AGENT REGISTRATION
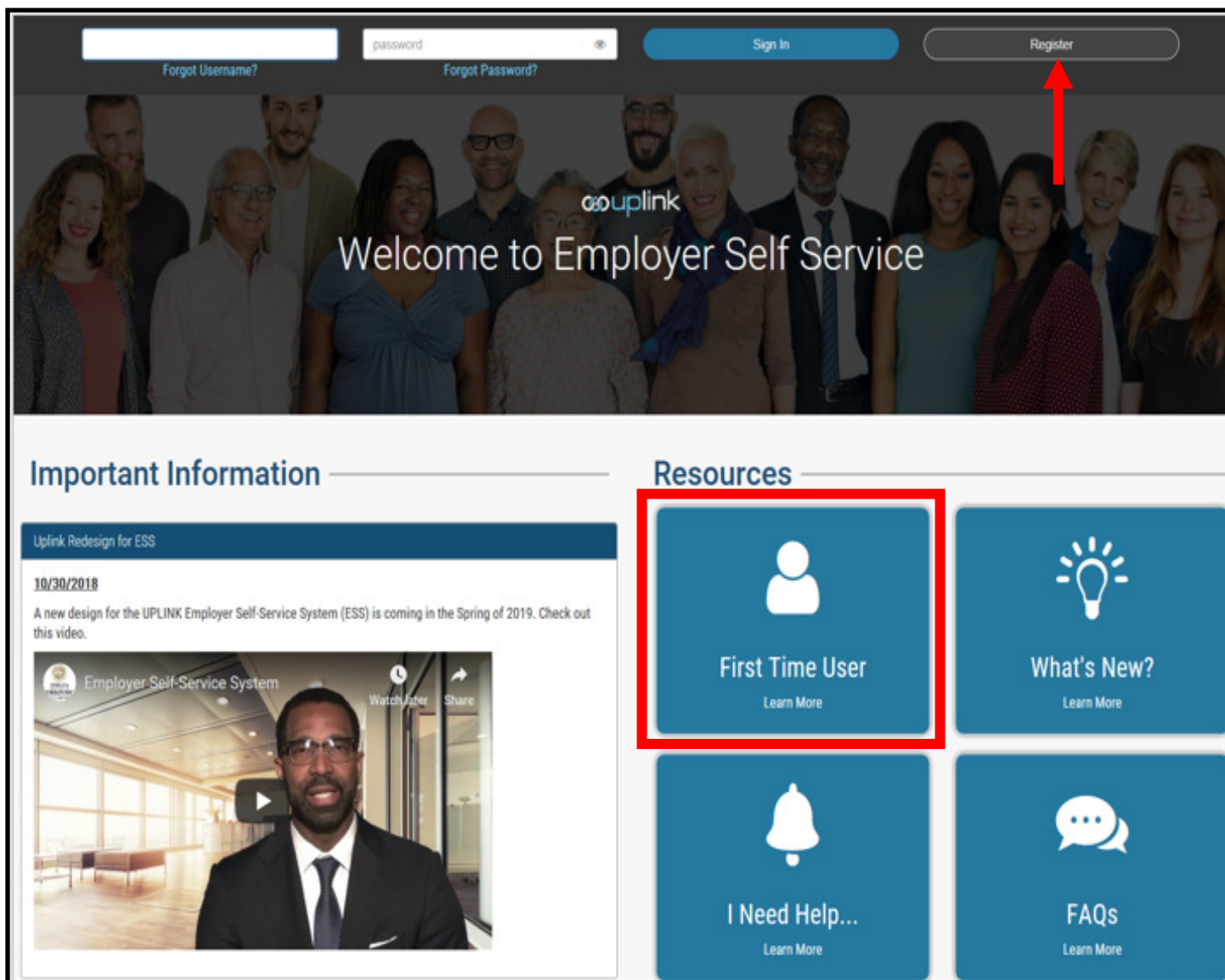
UPLINK Employer Self Service

Welcome

This tutorial will guide you through the process of creating an agent account and a 6 digit ID number.

Once you receive your ID number, you will provide it to your clients. They will then use it to assign you as an external user on their employer account with the level of authority they wish you to have to maintain their accounts.

From the ESS logon screen click the Register button on the top right corner or the First Time User button under Resources.

The Check Existing UI Account screen will appear, here you will answer the first question by clicking the drop down arrow and clicking on "Agent".

If you already have an agent ID number you do not need to create a new one. All existing IDs are still valid.

If not then click "No" and then the Next button.

Complete all information with the red asterisks. If you receive a message stating "account already in use" this means the username you selected is already in use by another user, not that your agent account has already been created by someone else.

If your email is attached to another account you will be required to use a different email address.

Scroll down to read the User Agreement in its entirety and then click in the box to accept the User Agreement.

Once you have finished reading the User Agreement and checked the box, click the Next button.

You will received a confirmation message, stating you have completed creating your user account. You also have the option to print this information so that you don't forget your username or secret question answer. We advise you to print this page for your records.

After printing, click the Next button to continue the registration process.

After creating your user information the system with take you back to the logon screen where you will enter the username and password you just created.

Agent Profile

Fields marked with an asterisk * are required.

Agent Registration

Agent Business Name *

First Name

Middle Initial

Last Name

Address Line 1 *

Address Line 2
STE, APT, FL, BLDG, etc.

City *

State *
[select one]

Zip Code *

Phone *
999-999-9999

Xtn

Email *

Re-type Email *

Next

The Agent Profile screen will appear, here you will complete the required information and click the Next button.

The Agent Business Name is the legal business name registered with the Secretary of State, Any extension such as LLC, Inc., P.C, must be included as well. If you need to verify your legal business name you can go to the secretary of state website at https://bsd.sos.in.gov/publicbusinesssearch. If you are a sole proprietor it will be your name.

Your new agent ID number will be in the top left box. Again, we advise you to print this page so you have your account number accessible.

After printing, click the Next button.
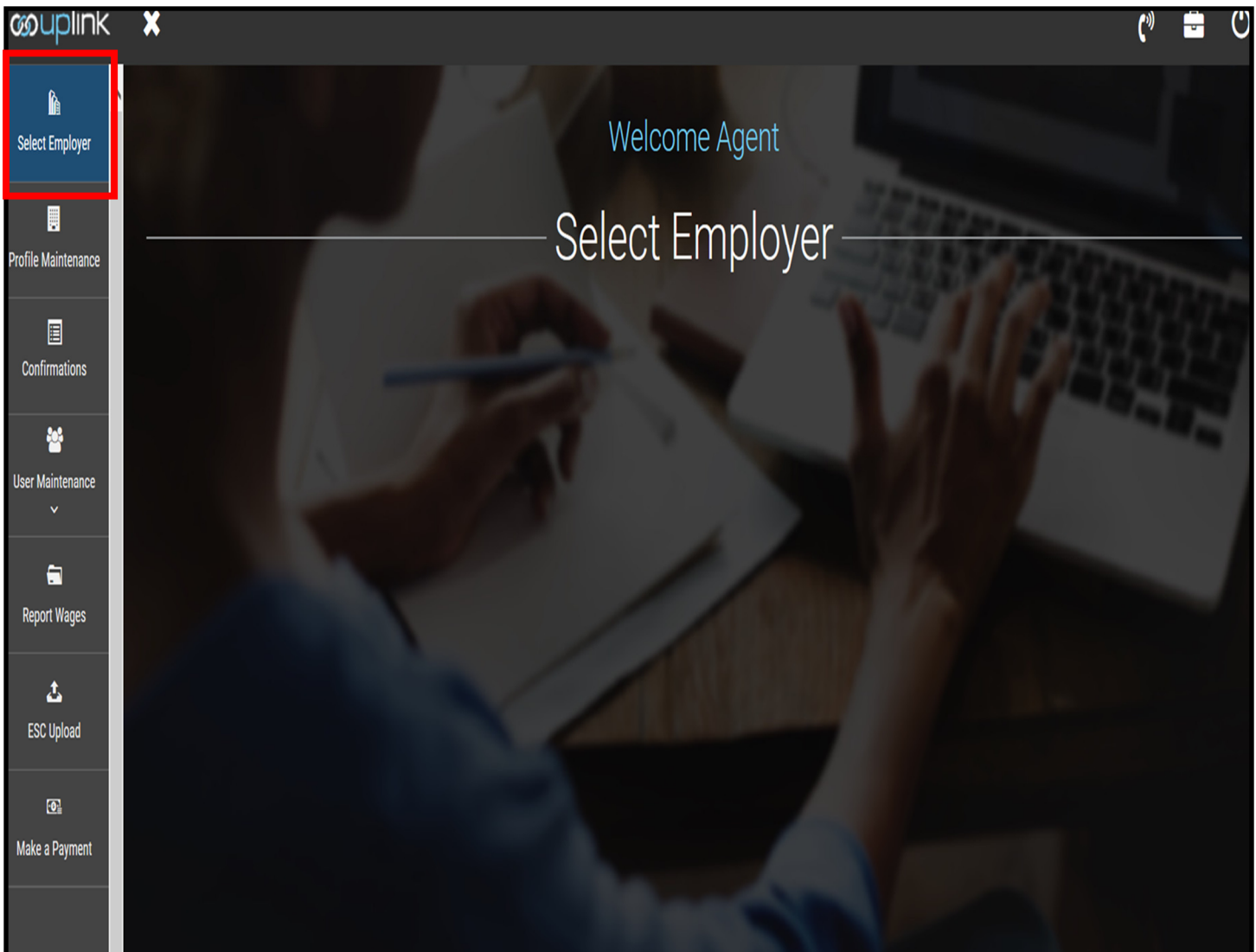
You are now on your home page. Once you provide your ID number to your clients they can then assign you as an external user on their accounts. You will be able to access each account from this screen.

If you click on Select Employer, this will bring up all the employer accounts that have granted you access. You will then click on the employer account you need to access too. This will take you to the employers account.

If you have any questions you can access the frequently asked questions https://www.in.gov/dwd.ess_faq.htm. Also, there are phone representatives available by calling 1-800-891-6499, choose option #2, and then choose option #3.