

Registering your business for an UpLink account

Please note: Internet Explorer is the only compatible search engine at this time.

New Employers

1. You can access ESS through the DWD website by clicking on the employer self-service for unemployment insurance link near the bottom of any screen, <https://uplink.in.gov/ESS/ESSLogon.htm>
2. To begin your new account process you first need to create your username and password. Click the 'New User' button, or the link on the navigation pane, to start the account creation process.

The screenshot shows the UpLink Employer Self Service Logon page. The page features a blue header with the UpLink logo and navigation links for Help, Contact, and Resources. Below the header is a blue bar with the text "Employer Self Service Logon" and logos for Indiana Workforce Development and WorkOne. The main content area is divided into two columns. The left column is titled "Important Information" and contains two red-bordered boxes with text about system unavailability on December 19, 2018, and a federal holiday on December 5, 2018. The right column is titled "Please Logon" and contains a form with fields for "Username" and "Password", a blue "Logon" button, and three smaller buttons: "New User?", "Forgot Password?", and "Forgot Username?". A red arrow points to the "New User?" button.

3. On the next screen indicate you are registering as an Employer and select the option button to indicate you do not have an existing UI Account number.
4. You will be taken through screens to create your username and password after which you can log into the system from the logon screen.
5. You will be asked to enter your FEIN and then complete several screens with information about your business. During this process you will receive your SUTA account number.

The screenshot shows the UpLink Employer Legal Information page. The page has a blue header with the UpLink logo and navigation links for Help, Contact, Resources, and Logoff. The main content area is divided into two columns. The left column is titled "EMPLOYER LEGAL INFORMATION" and contains a sidebar with navigation links: Home, Select Employer, Select Employer Account, Summary Information, File Reports, Make Payments, Profile Maintenance (Legal Information, DBA, Responsible Parties, Locations, Contacts, Correspondence Agents, Report, Acquisition/Disposition, Maintain PEO Clients), Submit a Request, Change Account Status, My Documents, Maintain Users, and Multi Claimant Group. The right column is titled "EMPLOYER LEGAL INFORMATION" and contains a form with fields for "Legal Business Name", "FEIN", "Address Line 1", "Address Line 2", "City", "State", "Zip Code", "County", "Country", "Phone", and "Fax". The form is titled "EMPLOYER LEGAL INFORMATION" and includes a sidebar with navigation links.

6. We strongly suggest that you print all confirmations for your records.

Existing Employers

1. You can access ESS through the DWD website by clicking on the employer self-service for unemployment insurance link near the bottom of any screen, <https://uplink.in.gov/ESS/ESSLogon.htm>
2. To gain access to your existing UI account, you first need to create your username and password. Click the 'New User' button, or the link on the navigation pane, to start the process.

The screenshot shows the 'Employer Self Service Logon' page. On the right side, there is a 'Please Logon' section with a 'New User?' button highlighted by a red arrow. The page also features an 'Important Information' section on the left with two notices regarding system unavailability and a federal holiday.

3. On the next screen indicate you are registering as an Employer and select the option button to indicate YES you have an existing Indiana DWD account number.
4. You will be taken through screens to create your username and password after which you will be taken directly to your Summary Screen.
5. You will be asked to enter your FEIN, existing Indiana DWD account number, and the total gross wages posted to your account in the most recently reported quarter. If you are registering near the due date for the quarter, there may be a report in transit, so if you get an error message that the data does not match our records, please try the next most recent quarter.
6. After you have accessed your UI account, you will then be able to maintain account information online.
7. We strongly suggest that you print all confirmations for your records

Assigning Paychex/Advantage TPA Access

1. Click 'Maintain Users' on the left, and select 'Add External User.'
2. Search for 'Paychex Inc, NY 100111' or 'Advantage Payroll Services, Inc 101697'

The screenshot displays the 'ADD INTERNAL USER' form in the Uplink system. The form is for 'PAYCHEX INC NY' and includes fields for Username, User First Name, User Last Name, User Telephone, User Email, Password, Retype Password, Secret Question, and Answer. The 'Auth Level' dropdown is set to 'Administrator'. The left sidebar shows the 'Maintain Users' menu.

3. Change Authorization Level to 'Administrator'