



INDIANA
WORKFORCE
DEVELOPMENT

NEW ACCOUNT REGISTRATION

UPLINK Employer Self Service

April 11, 2019

Welcome

As a new Indiana employer you are responsible for reporting employee wages and providing contributions towards the Unemployment Insurance (UI) Trust Fund.

The Department of Workforce Development (DWD) requires each employer to register for a State Unemployment Tax Act (SUTA) account for reporting purposes.

This tutorial will help guide you through the registration process.

Forgot Username? password Forgot Password? Sign In Register

Uplink
Welcome to Employer Self Service

Important Information

Uplink Redesign for ESS

10/30/2018

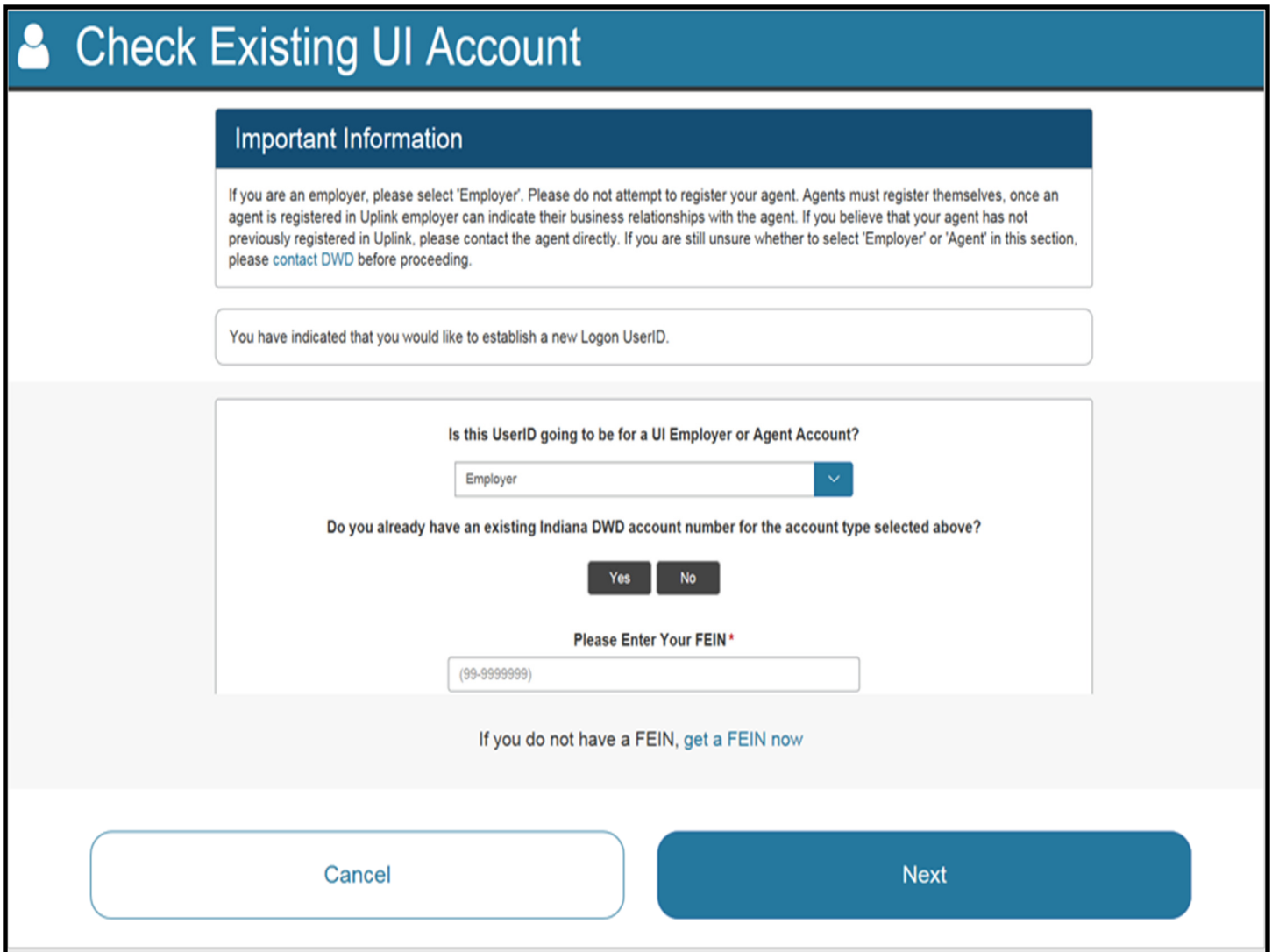
A new design for the UPLINK Employer Self-Service System (ESS) is coming in the Spring of 2019. Check out this video.

Employer Self-Service System Watch Later Share

Resources

- First Time User
Learn More
- What's New?
Learn More
- I Need Help...
Learn More
- FAQs
Learn More

Go to the ESS logon page <https://uplinkpreview.dwd.in.gov/ESS/ESSLogon.htm> and click on First Time User button.



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

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

Yes No

Please Enter Your FEIN *

(99-9999999)

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

Cancel Next

The following screen will appear. The first question should be answered with “Employer”. The next question asks if you have an existing account number with DWD. As a new employer, you will select “No”. Finally, enter your FEIN (Federal Employer Identification Number) and click the Next button.

If you do not have an FEIN, click on the blue hyperlink at the bottom of the page stating “get an FEIN now”. This will take you to the IRS website to apply for your FEIN.

New Employer Registration

Registering for an Indiana State Unemployment Tax Account

Business entities that have paid wages in Indiana and met employer qualifications are required to register with the Indiana Department of Workforce Development. Please DO NOT attempt to register until wages have been paid. By using our on-line registration system, you will be able to receive your account number and tax rate immediately if you have met qualification criteria for your business type and can provide required information.

Next

In order to qualify as an employer in the state of Indiana, qualifying wages paid for services performed in Indiana need to have already been issued to your employees. UI accounts cannot be set up in anticipation of payment of wages. If you have already paid wages click on the Next button.

New Employer Registration


What is Needed to Register Successfully?

Be prepared to provide the following information about the business when you begin the registration process:

1. FEIN
2. Name of legal entity
3. DBA name, if it is different than the legal name
4. Physical address of the business
5. Mailing address (if different from the physical address)
6. Additional business location addresses
7. Type of legal entity (corporation, sole proprietorship, LLC, etc.)
8. Primary business activity performed
9. If a partnership or corporation, state and date of incorporation/formation.
10. Name, social security number, and telephone number for owner(s)/officers/partners of the business
11. Dates that covered employees first performed services in Indiana
12. Date that first wages were paid to covered employees
13. Payroll service/agent name (if applicable) and type of correspondence you want them to receive

[Register Now!](#)

The information on this screen is needed for the registration process and will need to be readily available. Please review the list and click the Register Now button to begin the process.



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 * **Retype Password ***

Password Hints 👁

Password Hints 👁

Secret Question * **Secret Answer ***

User Email Address * **Retype Email Address ***

User First Name * **User Last Name ***

Contact Phone * **Extension**

Here you will create your log on access. Enter all fields with an asterisk. Your email **MUST** be a valid email address, since this will become our main means of communication with you. The password field when clicked, will show the password requirements.

Once you have finished entering all the information scroll down the page for the user agreement acceptance.

If you receive the message “account already in use” it means the user name you have entered has already been selected by another user. You will need to create a new username.

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 Agreement.

* I accept the User Agreement

Cancel Next


Please read the terms of the user agreement in full. You can use the scroll bar on the right to see the terms in its entirety. Once you have read all the terms check the box next to "I accept the User Agreement," and click the Next button.


New User Account Confirmation

 Congratulations! You have successfully created an online user account.

Your account information is indicated below

<p>Username NewUserReg1</p>	<p>Secret Question Middle name</p>
---------------------------------	--

 To continue with the Registration process, please press the Next button below.

 Please print this page and keep for your records.

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

You are advised to print this page and file it someplace safe in case you forget your user name and/or secret question answer. Once you have done so, click the Next button.

couplink

Employer Registration FEIN Information

Step 1 Qualify | Step 2 Legal Information | Step 3 Responsible Parties | Step 4 Locations | Step 5 Business Activity | Step 6 Contacts | Step 7 Mergers & Acquisition | Step 8 Certification | Step 9 Confirmation

All field(s) are required.

Please Enter Your FEIN *

#####

If you do not have a FEIN, get a FEIN now.

Next

Questions, Concerns or Inquiries?
Contact us today at 1-800-891-6499. Open 8am - 4:30pm Monday - Friday

As discussed on page 5, unemployment requires the business entity to qualify as an employer by having issued wages to employees in order to obtain a SUTA account. The next few pages will help you with your qualification.

On this screen you will enter your FEIN and click the Next button.

couplink

Employer Registration **Qualify**

Step 1 **Qualify** Step 2 Legal Information Step 3 Responsible Parties Step 4 Locations Step 5 Business Activity Step 6 Contacts Step 7 Mergers & Acquisition Step 8 Certification Step 9 Confirmation

Please select the one which apply to your business or organization.

Have you purchased, reorganized, or in any manner transferred or acquired all or part of the assets of an existing Indiana business?

Are you a Government Entity?

Are you a Not for Profit Organization?

Are you an Agricultural Employer?

Are you a Domestic Employer?

None of the above apply to your business or organization

These particular business types have specific qualification requirements. If you are unsure if your entity falls under one of these qualifications you can hover over the blue lettering to see a description of that particular qualification. If you qualify as one of these click the select button to the right of that type and click the Next button.

If none of the qualifications apply to your business, select the last option.

couplink

Employer Registration Indiana Business

Step 1 Qualify Step 2 Legal Information Step 3 Responsible Parties Step 4 Locations Step 5 Business Activity Step 6 Contacts Step 7 Mergers & Acquisition Step 8 Certification Step 9 Confirmation

Answer all the questions to continue

Has the business had a total Indiana payroll of \$1.00 or more in any calendar quarter during the current or preceding calendar year including *corporate officers* ?

Yes No

Next

If you selected the last option and you have paid a minimum of a \$1.00 for payroll click the Yes button. Then click the Next button.

If you have not paid a minimum of a \$1.00 payroll click the No button. You do not qualify for an account at this time and your registration process will stop. Corporate officers receiving remuneration are considered employees for UI purposes and are required to report those wages.

The screenshot shows the Couplink web application interface. At the top left is the 'couplink' logo. At the top right are three icons: a speaker, a briefcase, and a power button. Below the header is a white box containing the text 'Answer all the questions to continue'. The main content area has a light gray background and contains a question: 'Has the business had a total Indiana payroll of \$1.00 or more in any calendar quarter during the current or preceding calendar year including corporate officers?'. To the right of the question are two buttons: 'Yes' (highlighted in blue) and 'No' (gray). Below the question is a white box with the text 'Please select the year and quarter that the qualification was met'. Underneath this is a light gray box with two dropdown menus. The first is labeled 'Year*' and the second is labeled 'Quarter*'. Both dropdown menus have a blue arrow pointing down. At the bottom center of the form is a large blue button labeled 'Next'.

Enter the year and quarter in which you first issued wages. Then click on the Next button.

couplink

Step 1 Qualify Step 2 Legal Information Step 3 Responsible Parties Step 4 Locations Step 5 Business Activity Step 6 Contacts Step 7 Mergers & Acquisition Step 8 Certification Step 9 Confirmation

Fields marked with an asterisk * are required.

Legal Information

FEIN

Legal Business Name*

Doing Business As Name

Additional DBA

Business Type*

Formation Date of Corporation or Partnership*

State of Incorporation or Formation*

Date Payroll Began in Indiana*

The legal business name should be the same you registered with the Indiana Secretary of State (SOS) not your DBA or doing business as name. If you need to verify your legal business name go to <https://bsd.sos.in.gov/publicbusinesssearch>. Any extension needs to be included on your registration as well. Extensions include, but are not limited to, LLC, Inc., P.C. etc..

As a sole proprietor or partnership you are not required to register with the Secretary of State. As a sole proprietor your legal business name will be your name.

Primary Mailing Address

Country*
USA

Address Line 1*
Address Line 2
STE, APT, FL, BLDG, etc.

City*
State*
Indiana

Zip Code*

Phone*
Fax

Next

The primary mailing address is your legal address for all mailings. Once you have enter all the information click the Next button.

The screenshot shows a web form titled "Contact Information" and "Address Information" within the Couplink interface. The "Contact Information" section includes fields for First Name, Middle Initial, Last Name, Suffix, Title (with a dropdown menu currently showing "Member"), SSN or ITIN, Email Address, Phone, and Fax. The "Address Information" section includes fields for Address Line 1, Address Line 2 (with a placeholder "STE, APT, FL, BLDG, etc."), City, State (with a dropdown menu currently showing "[select one]"), and Zip Code. At the bottom of the form, there are two buttons: "Clear Form" and "Add & Review".

Contact Information

First Name * Middle Initial

Last Name * Suffix

Title * SSN or ITIN *

Email Address

Phone * Fax

Address Information

Address Line 1 * Address Line 2

City *

State * Zip Code *

Here you will enter your Responsible Party contact information. This should be an officer, someone that will have knowledge of the account and UI taxes in your entity.

You will also complete the Address Information section. Once completed click the Add & Review button.

couplink

Employer Registration Responsible Party

Step 1 Qualify Step 2 Legal Information **Step 3 Responsible Parties** Step 4 Locations Step 5 Business Activity Step 6 Contacts Step 7 Mergers & Acquisition Step 8 Certification Step 9 Confirmation

SAVED RESPONSIBLE PARTIES

Review the information.

If correct and complete, choose the "Next" option. Otherwise, choose "Add Another Party" to add another contact to the list.

Member Dee D ***.**-6789	TESTING1@GMAIL.COM P: 317-555-0408 10 N Senate Ave Indianapolis, IN 46204	Edit
---------------------------------------	--	----------------------

Add Another Party **Next**

Review the information you entered and if you find a misspelling or other error you can click on the blue Edit to the right to make any changes.

If you have another contact you would like to add, select the Add Another Party and enter all the information for that person.

Click the Next button to move forward.

couplink

Step 1 Qualify Step 2 Legal Information Step 3 Responsible Parties **Step 4 Locations** Step 5 Business Activity Step 6 Contacts Step 7 Mergers & Acquisition Step 8 Certification Step 9 Confirmation

NEW LOCATION

i If your company has more than one location, please complete the information on this page for each location. If not, click Next and continue.

Fields marked with an asterisk * are required

Location Information

Location Name *

Address Type * [select a business type] **Attention**

Address Line 1 * **Address Line 2**
 STE, APT, FL, BLDG, etc.

City *

State * [select one] **Zip Code ***

Phone **Fax**

Clear Form
Add & Review
Next

For the Location Information, you would add any other locations you have in Indiana. If your legal mailing address is outside of Indiana you are required to provide the Indiana address where services are performed showing your Indiana liability

If you have no other locations, click the Next button to continue.

The screenshot shows the 'Employer Registration Business Activity' form on the Couplink website. At the top left is the 'couplink' logo. Below it is a blue header with a grid icon and the text 'Employer Registration Business Activity'. A navigation bar contains nine steps: Step 1 (Qualify), Step 2 (Legal Information), Step 3 (Responsible Parties), Step 4 (Locations), Step 5 (Business Activity - highlighted in blue), Step 6 (Contacts), Step 7 (Mergers & Acquisition), Step 8 (Certification), and Step 9 (Confirmation). Below the navigation bar is a white box with the text 'All field(s) are required.' The main form area has a dark background and contains a dropdown menu labeled 'NAICS Code / Description *' with '[select one]' and a blue arrow. Below the dropdown is a text input field with the prompt 'Please enter a detailed description of your primary business activity. (Maximum of 160 characters): *'. At the bottom of the form is a large blue button labeled 'Next'.

We require your NAICS code. This is the North American Industry Classification System code that describes your business activity.

Click on the blue “NAICS” to go to the NAICS website to find your code if you don’t already have one. Please also include a brief description of what type of service your business offers.

Once you have entered the information click the Next button.

couplink

Step 1 Qualify | Step 2 Legal Information | Step 3 Responsible Parties | Step 4 Locations | Step 5 Business Activity | **Step 6 Contacts** | Step 7 Mergers & Acquisition | Step 8 Certification | Step 9 Confirmation

i Please provide the names, titles and contact information of the individuals to be contacted concerning any questions or clarifications relating to this account.

i Accounts must always maintain at least one contact person with the title of Registration Contact.

couplink

NEW EMPLOYER CONTACT

Fields marked with an asterisk * are required

Contact Information

Title * Registration Contact	First Name *
Middle Initial	Last Name *
Phone *	Fax
Email Address	

Clear Form | Add & Review

The person processing this form should leave their contact information as the “Registration Contact”. Additional contacts can be more specific as to their role with the account.



Please provide the names, titles and contact information of the individuals to be contacted concerning any questions or clarifications relating to this account.



Accounts must always maintain at least one contact person with the title of Registration Contact.

SAVED EMPLOYER CONTACTS

Review the information.

If correct and complete, choose the "Next" option. Otherwise, choose "Add Another Contact" to add another contact to the list.

Registration Contact

Dee

317-555-0408

testing1@gmail.com

[Edit](#)



Add Another Contact

Next

Review your information. If you see any errors you can click the blue “Edit” to the right. If you need to add another contact click the Add Another Contact button, otherwise click the Next button.

 Employer Registration CertificationStep 1
QualifyStep 2
Legal InformationStep 3
Responsible PartiesStep 4
LocationsStep 5
Business ActivityStep 6
ContactsStep 7
Mergers & AcquisitionStep 8
CertificationStep 9
Confirmation

Registration Summary



If Qualification Information is not correct, please call DWD - Employer Status at (800) 891-6499. You can log out and your information will be saved.

The following information is the complete summary of all the data you have entered. Please review the information and if you find any errors follow the instructions in the orange box above. Your account information will be saved and the registration will be placed into pending status until you speak with a representative to make the required corrections.

The screenshot shows a web interface for 'Couplink' with a 'Qualification Information' section. The section contains six questions, each with a corresponding 'NO' or 'YES' button. The last question is answered 'YES'. At the bottom, there is a field for 'Quarter and Year qualification was met:' with the value '1/2018'.

Qualification Information	
Have you purchased, reorganized, or in any manner transferred or acquired all or part of the assets of an existing Indiana business?	NO
Are you a Government Entity?	NO
Are you a Not for Profit Organization?	NO
Are you an Agricultural Employer?	NO
Are you a Domestic Employer?	NO
Has the business had a total Indiana payroll \$1.00 or more in any calendar quarter during the current or preceding calendar year including salaried officers?	YES
Quarter and Year qualification was met:	1/2018

The above screen is the information that was entered in the Qualification section. Again, please review the information and take note if any of the information was keyed in error.

Legal Information
Edit

<p>FEIN 12-9876543</p> <p>Legal Business Name Db Theme Party Fun Llc</p> <p>Doing Business As</p> <p>Business Type Limited Liability Company</p> <p>Primary Mailing Address 10 N Senate Ave Indianapolis IN 46204</p> <p>Qualification Type Regular</p> <p>Liability Date 01/01/2018</p> <p>Phone 317-555-0408</p>	<p>Formation Date of Corporation or Partnership 12/30/2017</p> <p>Date Payroll Began in Indiana 01/12/2018</p> <p>Account Number 761441</p> <p>State of Incorporation or Formation Indiana</p> <p>Country USA</p> <p>Qualification Date 03/31/2018</p> <p>Fax N/A</p>
--	--

The above screen is the information that was entered in the Legal Information section. Again, please review the information and take note if any of the information was keyed in error.

The screenshot displays a user interface for managing business information. It consists of four main sections, each with a dark blue header and an 'Edit' button with a pencil icon:

- DBA Names:** A section with a dark blue header and an 'Edit' button.
- Business Activity:** A section with a dark blue header and an 'Edit' button. Below the header, there are two rows of information:
 - Category: 711510
 - Description: Children's birthday party entertainers
- Responsible Parties:** A section with a dark blue header and an 'Edit' button. Below the header, there is a light gray box containing the following information:
 - Member
 - Dee D. Smith
 - SSN: 123-45-6789
 - P: 317-555-0408
- Address(es):** A section with a dark blue header and an 'Edit' button. Below the header, there is a white input field.

The above screen is the information that was entered in the DBA Names, Business Activity, Responsible Parties and Addresses sections. Please review the information and unlike the other previous sections, you are able to edit these if needed.

Contact(s) Edit

Registration Contact
Dee Smith
P: 317-555-0408

I, Dee Smith, certify that the information provided on these forms is correct and true to the best of my knowledge.

Print Submit

If all of your information is correct, check the box certifying the information and click the Submit button.



We recommend that you print this page prior to proceeding.

Choose Print or Submit Without Printing to Continue.

Cancel

Print

Submit Without Printing

It is recommended that you print the registration details for your records and then click Submit.

If you do not wish to print the registration, click the Submit Without Printing button to continue.

The screenshot displays the 'Employer Registration Confirmation' page on the Couplink platform. The page features a progress bar at the top with nine steps: Step 1 (Qualify), Step 2 (Legal Information), Step 3 (Responsible Parties), Step 4 (Locations), Step 5 (Business Activity), Step 6 (Contacts), Step 7 (Mergers & Acquisition), Step 8 (Certification), and Step 9 (Confirmation). A green banner at the top of the main content area reads: 'Congratulations! You have successfully registered your business with the Indiana Department of Workforce Development. Your confirmation number is 68557055.' Below this, a red-bordered box titled 'Employer Registration Details' contains the following information:

Employer Legal Name	Employer Account Number	Initial UI Tax Rate	Date	Time
Do Theme Party Fun Lic	761441	2.5%	04/08/2019	11:11:14 AM

Below the table, a blue information banner states: 'You will be receiving additional information soon concerning your new account.' An orange banner below that says: 'Please print this page and keep for your records.' At the bottom of the page, there are two buttons: 'Print' and 'Home'.

Your confirmation page provides you with your registration confirmation number, your new employer account number and your new employer tax rate. Again, we recommend you print this page to keep your confirmation details handy.

After printing, you can click the Home button which will take you to your Employer Summary dashboard.

If you have any questions or need assistance there are representatives available to assist you. Call 1-800-891-6499 option 2, then option 3. (Phone representatives are available between 8 a.m. and 4:30 p.m. EST)