



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

Instructions for Recovering Your ESS User Account Information

1. When you click the 'New User?' Button ...

The screenshot shows a web browser window titled "Employer Self Service Logon - Windows Internet Explorer". The address bar shows the URL "https://stg.dwd.in.gov/ESS/ESSLogon.htm". The page content includes the Indiana Workforce Development logo, a "Good Morning" greeting, and the date "Tuesday, August 7, 2012". The main heading is "EMPLOYER SELF SERVICE LOGON". Below this is a "Please Logon" section with fields for "Username" and "Password", both marked with an asterisk to indicate they are required. A "Logon" button is positioned below these fields. To the right of the login form is an "Important Information" section with a welcome message and a list of available capabilities: Registration, Profile Maintenance, Quarterly Reporting, Payment Processing, and Data Review. Below the login form, there are three buttons: "New User?", "Forgot Password?", and "Forgot Username?". The "New User?" button is highlighted with a red rectangular box. At the bottom of the page, there is a "New User?" button. The browser's status bar at the bottom indicates "Trusted sites | Protected Mode: Off" and a zoom level of "100%".

2. You are required to **enter your FEIN** on the 'Check Existing UI Account' screen. If you don't have a FEIN then you can click the '**get a FEIN now**' link. If you answer '**No**' to complete a full registration, the system checks the FEIN first.

Check Existing UI Account - Windows Internet Explorer
https://stg.dwd.in.gov/ESS/ESSCheckExistingAccount.htm

Good Afternoon Tuesday, August 7, 2012

CHECK EXISTING UI ACCOUNT

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Check Existing UI Account

You have indicated that you would like to establish a new Logon UserID.

Is this UserID going to be for a UI Employer or Agent Account?

Do you already have an existing Indiana DWD account number for the account type selected above?

Select 'Yes' to only create an online User Account for your existing Employer or Agent account.
Select 'No' to complete the full registration process for a new Employer or Agent account.

Please Enter Your FEIN (99-9999999)

If you do not have a FEIN, [get a FEIN now.](#)

Important Information

If you are an employer, please select 'Employer'. Please do not attempt to register your agent. Agents must register themselves, once an agent is registered in Uplink employer can indicate their business relationships with the agent. If you believe that your agent has not previously registered in Uplink, please contact the agent directly. If you are still unsure to select 'Employer' or 'Agent' in this section, please [contact DWD](#) before proceeding.

Next Cancel

3. If the FEIN already exists you are prompted to enter the **SUTA Number** and **Gross Wages**.

Validate Existing UI Account - Windows Internet Explorer
https://stg.dwd.in.gov/ESS/ESSValidateExistingAccount.htm?employer=SelectedExistingAccount=N...

Good Afternoon Tuesday, August 7, 2012

VALIDATE EXISTING UI ACCOUNT

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Existing UI tax Account Holder verification

Please enter the account information requested below. If you need additional assistance, please contact DWD for further information.

An account is already registered for this FEIN.

FEIN* (99-9999999)

SUTA Number*

Gross Wages of Most Recent Quarter/Year Filed*

Next

Done

4. If a user account has already been set up for your business then you will have to log in with those credentials.

Validate Existing UI Account - Windows Internet Explorer
https://stg.dwd.in.gov/ESS/ValidateExistingAccount.htm

Good Afternoon Tuesday, August 7, 2012

VALIDATE EXISTING UI ACCOUNT

Existing UI tax Account Holder verification

- User account already exists.

Please enter the account information requested below. If you need additional assistance, please contact DVD for further information.

FEIN* 35-2123503 (99-9999999)

SUTA Number* 519477

Gross Wages of Most Recent Quarter/Year Filed* 7229.20

Next

5. Otherwise you'll be prompted to Create a New User Account. Password parameters are listed above the registration form

Create New User Account - Windows Internet Explorer
https://stg.dwd.in.gov/ESS/ESSNewUser.htm?employerActiveStatus=active

Good Afternoon Tuesday, August 7, 2012

CREATE NEW USER ACCOUNT

Sign Up For A New Account

In accordance with our efforts to keep your personal information as secure as possible your Uplink password:

- Must be at least 8 characters
- May not be the same as your username or contain your username
- Must contain at least one lower case letter, one upper case letter, one number and one special character
 - The special character cannot be the first character in the password
 - The following characters may be used as a special character: ! @ # \$ % ^ * _
- May not be the same as any of the 5 previous passwords used

Please be sure to remember the answer to your security question. This answer is required to reset your password if access to your account is revoked.

Fields marked with an asterisk * are required.

I am signing up as an Employer

Username* []

Password* [] (8 to 15 Characters)

Retype Password* []

Secret Question* []

Answer* []

User Email Address* []

Retype Email Address* []

User First Name* []

User Last Name* []

Contact Phone* [] (999-999-9999) Xtn []

Next Cancel

User Agreement

Website Terms of Use Agreement

- Definitions.**
www.dwd.in.gov is a website maintained on the World Wide Web by the State of Indiana, Department of Workforce Development. "The site" or "site" refers to www.dwd.in.gov. "User," or collectively "Users," refers to any party who accesses the site. "Department" refers to Indiana Department of Workforce Development. "Access" means viewing or otherwise obtaining information located on www.dwd.in.gov. "Agreement" refers to these terms of use and any subsequent modification.
- Acceptance of Terms.**
By accessing the site via the World Wide Web or any other medium, User accepts and agrees to all conditions imposed in this Terms of Use

I accept the User Agreement

6. If you have forgotten the email address used to register your account, or if the original administrator is no longer with your organization, you can access the new **Forgot Email** by clicking either **Forgot Password** or **Forgot Username**.

Good Afternoon Tuesday, August 7, 2012

FORGOT USER NAME

Please provide the email address that is associated with your account. Your username will be emailed to that account.

Fields marked with an asterisk * are required.

Please indicate the type of account you are inquiring about. Employer Agent

Email Address *

Submit Forgot Email

7. You now have to provide your **FEIN**, **SUTA Number**, and **Gross Wage** info so you can create a new user account to log in with.

Good Afternoon Tuesday, August 7, 2012

VALIDATE EXISTING UI ACCOUNT

Existing UI tax Account Holder verification

Please enter the account information requested below. If you need additional assistance, please contact DVD for further information.

FEIN * (99-9999999)

SUTA Number *

Gross Wages of Most Recent Quarter/Year Filed *

Next