

The Unemployment Compensation Management System, or UCMS, will be available to all Unemployment Compensation Tax filers on April 1, 2013 in time for the first quarter 2013 filing period. At this time it is not mandatory to file and pay UC tax and wage reports in UCMS; however, maintaining your account information, and filing and paying through UCMS will increase the integrity of the data used in determining your UC liabilities.

To use UCMS, copy the following link to your web browser <https://www.paucemployers.state.pa.us> and follow the instructions below to register for your Keystone ID and Password:

Information needed prior to securing your Keystone ID and password and subsequent login

- All business users must have a valid Federal Employer Identification Number, or FEIN, to secure a Keystone ID and password. A FEIN is needed to authenticate users and ensure that each login credential is unique.

If you do not currently have a FEIN, the IRS website explains how to apply. To apply online, go to www.IRS.gov and type "FEIN" in the search box at the top of the page.

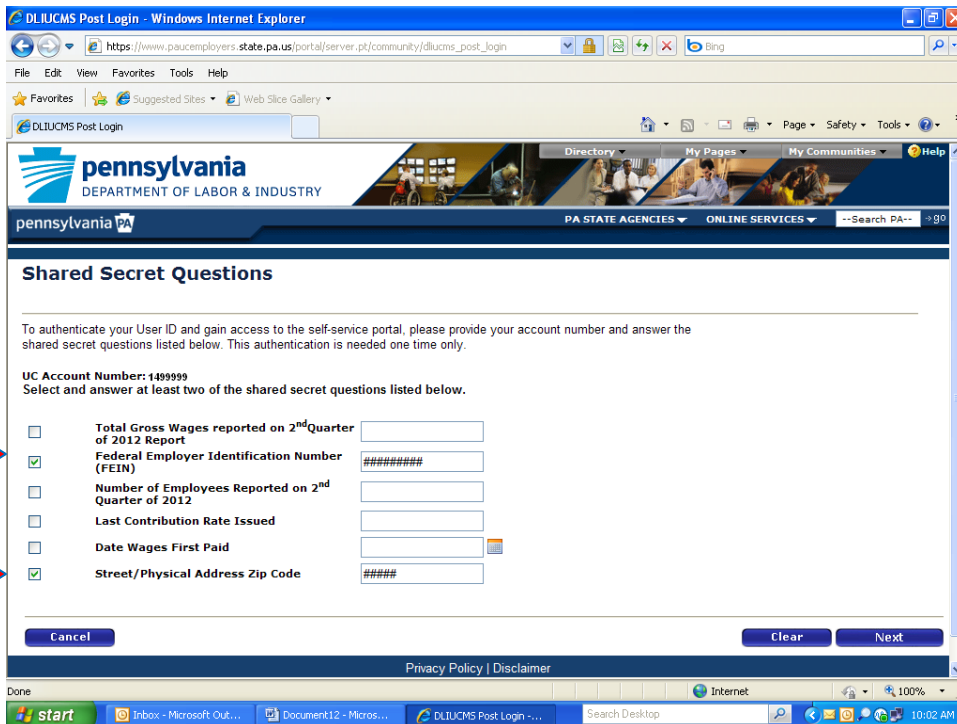
Instructions to register for your Keystone ID and password

NOTE: UCMS works best with Internet Explorer version 8 and Firefox Mozilla version 17.

- Click on the "Register" button
- Enter the required information and then click the "Next" button
 - NOTE: Please click on the radio button for "Employer" and enter your UC account number. Your UC account number can be found on your Contribution Rate Notice or previous tax and wage filing, forms UC-2 and UC-2A. If not, please contact the UC Employer Contact Center at the numbers provided at the end of this letter.
- Review the terms and conditions applicable to UCMS usage. Click on the "Agree" button (If you do not agree to the terms and conditions, you cannot use UCMS).
- Enter the required information for "Administrative User" and then click the "Next" button
- Enter the required information for "Administrative User" to secure your Keystone ID and password and then click the "Next" button
- Click "Print" to print your Administrative User information, and then click "Next" to continue
- The next screen will provide your UCMS Keystone ID (example b-johnsmith)
- Click "Print" or record your Keystone ID
- Congratulations! You are now registered to login and perform UC tax activities in UCMS.

Upon logging into UCMS, you will have access to the following portlets and functionality:

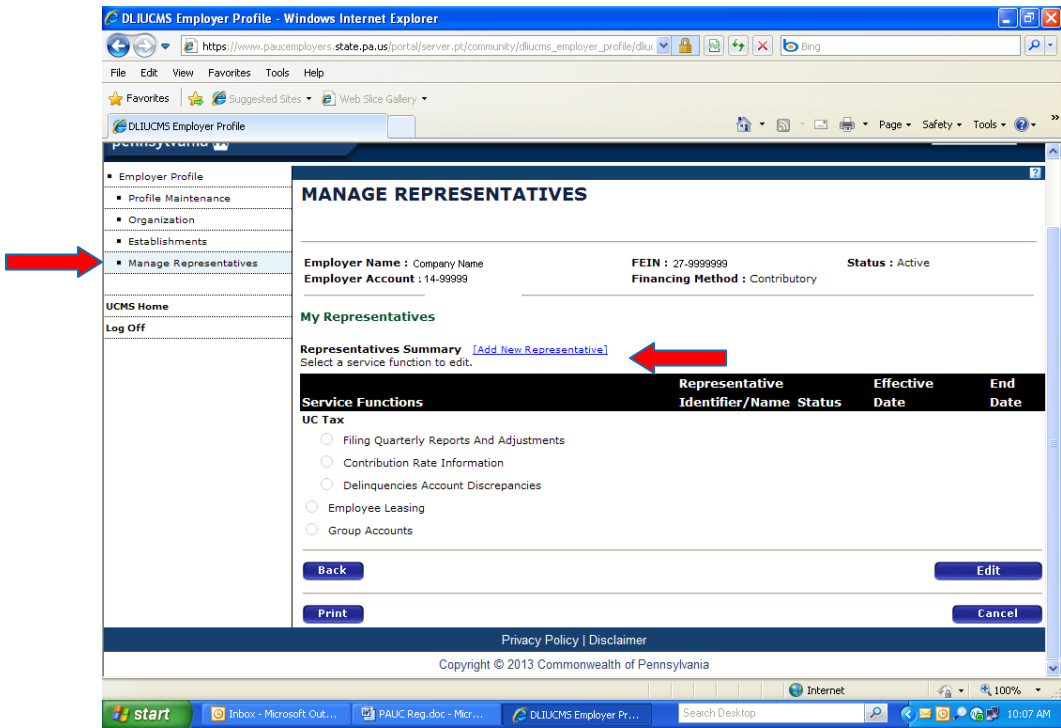
- Employer Profile (Allows demographic information updates and allows the employer to associate a third party, such as a payroll processing company, to take certain actions on their behalf)
 - NOTE: Please add a valid email address as this will be used for future communications should you elect to receive UC tax correspondence notifications electronically.



At your first login, you will be required to enter Shared Secret Questions. We recommend using your FEIN (no dashes) and Zip code for convenience. Click Next.

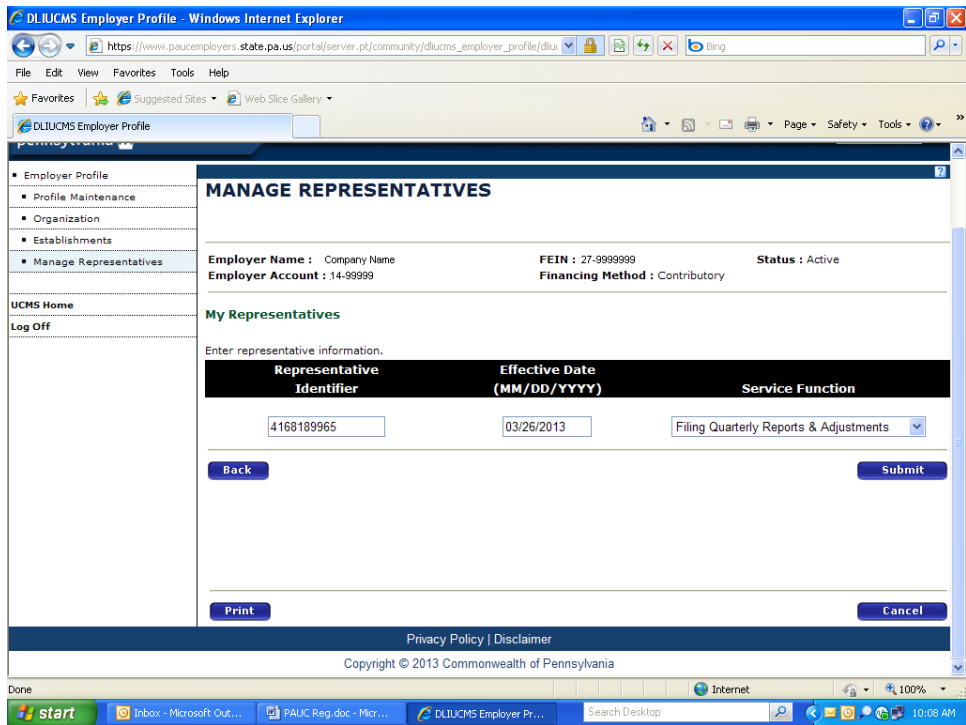


Select 'Employer Profile' in upper left. Then 'Manage Representatives' in upper left.



Click on 'Add New Representative' in blue near the middle of the screen.

Please enter our Representative Identifier of 4168189965 and today's date. Then choose 'Filing Quarterly Reports & Adjustments' from the drop-down. Submit. Then Ok.



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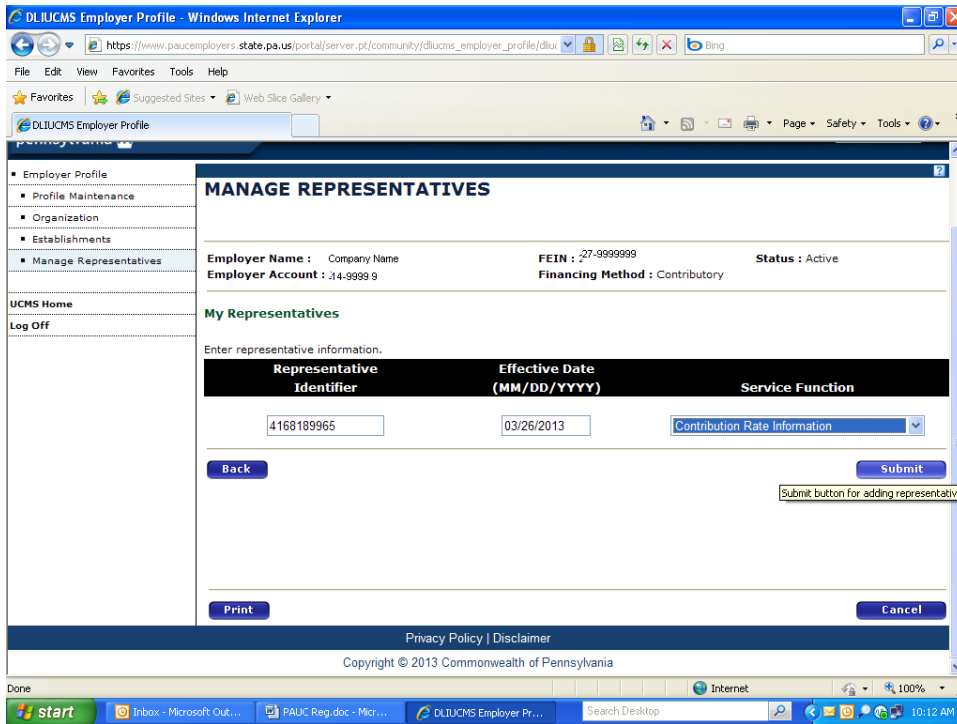
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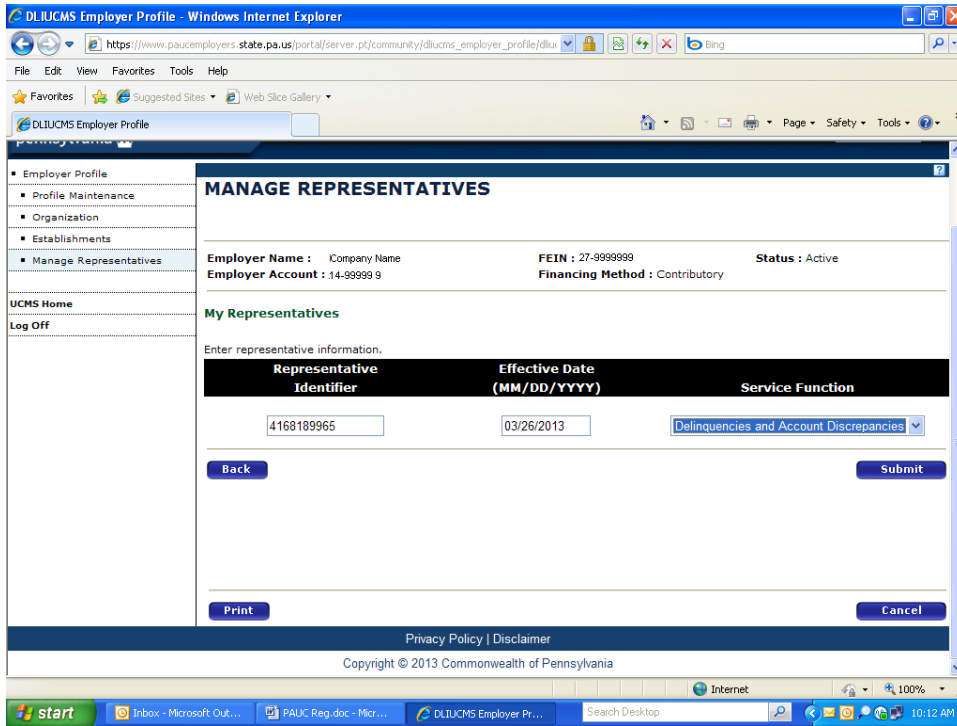
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You will need to click on 'Add New Representative' in blue two more times to complete the process. You will NOT need to enter our Representative Identifier or the date again because they will be pre-filled.

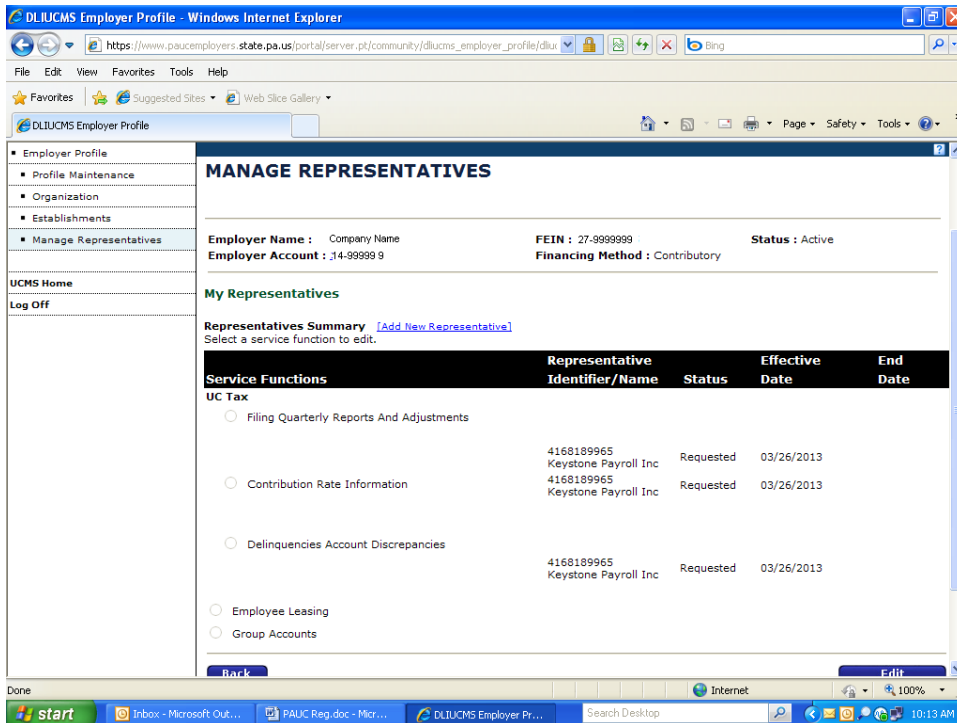
Please choose 'Contribution Rate Information' and 'Delinquencies and Account Discrepancies' options from the drop-down. * You must hit Submit and OK after each of these choices *.

You can see examples of this on the next two screenshots:





When finished, your screen should look like the one below:



Congratulations!!! You have now completed your PAUCMS registration allowing both you and Keystone Payroll access to your account. You can now logoff via the left menu selection.