INDIANA WORKFORCE DEVELOPMENT

ADDING NEW USERS

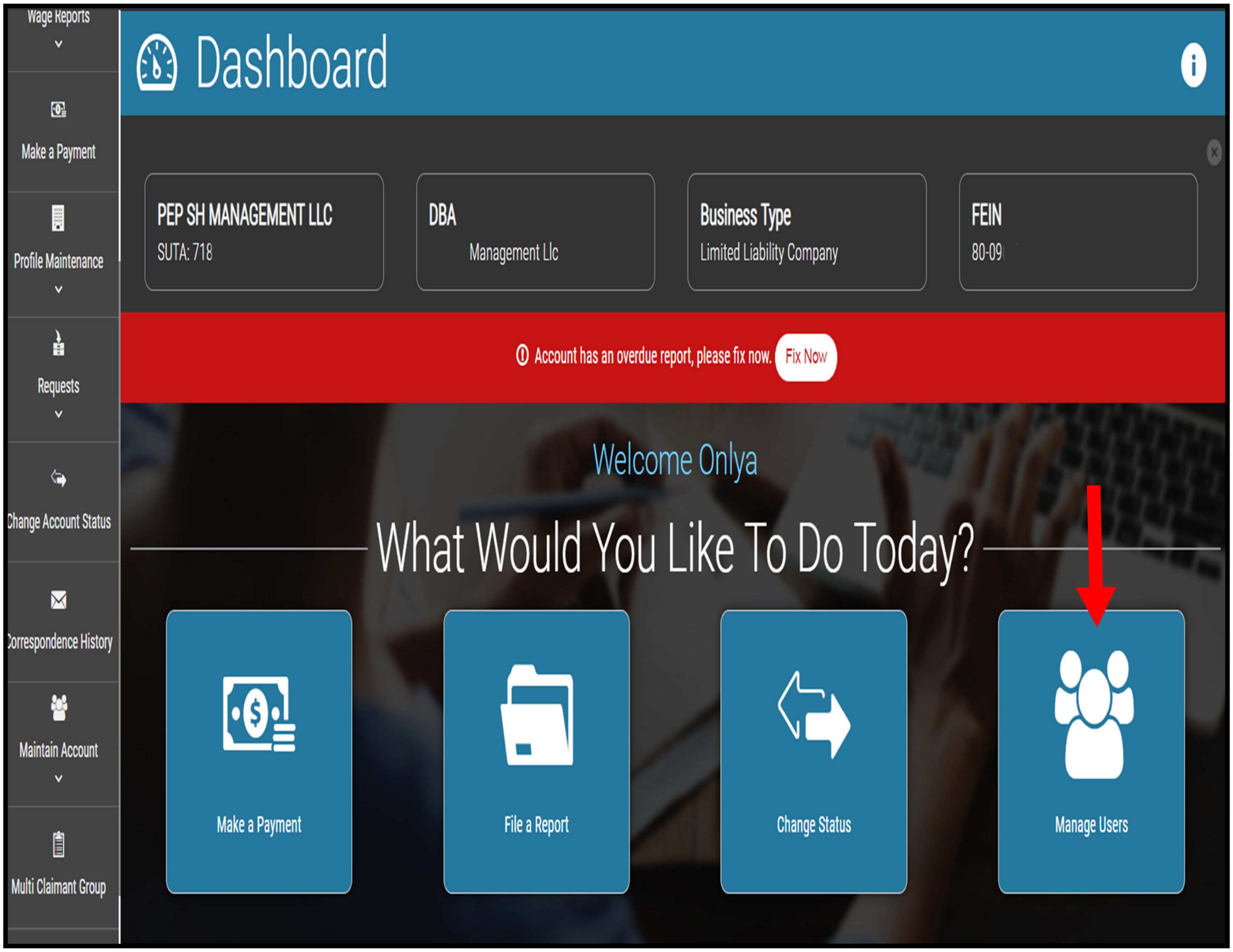
UPLINK Employer Self Service

April 11, 2019

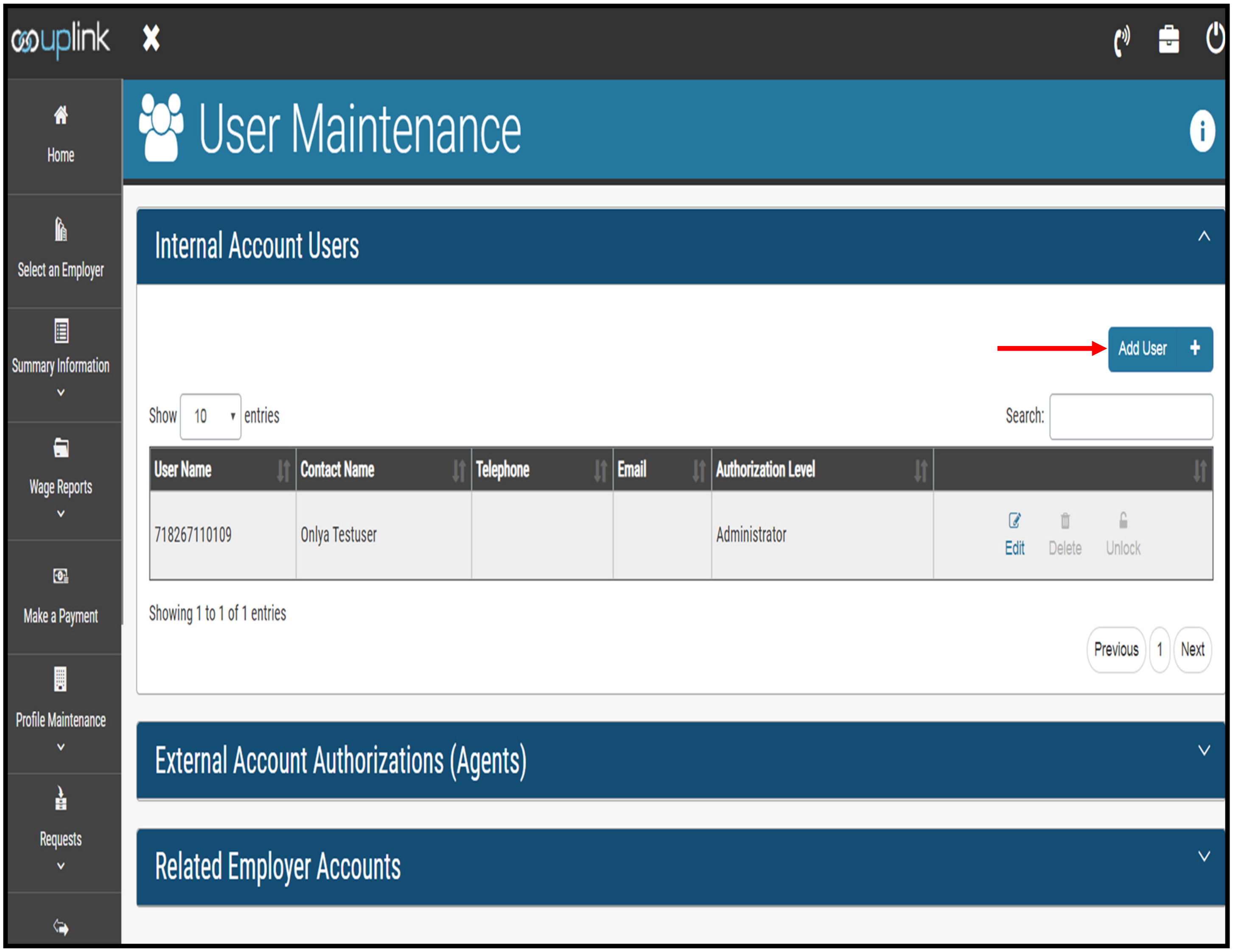
Welcome

This tutorial will guide you through the process of adding internal users for processing wage records and benefits.

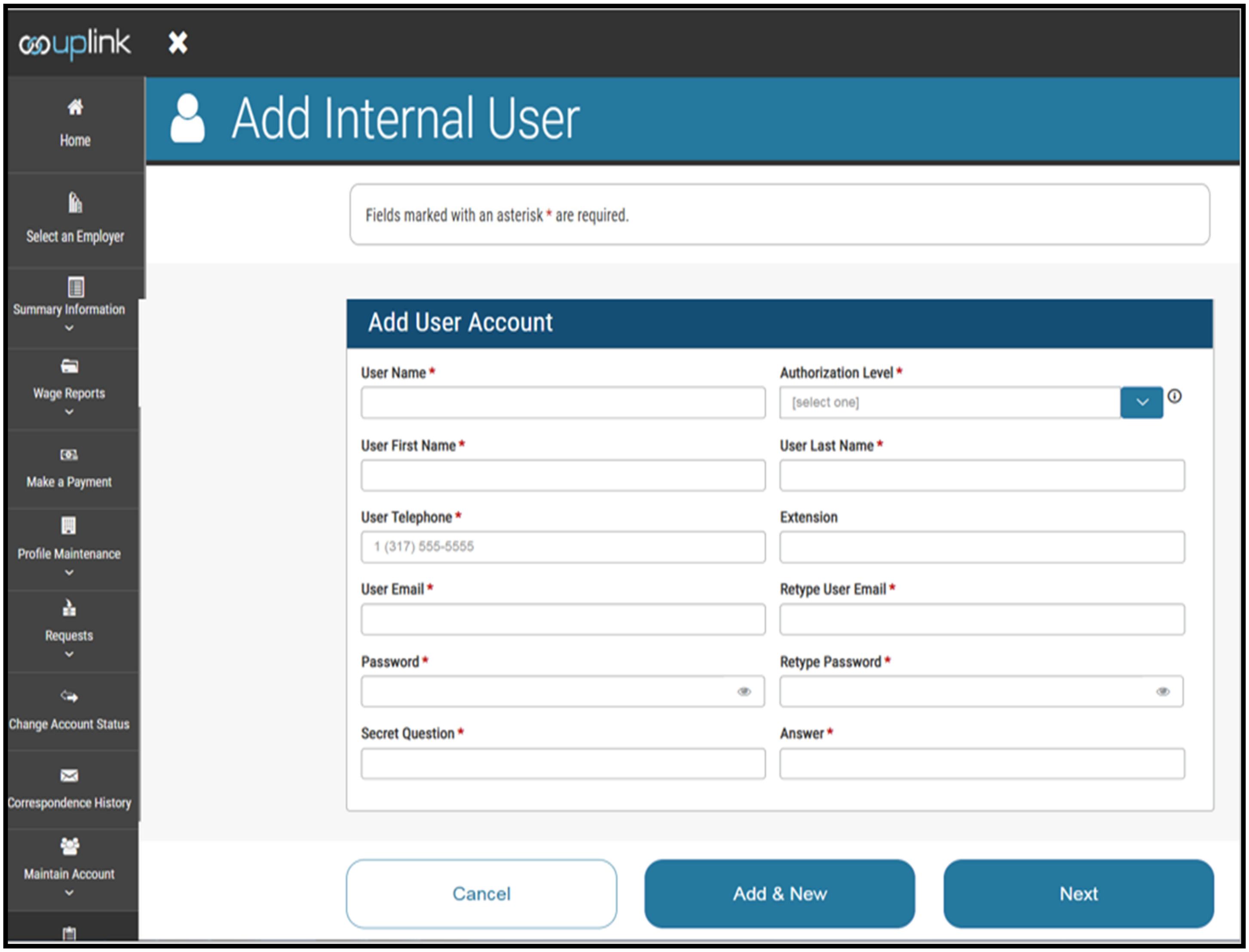
Users with the **Administrator** role have the sole capability to add internal users with a role to the employer's account.



Log into your account and click on Manage Users. You can also click on Maintain Accounts from your left-hand navigation bar and then on User Information.

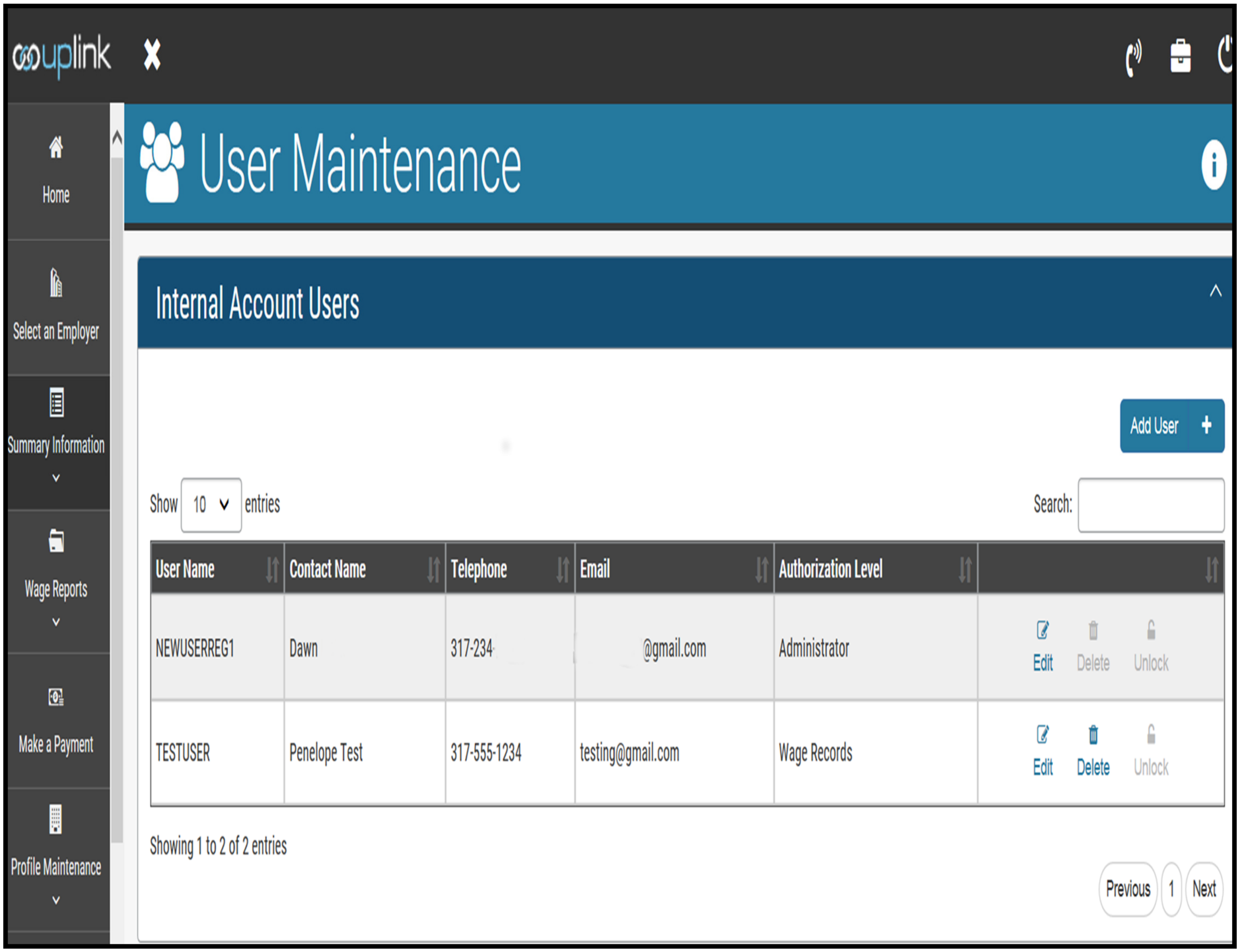


The User Maintenance screen will appear, here you will be able to see your current users and their access. To add additional users click the Add User button.



Complete all the areas that have asterisks and then, click the Next button. The authorization level will determine what the user will be able to process on the account and should be determined by the Administrator. Hovering over the little icon next to the authorization level gives you a brief explanation of what each of the roles consists of.

If you have more users to add you can click on Add & New. You will see this screen again and can proceed with your next user. All emails must be valid emails. This will become the main means of communication between the agency and employers.



The Internal Account User screen will appear showing the new user. You can also edit your information such as changing a password, telephone number or delete logon access. You must always have an administrator on the account and they cannot be deleted from the account.

If the current administrator needs to be changed or removed a second administrator will need to be added first. Then you will be able to change the authority level of the existing administrator to any of the other options or delete that user.

Phone representatives are available by calling 1-800-891-6499, choose option #2, and then choose option #3 if you have any questions on adding a new user.