



INDIANA
WORKFORCE
DEVELOPMENT

AGENT REGISTRATION

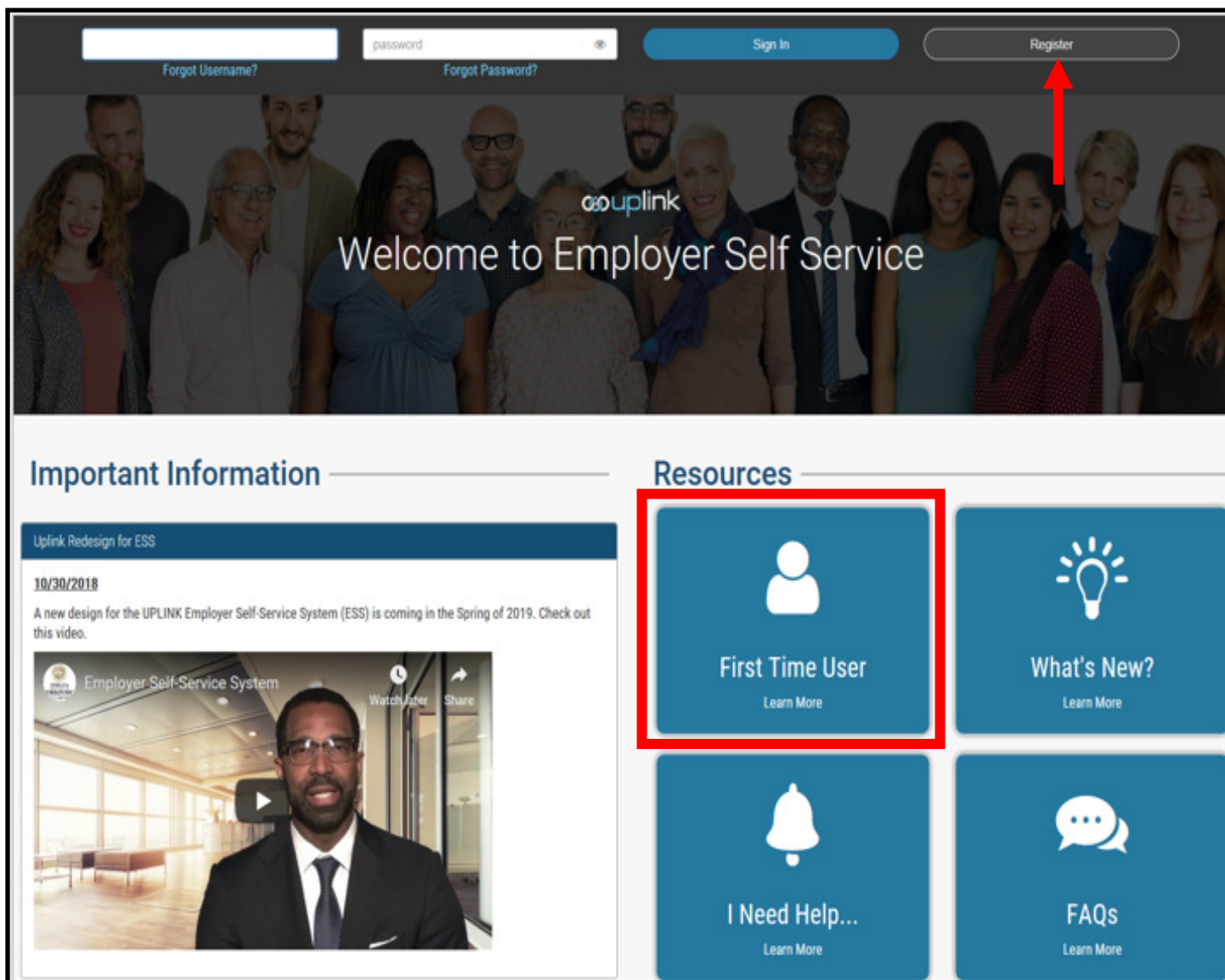
UPLINK Employer Self Service

April 15, 2019

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.

Check Existing UI Account

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 whether to select 'Employer' or 'Agent' in this section, please [contact DWD](#) before proceeding.

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?

Employer

Employer

Agent

Please Enter Your FEIN *

(99-9999999)

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”.

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 whether to select 'Employer' or 'Agent' in this section, please [contact DWD](#) before proceeding.

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?

Agent

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

Yes

No

Cancel

Next

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.

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Create New User Account

Fields marked with an asterisk * are required.

Sign Up For A New Account

I am signing up as an

Username *

Password * Password Hints

Retype Password * Password Hints

Secret Question *

Secret Answer *

User Email Address *

Retype Email Address *

User First Name *

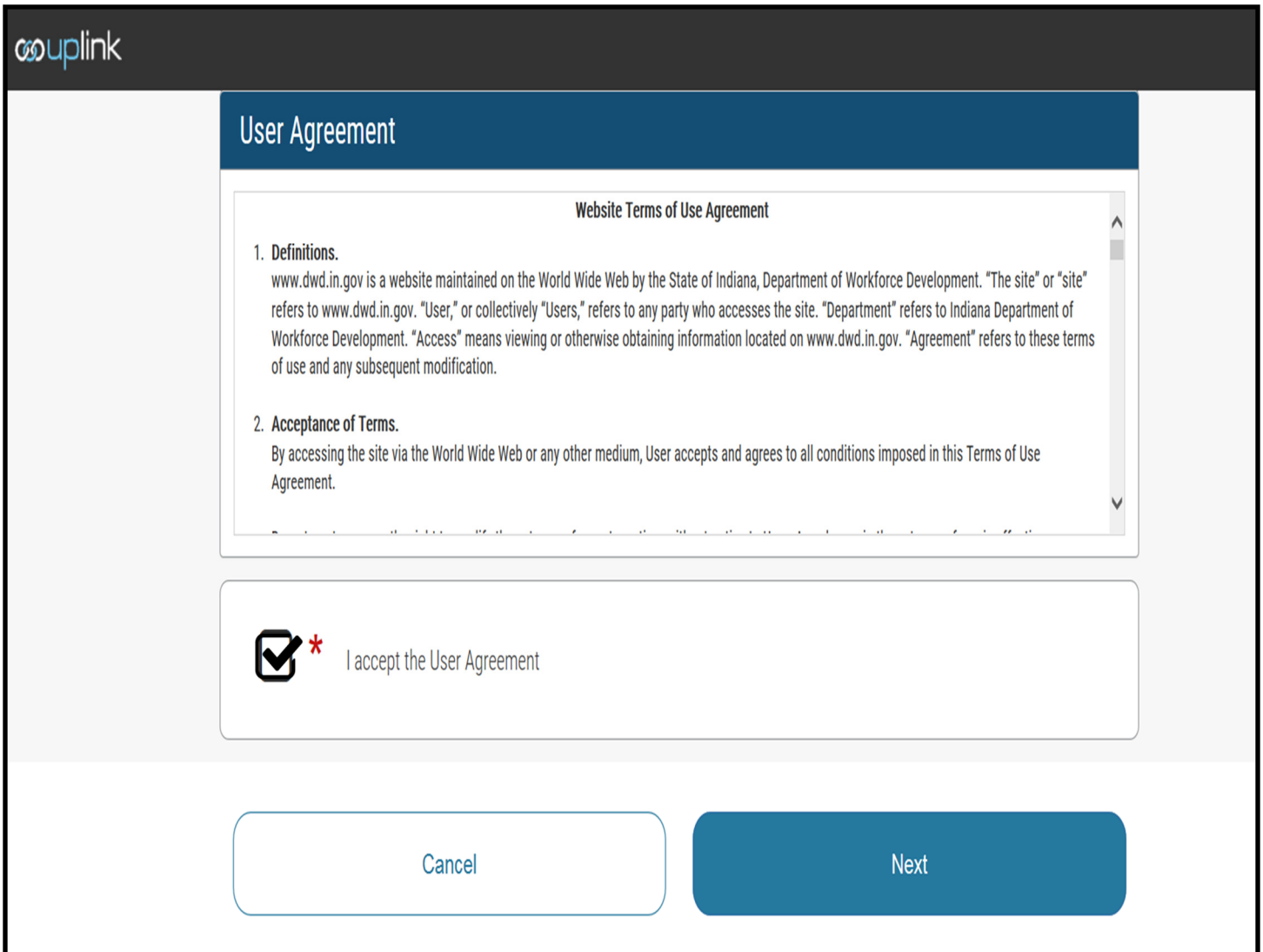
User Last Name *

Contact Phone * 999-999-9999

Extension

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.



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User Agreement

Website Terms of Use Agreement

1. 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.

2. 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 Agreement.

* I accept the User Agreement

Cancel Next

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.


The screenshot shows a web interface for 'New User Account Confirmation' on the Couplink platform. At the top left is the 'couplink' logo. The main heading is 'New User Account Confirmation' with a user icon. A green success message states: 'Congratulations! You have successfully created an online user account.' Below this, a blue header reads 'Your account information is indicated below'. Two white boxes display the account details: 'Username: AgentDee' and 'Secret Question: test'. A blue information message says: 'To continue with the Registration process, please press the Next button below.' An orange warning message says: 'Please print this page and keep for your records.' At the bottom, there are two buttons: a light blue 'Print' button and a dark blue '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.

The screenshot shows the login interface for the UPLINK Employer Self-Service system. At the top, there is a red-bordered box containing a username input field with the placeholder text "Forgot Username?", a password input field with the placeholder text "password" and a visibility toggle icon, a blue "Sign In" button, and a "Register" button. Below the login fields is a large banner image of a diverse group of people with the text "Welcome to Employer Self Service" and the "uplink" logo. The main content area is divided into two sections: "Important Information" and "Resources". The "Important Information" section features a blue header "Uplink Redesign for ESS" and a date "10/30/2018". The text below reads: "A new design for the UPLINK Employer Self-Service System (ESS) is coming in the Spring of 2019. Check out this video." Below this text is a video player showing a thumbnail for "Indiana Department Workforce Development". The "Resources" section contains two blue buttons: "First Time User" with a person icon and "What's New?" with a lightbulb icon.

After creating your user information the system will 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 * <input type="text"/>	First Name <input type="text"/>
Middle Initial <input type="text"/>	Last Name <input type="text"/>
Address Line 1 * <input type="text"/>	Address Line 2 <small>STE, APT, FL, BLDG, etc.</small> <input type="text"/>
City * <input type="text"/>	
State * <small>[select one]</small> <input type="button" value="v"/>	Zip Code * <input type="text"/>
Phone * <small>999-999-9999</small> <input type="text"/>	Xtn <input type="text"/>
Email * <input type="text"/>	Re-type Email * <input type="text"/>

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.

Agent Registration Confirmation

 Congratulations! You are successfully registered.

Registration Details

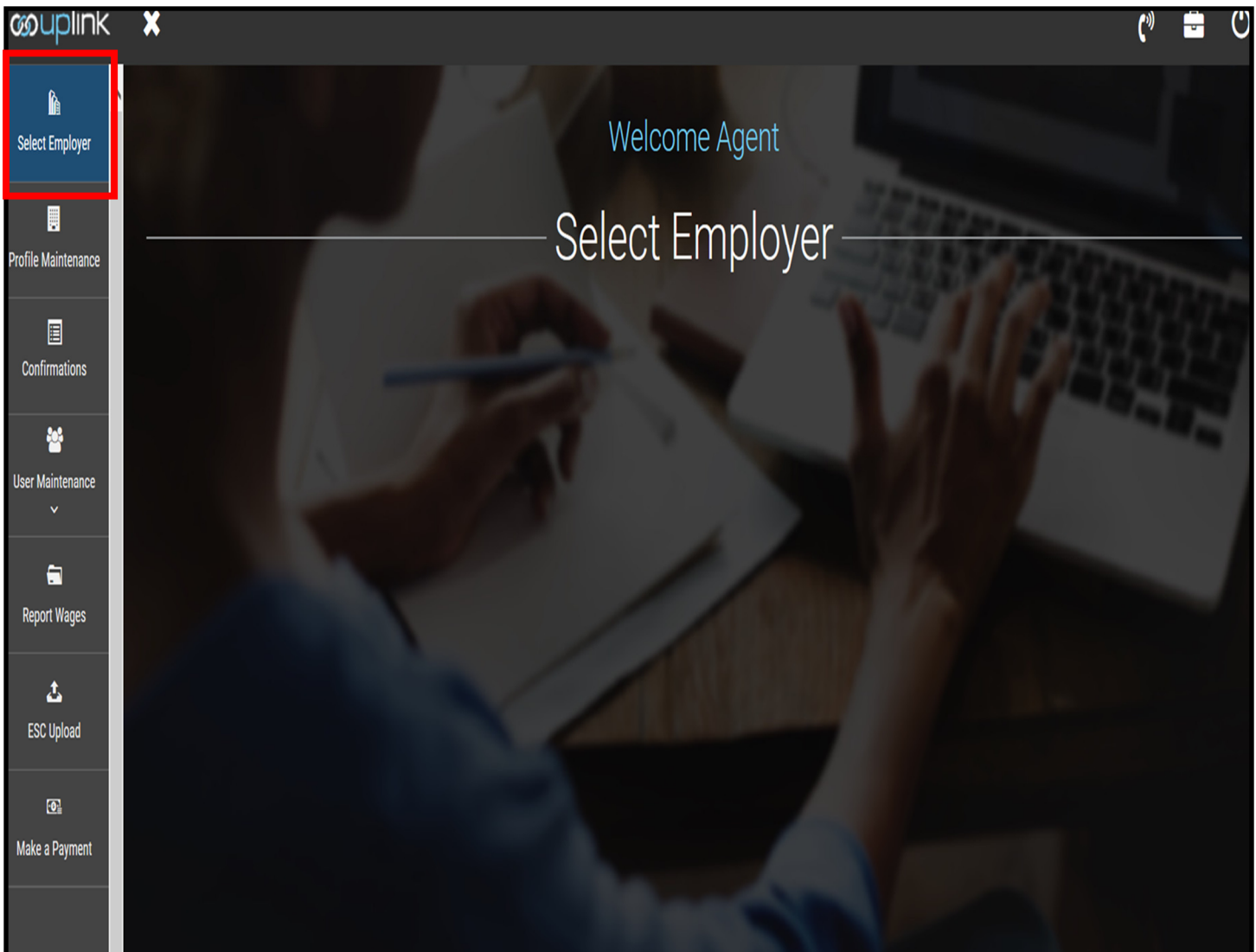
Agent Account Number 118905	Agent Business Name Business Taxes, Llc	First Name Dee	Middle Initial
Last Name Agent	Address Line 1 [REDACTED]	Address Line 2	City Indianapolis
State IN	Zip 46204	Phone 317-555-5678	Email [REDACTED]@gmail.com

 Please print this page and keep for your records.

[Print](#) [Next](#)

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.