



In November 2012, the Department of Labor & Industry will begin the transition to the Unemployment Compensation Management System, or UCMS, for electronic filing of unemployment compensation, or UC, quarterly reports (Form UC-2/2A) and payment of UC contributions. UCMS will be available only to active UC-Tides users beginning Jan. 1, 2013 for the fourth-quarter 2012 filing period. The last quarter that UC-Tides will be available for filing UC tax, wage reports and/or payments will be the third quarter of 2012, which is due Oct. 31, 2012. After the UC-Tides users transition to UCMS, functionality will be made available to all employers.

You have received this notice because you currently use UC-Tides to file and/or pay your UC tax liabilities and employee wage reports.

To simplify your first experience with UCMS, the department will be pre-registering your business with a user-id and password that must be changed immediately after your first login to UCMS. To be pre-registered, **please provide the following information to the Office of Unemployment Compensation Tax Services, 651 Boas Street, Room 900, Harrisburg, PA 17121 within seven days of receiving this letter.**

UC Account Number		
FEIN		
Legal Business Name		
*Administrator of the UC Account	First Name	Last Name
Email Address (if available)		
Phone Number		

*Please note, the administrator of your UC account that you provide above will be the ONLY person able to delegate access to other staff within your business to handle UC Tax and UC Benefits issues through your online account.

Once pre-registration is complete, you will receive notice containing your login credentials necessary to access UCMS when it becomes available.

Information needed prior to securing your user-id and password and subsequent login:

All business users must have a valid Federal Employer Identification Number, or FEIN, to secure a user-id and password. A FEIN is needed to authenticate users and ensure that each log-in credential is unique. Obtaining a FEIN will also ensure that employers can claim their full Federal Unemployment Tax Act tax credit for payment of Pennsylvania Unemployment Compensation contributions when filing a federal unemployment tax return (thereby reducing federal tax liabilities).

If you do not currently have a FEIN, the IRS website explains how to apply. To apply online, go to www.IRS.gov and type "FEIN" in the search box at the top of the page.

Additionally, you will need access to your past quarterly filing information. UCMS requires this information as an additional security check to ensure the correct user is accessing account information. This will be needed when you access UCMS for the first time.

You can get more **information about UCMS and obtaining a user-id and password online or by submitting your question by email at uc-news@pa.gov** (Add UCMS LOGIN in subject line of email) or by calling the UC Employer Contact Center toll free at 866-403-6163, option 2, or within the Harrisburg area 717-787-7679, option 2.

*Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program*