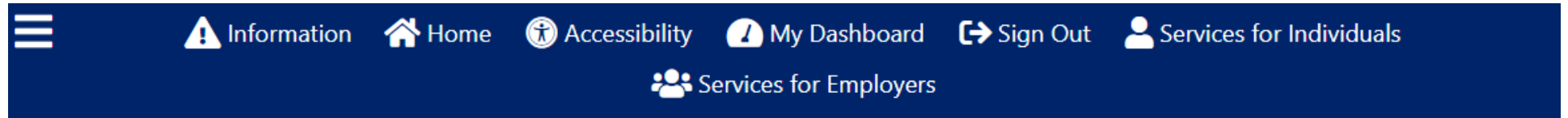
*** Select the employer type
functionality for this location**

Unemployment

Save

Cancel

How employers can update their Mailing Address in the UC Benefits system



Use this folder to manage your locations.

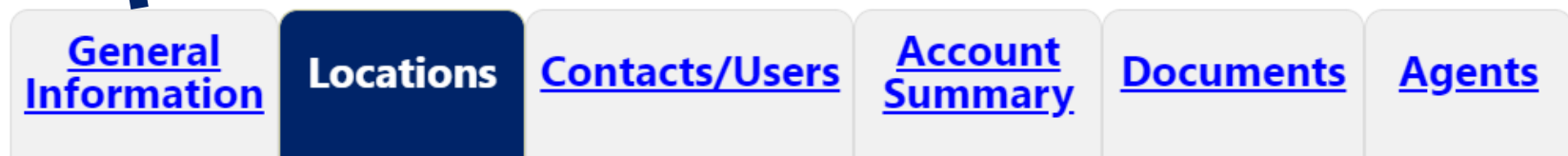
By clicking the *Add Location* button you may enter locations that can be viewed online by local job seekers. Click on the *Edit Location* link in the Action column below to view its details. Click on the *View Contacts* link to review contacts for that location.


Click "[General Information](#)"

[[Employer Portfolio](#)]

  [Employer Profiles](#)

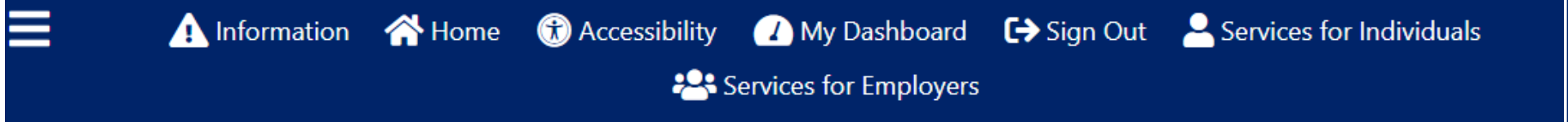
  [Unemployment Files](#)



 For help click the information icon.

How employers can update their Mailing Address in the UC Benefits system

Scroll down

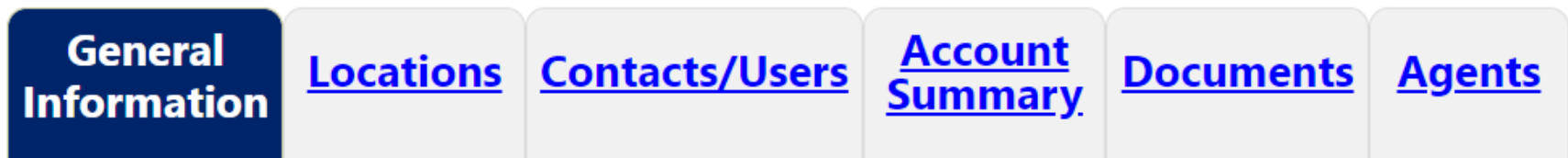


Use this folder to manage your general company information including contact and login information.
If you make changes, click the Save button.

[[Employer Portfolio](#)]

+  **Employer Profiles**

+  [Unemployment Files](#)



* Indicates required fields.

For help click the information icon next to each section.



Primary Location Information

Street Address 1: CORRECTED ADDRESS

City: CITY

State: State

County/Borough/Parish: County

Country: United States

Zip code: 99999

Employer
addresses
have been
updated

Mailing Address

Address has been standardized.

Mailing Address 1: CORRECTED ADDRESS

Mailing City: CITY

Mailing State:: State

Mailing Country: United States

Mailing Zip/Postal: 99999-9999