



## Employers: Make Your Move to



Uplink Employer Self Service (ESS) has **new** features to help you manage your unemployment insurance account **online** 24 hours a day, 7 days a week. Now you can:

- Respond to questions on your employees' unemployment insurance benefit claims
- Upload quarterly wage files containing up to 200 individual employee records
- Request the State of Indiana to certify your reported wages and contributions to the IRS
- Inactivate your unemployment insurance account number

Visit DWD's website at [www.in.gov/dwd](http://www.in.gov/dwd) to use these new features or to take advantage of our other online resources. New employers can use ESS as well to create an unemployment insurance account instantly.



Employers can register their existing state unemployment tax accounts (SUTA) online or register for a new employer account online using the following steps:

- Visit the Department's website at [www.in.gov/dwd](http://www.in.gov/dwd)
- Click on the "Employers" link in the left-hand menu
- Next, select Unemployment Insurance Taxes, then select Employer Self Service
- Click on the Uplink icon in the center of the screen or click the tutorial links to learn more about Uplink
- After you have clicked on the Uplink icon, select New User under the Logon button
- On the "Check Existing UI Account" screen, select Employer from the drop down box

You will then have two options. You can register your existing SUTA account online or create a new SUTA account if you are a new employer.

- If you already have an **existing SUTA account**:
  - Select Yes and click Next
  - Enter your FEIN, SUTA account number, and the gross wages of your most recently reported quarter
  - Create your username and password, check the box to accept the User Agreement, and click Next
  - Print the page for your information and click Next
  - You are taken to a login screen where you can enter your username and password to manage your unemployment insurance account online
- If you are a **new employer registering** with the Department:
  - Select No and click Next
  - Read the information paragraph and click Next
  - Read the requirements paragraph, ensure you have the requested information, and click Register Now!
  - Create your username and password, check the box to accept the User Agreement, and click Next
  - Print the page for your information and click Next
  - You are taken to a login screen where you can enter your username and password to register and manage your unemployment insurance account online