

Guide to Accessing UI eServices for Employers
uieservices.mt.gov

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GETTING STARTED

UI eServices for Employers (eServices) recognizes you based on a Montana ePass user id. If you do not already have an ePass user id, you must create one before you can request access to eServices. You must utilize the same ePass user id each time you return to eServices. You cannot log into eServices using a Login with OpenID. If this is the only ePass Montana log in you have, you will need to create a new ePass login.

The following step-by-step directions will help guide you through the process to gain access to eServices. There are two parts to the process:

- Log into ePass (may require creating an ePass account), and
- Register to use eServices.

The initial eServices registration process will only need to be completed the first time you are gaining access to the service.

Before beginning, if you are an existing (active or inactive) employer or employer representative (employee who prepares reports, etc.) please make sure you have the following information available to you:

- Your business' FEIN, UI Account Number, and Mailing ZIP Code
- Your business' Total UI Rate
- The last quarterly UI report filed for your business

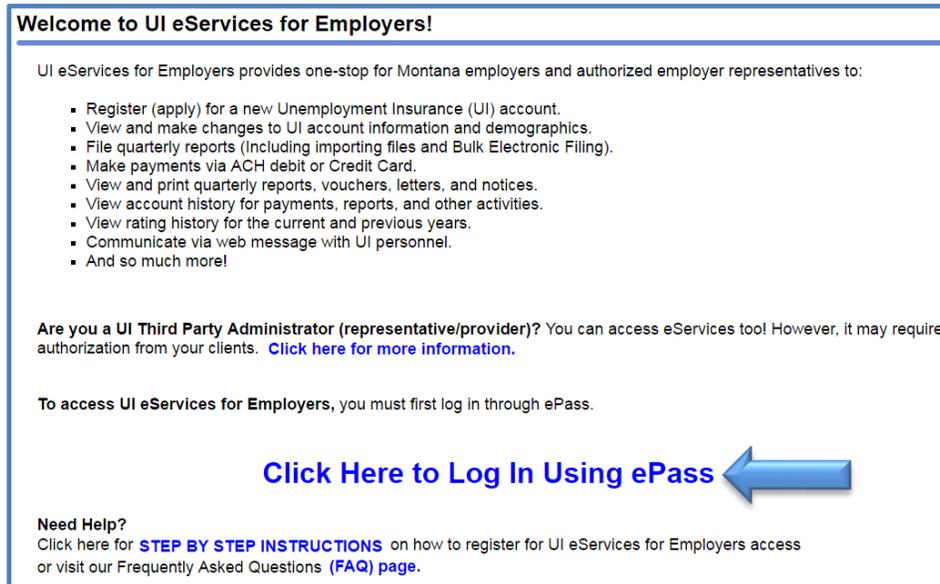
If you are a new employer, and have not registered for Unemployment Insurance yet, you will need to do so. Please see the New Employer section of this document.

If you are a Third Party Administrator (TPA), see the third party administrator section of this document before beginning.

EXISTING (REGISTERED) UI EMPLOYERS

From the UI eServices for Employers starting page (uieservices.mt.gov)

1. Click on the blue link that says “Click Here to Log In Using ePass”.
 - You will be directed to the ePass Montana home page on the mt.gov website



Welcome to UI eServices for Employers!

UI eServices for Employers provides one-stop for Montana employers and authorized employer representatives to:

- Register (apply) for a new Unemployment Insurance (UI) account.
- View and make changes to UI account information and demographics.
- File quarterly reports (including importing files and Bulk Electronic Filing).
- Make payments via ACH debit or Credit Card.
- View and print quarterly reports, vouchers, letters, and notices.
- View account history for payments, reports, and other activities.
- View rating history for the current and previous years.
- Communicate via web message with UI personnel.
- And so much more!

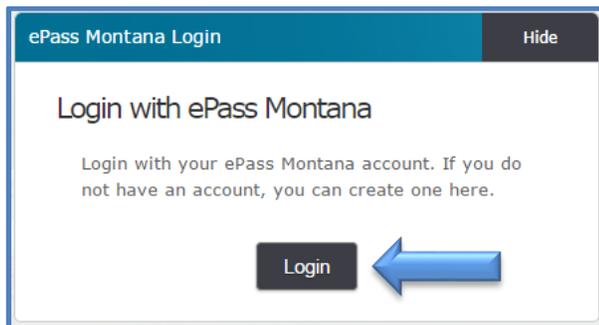
Are you a UI Third Party Administrator (representative/provider)? You can access eServices too! However, it may require authorization from your clients. [Click here for more information.](#)

To access UI eServices for Employers, you must first log in through ePass.

Click Here to Log In Using ePass 

Need Help?
Click here for [STEP BY STEP INSTRUCTIONS](#) on how to register for UI eServices for Employers access or visit our Frequently Asked Questions ([FAQ](#)) page.

2. Click “Login” under the section titled “Login with ePass Montana”.



ePass Montana Login Hide

Login with ePass Montana

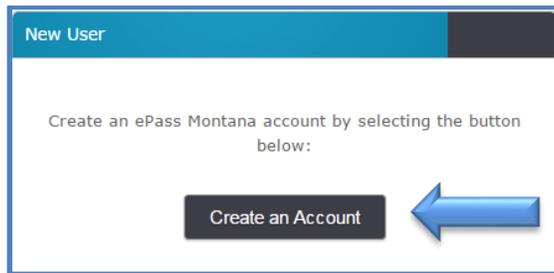
Login with your ePass Montana account. If you do not have an account, you can create one here.

Login 

3. If you are an existing ePass user, [skip to Step 8](#).

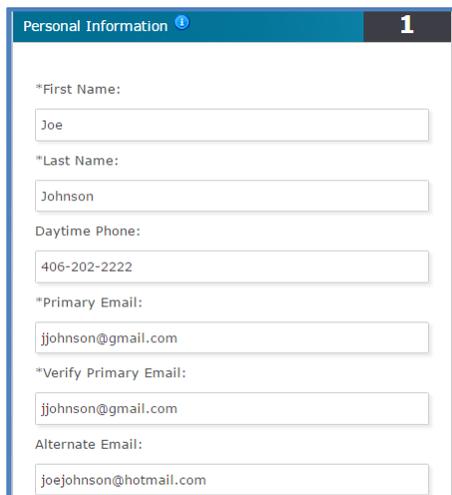
New ePass User

4. If you are not an existing ePass user, under the New User section, click “Create an Account”



5. Enter the following required fields:

- First Name
- Last Name
- Primary Email
- Verify Primary Email

A screenshot of a "Personal Information" form. The form has a blue header with the text "Personal Information" and a small "1" in a black box. The form contains several input fields with the following labels and values: "First Name:" with "Joe", "Last Name:" with "Johnson", "Daytime Phone:" with "406-202-2222", "Primary Email:" with "jjohnson@gmail.com", "Verify Primary Email:" with "jjohnson@gmail.com", and "Alternate Email:" with "joejohnson@hotmail.com".

- Username
 - Can be anything you choose but must be at least 6 characters long without spaces
- Password
 - Can be anything you choose but must be at least 8 characters long and must contain both letters and numbers. The password cannot be the same as the username and it is case sensitive.
- Verify Password
- Password Hint
 - Used to help you remember your password (should not be your password)

ePass Montana ID Details 2

*Username:
(minimum 6 characters)
joejohnson1

*Password:
(minimum 8 characters; must use letters and numbers)
.....

*Verify Password:
.....

*Password Hint:
same

- Security Info
 - Choose 3 security questions from the drop down boxes provided and enter the answer to each. Be sure to enter questions and answers you will remember as these will be used to reset your ePass password if you ever forget it.

Security Info 3

For your protection, these questions will help us verify your identity in the future. You must select 3 different questions.

*1. Security Question:
What is your mother's maiden name? ▾
Bonnie Anderson

*2. Security Question:
What street did you grow up on as a child? ▾
Jenkins

*3. Security Question:
Where did your mother grow up? ▾
Canada

6. Click Save Changes.
7. You will be redirected back to uivivces.mt.gov. [Proceed to Step 10.](#)

Existing ePass User:

8. Under the “Existing User” section, enter your ePass Username and Password.

Existing User

Username:
|

Password:
|

[Forgot your username or password?](#)

Login

9. Click “Login”
 - You will be redirected back to uivivces.mt.gov. [Proceed to Step 10.](#)

eServices Access – Active Employer Account

10. Click the blue link that says “New to UI eServices? Click Here to Sign-up for Online Access”.

Welcome joejohnson1 to UI eServices for Employers! If you are not joejohnson1 logout of ePass then return to this site.

Congratulations, you have completed the first step to gaining access to **UI eServices for Employers** by logging in through ePass. Now choose the correct option below that best fits your needs.

[Click here for STEP BY STEP INSTRUCTIONS on how to register for UI eServices for Employers access.](#)

New to UI eServices? Click Here to Signup for Online Access 

Signup for online access to manage your UI Tax account information, file wage and tax reports, make payments, and more.

Agent/Employer Representatives are advised to only enroll once, and use eServices to establish access to multiple client accounts.

New Employer? Click here to Apply for a New UI Account

If you are a new employer or have not registered for a Montana Unemployment Insurance account number, click on the link above.

[If you have started an online Registration for a UI Account number, click here.](#)

11. Section 1: Select an access type by clicking one of the two radial buttons, choose either:

- Employer, or
- Third Party Administrator (TPA) [If you are Third Party Administrator go to the TPA section of this document](#)

Complete this one-time authorization to use UI eServices for Employers. All three steps must be completed before you can submit this request.

1. Select access type before continuing:

Employer 

Select "Employer" if you are an owner, officer, partner or employee of your company **AND** your company **HAS** a Montana UI Account Number.

If you need to register for a Montana Unemployment Insurance account number, return to the previous page and complete the online registration.

Third Party Administrator (TPA)

Select "Third Party Administrator (TPA)" if you are an agent of a Montana employer (such as an accountant or payroll service) and would like to gain access to their UI account via eServices.

Note: If the TPA does not have (and is not required to have) a Montana UI Account number, you will need to contact our office to register as a TPA. Click [here](#) for instructions on how to register as a TPA.

12. Section 2: Complete the Login Information

- ePass Username – No entry necessary, this will be brought over automatically from ePass
- Enter a **Contact Name** (your name)
- Enter a **Contact Email** (the best email address to reach you)
- Enter **Contact Phone Number** (best phone number to reach you)
 - Note: The first box for the Contact Phone Number is a drop down box to describe what type of phone number you are entering (Cell, Fax Number, Office, or Residence). The second box is where you enter the actual number.
- Enter **Alternate Phone Number** (not required)

- Note: The first box for the Contact Phone Number is a drop down box to describe what type of phone number you are entering (Cell, Fax Number, Office, or Residence). The second box is where you enter the actual number.
- Choose a **Secret Question** from the drop down box
- Enter the **Secret Answer** to the question chosen in Step 18.
- Enter the Secret Answer a second time to **Confirm** the answer.
 - Note: The “Secret Answer” will be used as a second layer of security within eServices. You will be asked to enter the secret answer when you save and/or submit reports, payments, or other requests.

2. Login Information:

ePass Username <input type="text" value="joejohnson1"/>	Contact Name <input type="text" value="Joe Johnson"/>	Contact Email <input type="text" value="jjohnson@gmail.com"/>
Contact Phone Number <input type="text" value="Office"/> <input type="text" value="(406)202-2222"/>	Alternate Phone Number <input type="text"/> <input type="text"/>	
Secret Question <input type="text" value="What was the name of your first pet?"/>		
Secret Answer <input type="text" value="...."/>	Confirm <input type="text" value="...."/>	Secret answer is case sensitive Minimum 3 characters It is recommended to use both letters and numbers

Please note that the secret answer entered will be used to log into UI eServices for Employers and as an electronic signature when filing a report or making a payment. Keep this information safe!

13. Section 3: Complete the Employer/Employer Representative Enrollment Information
- From the drop down menu answer the question “Are you a new Employer?”
 - If you answer yes, select the blue link that appears to the right to register for a UI Account number.

3. Employer/Employer Representative Enrollment Type:
Enter your business information. Once you have entered the information correctly, you will have immediate access to your online services.

Are you a new Employer? [Click here if you have not registered for a UI Account Number.](#)

- If you answer no, proceed below

The information entered for the following will be validated against what we currently have in our system. To create the eServices web logon, the answers must match what we have on file.

- Enter the business' **FEIN** number.
- Enter the business' **UI Account Number**.
- Enter the business' **Mailing Address Zip Code**.
- Select the radial button that best describes “**What is your Business Role?**”
 - I am an owner, officer, or other principal of the business

- I am an employee of the business authorized to file and/or pay UI tax information online
- I am an employee of the business authorized to respond to requests for information on UI benefit claims (Via SIDES) See our explanation of SIDES on our website: <http://uid.dli.mt.gov/Portals/55/Documents/eServices/dli-uid-es026.pdf>
- Using the drop down box answer the question “**Is your Account Number Still Active?**”
 - If you enter YES, proceed with the next step.
 - If you enter NO, skip to [eServices Access - Inactive Employer Account](#).
- Click the Yes or No radial button to answer the question “**Has a UI-5 been filed for your business?**”
 - Note: A UI-5 is the quarterly report submitted each quarter listing your employees and the wages paid to them. If you have submitted any of these in the past, answer Yes to this question.
- Enter the answer to “**What is your business’ 2017 total UI Tax Rate?**”
 - This is your TOTAL rate for 2017 (UI rate + AFT rate). Each year, when a new rate is assigned, the year in this step will change to request the most current years rate.
 - Enter the rate using this format __. __ Do not enter the % sign.
- Enter the answer to the question “**What were the total gross wages reported on the last quarterly report filed for your business?**”
 - Gross wages are the total amount of wages paid to your employee’s before any amount of excess wages (wages over the wage base) are subtracted. Line 1 under Step 3 on the paper quarterly report.
 - Use the last quarterly report filed with us, not the one you are currently trying to file.
 - You do not need to enter comma’s, but do include the decimal.
 - If the total gross wages in the last quarter reported were 0.00, check the **Zero Reported** checkbox.

3. Employer/Employer Representative Enrollment Type:
 Enter your business information. Once you have entered the information correctly, you will have immediate access to your online services.

Are you a new Employer? ▾

FEIN UI Account Number Mailing Address Zip Code

What is your Business Role? I am an owner, officer, or other principal of the business
 I am an employee of the business authorized to file and/or pay UI tax information online
 I am an employee of the business authorized to respond to requests for information on UI benefit claims (via SIDES)

UI Account Access:
 You must answer the following questions correctly in order to gain access to this account.

Is your UI Account Number still active? ▾ % Has a UI-5 been filed for your business? Yes No

What is your business’ 2017 total UI Tax Rate?

What were the total gross wages reported on the last quarterly report filed for your business? Zero Reported

Please review any data in error and correct the information. If you are unable to correct the information, call us at 406-444-6963 or email us at uieservices@mt.gov. Keep the information from this form available so we can verify you have authorization to register the company for online services.

14. Section 4 (SIDES) will only be visible if you have chosen that you are an owner, officer, other principle of the business or an authorized employee responding to UI benefits claims.

- Enter a **SIDES Contact Name**
 - The SIDES contact should be the person responsible for responding to requests for information on benefit claims. If you are entering someone other than yourself as the contact be sure you instruct them to create an eServices sign-on as well.
- Enter a **SIDES Contact Email**
 - Note: This will be the email address for the person or group responding to SIDES requests. We do recommend entering a group email instead of an individual email if one is available.
- Retype the Contact Email in the **Email Verification**
- Enter **Contact Phone Number** (best phone number to reach you)
 - Note: The first box for the Contact Phone Number is a drop down box to describe the type of phone number you are entering (Cell, Office, or Residence). The second box is where you enter the actual number.
- Enter a **SIDES Broker ID** (Optional) if you have one
 - Please see our website for additional information on SIDES Brokers:
<http://uid.dli.mt.gov/Portals/55/Documents/eServices/dli-uid-es026.pdf>

4. State Information Data Exchange System (SIDES):

[What is SIDES?](#)

Please Note: SIDES Contacts *MUST* have access to eServices in order to respond to requests. If you are listing someone other than yourself as the SIDES contact, please instruct them to request eServices access. We recommend you provide an email address that goes to multiple people to ensure receipt in the event of absences or changes in staff.

SIDES Contact Name	SIDES Contact Email	Email Verification
<input type="text" value="Joe Johnson"/>	<input type="text" value="jjohnson@gmail.com"/>	<input type="text" value="jjohnson@gmail.com"/>
SIDES Contact Phone Number	SIDES Broker ID	
<input type="text" value="Office"/> <input type="text" value="(406)202-2222"/>	<input type="text"/>	

I understand I am agreeing to communicate electronically, and to respond timely and adequately to all requests for benefit claim information. I understand it is my responsibility to keep all of my contact information up to date and I agree to notify the Montana Unemployment Insurance Division, Contributions Bureau of any changes. Unless using a SIDES broker, I understand I will receive email notification requesting I login to my eServices account and respond to requests for benefit claim information. If I do not respond timely and adequately, consequences may include loss of interest party status. Please review [MCA 39-51-605](#) for details, or contact our office for further information.

Note: Currently, Montana is participating in SIDES for **Separation related issues only**. You will continue to receive paper mail for all other benefit claim notices. We anticipate implementing additional SIDES modules in the future.

15. Click Submit.

16. You will receive a confirmation page if all the information is complete and correct

17. Proceed into eServices, clicking OK

Thank you for signing up for *UI eServices of Employers (eServices)* access. Date: Apr 28, 2017 11:10:47.
Your confirmation number is **1335382016** You should receive an e-mail confirmation shortly. Log in now by clicking OK at the bottom of this page.

SIDES Participation for UI Benefit Claims

Please remember, as part of this registration process, **you agreed to receive and respond to Montana Unemployment Insurance requests for benefit claim information via the State Information Data Exchange System (SIDES).**

[What is SIDES?](#)

You agreed to:

- Communicate electronically, and respond timely and adequately to all requests for information.
- Keep all of your contact information up to date and to notify the Montana Unemployment Insurance Contributions Bureau of any changes.

Instead of paper notices, you will receive email notifications requesting you login to your eServices account and respond to requests for information regarding benefit claims. If you do not respond timely and adequately, consequences may include loss of interested party status. Please review [MCA 39-51-605](#) for details, or contact our office for further information.

If you are using a SIDES Broker, the requests for benefit claim information will be sent directly to them for response.

Note: Currently, Montana is participating in SIDES for **Separation related issues only**. You will continue to receive paper mail for all other benefit claim notices. We anticipate implementing additional SIDES modules in the future.

Contact Us:

Unemployment Insurance Contributions Bureau
PO Box 6339 Helena MT 59604-6339
Email UleServices@mt.gov or call 406-444-6963 or 406-444-1874
Normal business hours are Monday through Friday 8:00am to 5:00pm

Please click "OK", to return to the home screen or click "**Printable View**" to print the confirmation.

18. Enter your “Secret Answer” that you created for eServices (not your ePass password).

Welcome joejohnson1 to UI eServices for Employers! [If you are not joejohnson1 logout of ePass then return to this Unable to login](#)

Login to manage UI Tax account information, file wage and tax reports, make payments, and more.

What was the name of your first pet?

Secret Answer

UI eServices for Employers is the property of the State of Montana. Unauthorized use is a violation of 45-6-311, MCA. This system, including all related equipment, networks, and network devices, is provided only for authorized unemployment insurance use. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized personnel. Unauthorized or improper use of this system may result in civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. Log off immediately if you do not agree to the conditions stated in this warning.

eServices Access – Inactive Employer Account:

Complete [sections 1 & 2](#) and the first part of section 3 as you would above for an active employer. For the UI Account Access part of section 3 follow the following:

1. Click the Yes or No radial button to answer the question **“Has a UI-5 been filed for your business?”**
 - Note: A UI-5 is the quarterly report submitted each quarter listing your employees and the wages paid to them. If you ever submitted any of these in the past, answer Yes to this question.
2. Enter the answer to the question **“What year did you inactivate your account?”**
3. Enter the answer to the question **“What were the total gross wages reported on the last quarterly report filed for your business?”**

- Gross wages are the total amount of wages paid to your employee's before any amount of excess wages (wages over the wage base) are subtracted. Line 1 under Step 3 on the paper quarterly report.
- Use the last quarterly report filed with us, not the one you are currently trying to file.
- You do not need to enter comma's, but do include the decimal.
- If the total gross wages in the last quarter reported were 0.00, check the **Zero Reported** checkbox.

3. Employer/Employer Representative Enrollment Type:

Enter your business information. Once you have entered the information correctly, you will have immediate access to your online services.

Are you a new Employer?

FEIN UI Account Number Mailing Address Zip Code

What is your Business Role? I am an owner, officer, or other principal of the business
 I am an employee of the business authorized to file and/or pay UI tax information online
 I am an employee of the business authorized to respond to requests for information on UI benefit claims (via SIDES)

UI Account Access:

You must answer the following questions correctly in order to gain access to this account.

Is your UI Account Number still active? Has a UI-5 been filed for your business? Yes No

What year did you inactivate your account?

What were the total gross wages reported on the last quarterly report filed for your business? Zero Reported

Please review any data in error and correct the information. If you are unable to correct the information, call us at 406-444-6963 or email us at uieservices@mt.gov. Keep the information from this form available so we can verify you have authorization to register the company for online services.

4. Complete [Section 4 \(SIDES\)](#) as you would an active employer.
5. Click Submit.
6. You will receive a confirmation page if all the information is complete and correct
7. Proceed into eServices by clicking OK
8. Enter your "Secret Answer" that you created for eServices (not your ePass password).

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THIRD PARTY ADMINISTRATORS (TPA)

To register for eServices as a Third Party Administrator (TPA), your business must be registered with Montana UI as a customer. If your business has a Montana UI account number, you are already a customer with Montana UI and can use the instructions [above](#) to register for eServices. After a web logon has been created for your business, we can attach clients to your account with the proper authorization.

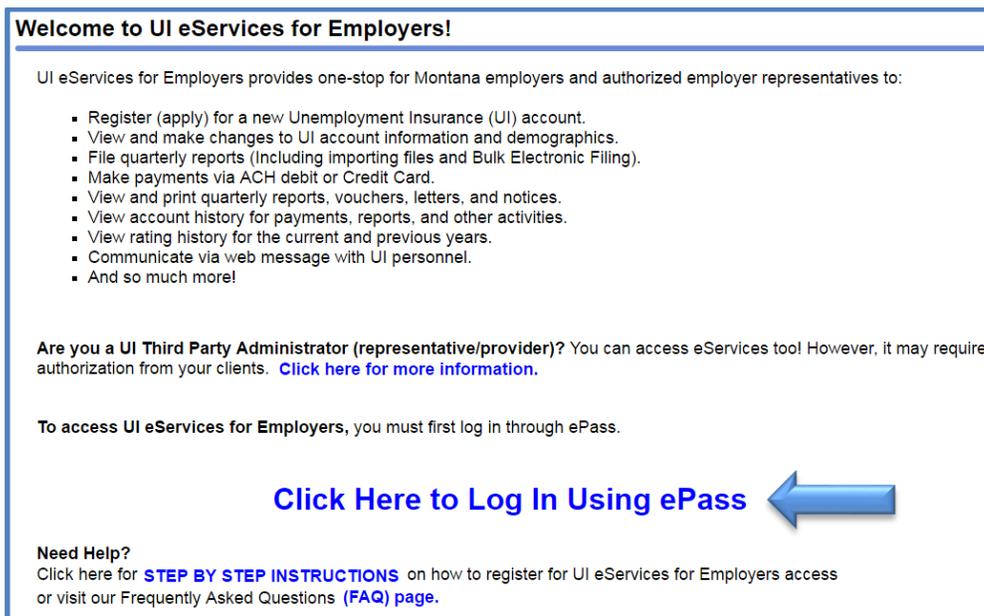
If your business is not subject to UI in Montana, please see our website with instructions to register as a TPA customer: <http://uid.dli.mt.gov/Portals/55/Documents/eServices/dli-uid-es027.pdf> After your business has been registered as a TPA customer in our system and a web logon has been created for your business, we can attach clients to your account with the proper authorization.

Authorization forms and MOUs can be found on our website:

<http://uid.dli.mt.gov/employers/eservices/help>

From the UI eServices for Employers starting page (uieservices.mt.gov):

1. Click on the blue link that says “Click Here to Log In Using ePass”.
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- Make payments via ACH debit or Credit Card.
- View and print quarterly reports, vouchers, letters, and notices.
- View account history for payments, reports, and other activities.
- View rating history for the current and previous years.
- Communicate via web message with UI personnel.
- And so much more!

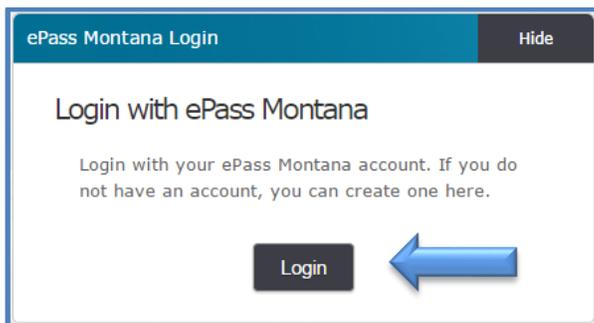
Are you a UI Third Party Administrator (representative/provider)? You can access eServices tool! However, it may require authorization from your clients. [Click here for more information.](#)

To access UI eServices for Employers, you must first log in through ePass.

Click Here to Log In Using ePass 

Need Help?
Click here for [STEP BY STEP INSTRUCTIONS](#) on how to register for UI eServices for Employers access or visit our Frequently Asked Questions ([FAQ](#)) page.

2. Click “Login” under the section titled “Login with ePass Montana”.



ePass Montana Login Hide

Login with ePass Montana

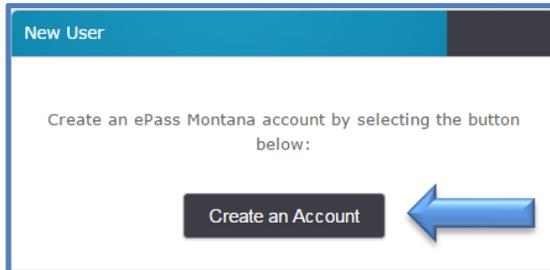
Login with your ePass Montana account. If you do not have an account, you can create one here.

Login 

3. If you are an existing ePass user, [skip to Step 8](#).

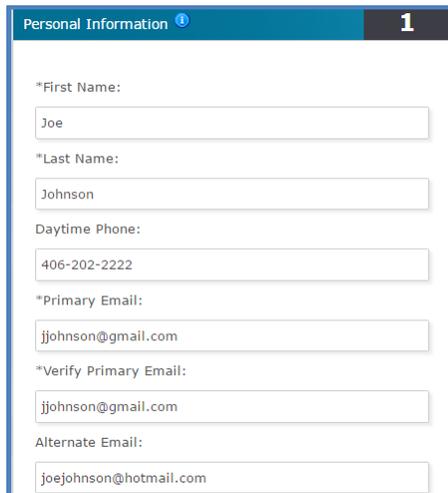
New ePass User

4. If you are not an existing user, under the New User section, click “Create an Account”



5. Enter the following required fields:

- First Name
- Last Name
- Primary Email
- Verify Primary Email

A screenshot of a "Personal Information" form. The form has a blue header with the title "Personal Information" and a tab indicator "1". The fields are: "First Name:" with the value "Joe"; "Last Name:" with the value "Johnson"; "Daytime Phone:" with the value "406-202-2222"; "Primary Email:" with the value "jjohnson@gmail.com"; "Verify Primary Email:" with the value "jjohnson@gmail.com"; and "Alternate Email:" with the value "joejohnson@hotmail.com".

- Username
 - Can be anything you choose but must be at least 6 characters long without spaces
- Password
 - Can be anything you choose but must be at least 8 characters long and must contain both letters and numbers. The password cannot be the same as the username and it is case sensitive.
- Verify Password
- Password Hint
 - Used to help you remember your password (should not be your password)

ePass Montana ID Details 2

*Username:
(minimum 6 characters)
joejohnson1

*Password:
(minimum 8 characters; must use letters and numbers)

*Verify Password:

*Password Hint:
same

- Security Info
 - Choose 3 security questions from the drop down boxes provided and enter the answer to each. Be sure to enter questions and answers you will remember as these will be used to reset your ePass password if you ever forget it.

Security Info 3

For your protection, these questions will help us verify your identity in the future. You must select 3 different questions.

*1. Security Question:
What is your mother's maiden name?
Bonnie Anderson

*2. Security Question:
What street did you grow up on as a child?
Jenkins

*3. Security Question:
Where did your mother grow up?
Canada

6. Click Save Changes.
7. You will be redirected back to uiervices.mt.gov. [Proceed to Step 10.](#)

Existing ePass User:

8. Under the “Existing User” section, enter your ePass Username and Password.
9. Click “Login”
 - You will be redirected back to uieservices.mt.gov. [Proceed to Step 10.](#)

Existing User

Username:
|

Password:
|

[Forgot your username or password?](#)

Login

eService access for TPA:

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[If you have started an online Registration for a UI Account number, click here.](#)

Step 1: Select an access type by clicking one of the two radial buttons, choose

11. Third Party Administrator (TPA)

1. Select access type before continuing:

Employer Select "Employer" if you are an owner, officer, partner or employee of your company **AND** your company **HAS** a Montana UI Account Number.
If you need to register for a Montana Unemployment Insurance account number, return to the previous page and complete the online registration.

Third Party Administrator (TPA) **Third Party Administrator (TPA)** if you are an agent of a Montana employer (such as a payroll service) and would like to gain access to their UI account via eServices.

Note: If the TPA does not have (and is not required to have) a Montana UI Account number, you will need to contact our office to register as a TPA. [Click here](#) for instructions on how to register as a TPA.

Step 2: Complete the Login Information

12. ePass Username – No entry necessary, this will be brought over automatically from ePass
13. Enter a **Contact Name** (your name)
14. Enter a **Contact Email** (the best email address to use to reach you)
15. Enter **Contact Phone Number** (best phone number to reach you)
 - Note: The first box for the Contact Phone Number is a drop down box to describe the type of phone number you are entering (Cell, Fax Number, Office, or Residence). The second box is where you enter the actual number.
16. Enter **Alternate Phone Number** (not required)
 - Note: The first box for the Contact Phone Number is a drop down box to describe the type of phone number you are entering (Cell, Fax Number, Office, or Residence). The second box is where you enter the actual number.
17. Choose a **Secret Question** from the drop down box
18. Enter the **Secret Answer** to the question chosen in Step 17

19. Enter the Secret Answer a second time to **Confirm** the answer

- Note: Your “Secret Answer” will be used as a second layer of security within ePass, you will be asked to enter your secret answer when you save and/or submit reports, payments, or other requests.

2. Login Information:

Username	Contact Name	Contact Email
<input type="text" value="bonnies"/>	<input type="text" value="Bonnie Johnson"/>	<input type="text" value="bjohnson@gmail.com"/>
Contact Phone Number	Alternate Phone Number	
<input type="text" value="Office"/> <input type="text" value="(406)202-2222"/>	<input type="text"/> <input type="text"/>	
Secret Question		
<input type="text" value="What was the name of your first pet?"/>		
Secret Answer	Confirm	Secret answer is case sensitive Minimum 3 characters It is recommended to use both letters and numbers
<input type="text" value="...."/>	<input type="text" value="...."/>	

Step 3: Third Party Administrator (TPA) Enrollment information

20. Enter **the ID you would like to enroll with:**

- The first box is a drop down to select which type of ID you will be using FEIN or SSN (social security number)
- In the second box, enter the ID number. NOTE: This number must match what we have in our system. if you are getting an error it may mean that you are not registered as a customer in our system. See the phone number and email above to contact our office to get registered.

21. Enter the **Business Name/Legal Name**

22. Enter the **Mailing Address Zip Code**

- If you have multiple locations, use the zip code of the main office registered with UI

3. Third Party Administrator (TPA) Enrollment:

Enter your own information, not your client's.

ID you would like to enroll with	Business Name/Legal Name	Mailing Address Zip Code
<input type="text" value="FEIN"/> <input type="text" value="321635132"/>	<input type="text" value="BONNIES BOOKKEEPING"/>	<input type="text" value="59601"/>

Note: If you receive an ID Number error and the ID Number is correct, it may mean you are not registered as a TPA with Montana UI. [Click here](#) for instructions on how to register as a TPA.

To attach your client's accounts to your logon ID, once in eServices click on "Add Employers Account Access" under "I want to...". An authorization form will be required.

23. Click submit

24. You will receive a confirmation page if all the information is completed and correct

25. Proceed into eServices, clicking OK

Thank you for signing up for *UI eServices of Employers (eServices)* access. Date: Apr 28, 2017 01:01:05.
Your confirmation number is **798511104** You should receive an e-mail confirmation shortly. Log in now, by clicking OK at the bottom of this page.

Contact Us:
Unemployment Insurance Contributions Bureau
PO Box 6339 Helena MT 59604-6339
Email UleServices@mt.gov or call 406-444-6963 or 406-444-1874
Normal business hours are Monday through Friday 8:00am to 5:00pm

Please click "OK", to return to the home screen or click "**Printable View**" to print the confirmation.

OK **Printable View**

26. Enter your "Secret Answer" that you created for eServices (not your ePass password).

Welcome joejohnson1 to UI eServices for Employers! If you are not joejohnson1 logout of ePass then [return to this](#)
[Unable to login](#)

Login to manage UI Tax account information, file wage and tax reports, make payments, and more.

What was the name of your first pet?

Secret Answer Required
Required

Logon

UI eServices for Employers is the property of the State of Montana. Unauthorized use is a violation of 45-6-311, MCA.
This system, including all related equipment, networks, and network devices, is provided only for authorized unemployment insurance use.
Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized personnel. Unauthorized or improper use of this system may result in civil and criminal penalties.
By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.
Log off immediately if you do not agree to the conditions stated in this warning.

27. Contact our office to attach your clients (if you have submitted the proper authorization forms) OR proceed into eServices and use the "I want to... Add Employer's Account Access" option (requires you to upload the authorization form for each client).

NEW EMPLOYER REGISTRATION

From the UI eServices for Employers starting page (uieservices.mt.gov):

1. Click on the blue link that says “Click Here to Log In Using ePass”.
 - You will be directed to the ePass Montana home page on the Montana.gov website

Welcome to UI eServices for Employers!

UI eServices for Employers provides one-stop for Montana employers and authorized employer representatives to:

- Register (apply) for a new Unemployment Insurance (UI) account.
- View and make changes to UI account information and demographics.
- File quarterly reports (Including importing files and Bulk Electronic Filing).
- Make payments via ACH debit or Credit Card.
- View and print quarterly reports, vouchers, letters, and notices.
- View account history for payments, reports, and other activities.
- View rating history for the current and previous years.
- Communicate via web message with UI personnel.
- And so much more!

Are you a UI Third Party Administrator (representative/provider)? You can access eServices tool! However, it may require authorization from your clients. [Click here for more information.](#)

To access UI eServices for Employers, you must first log in through ePass.

Click Here to Log In Using ePass 

Need Help?
Click here for [STEP BY STEP INSTRUCTIONS](#) on how to register for UI eServices for Employers access or visit our Frequently Asked Questions ([FAQ](#)) page.

2. Click “Login” under the section titled “Login with ePass Montana”.

ePass Montana Login Hide

Login with ePass Montana

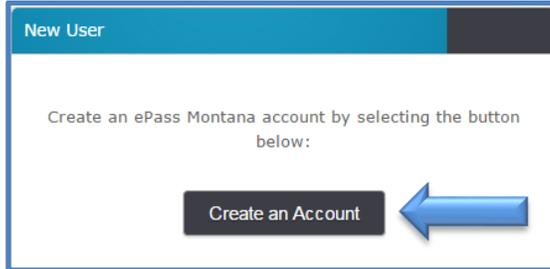
Login with your ePass Montana account. If you do not have an account, you can create one here.

3. If you are an existing ePass user, [skip to Step 8](#)

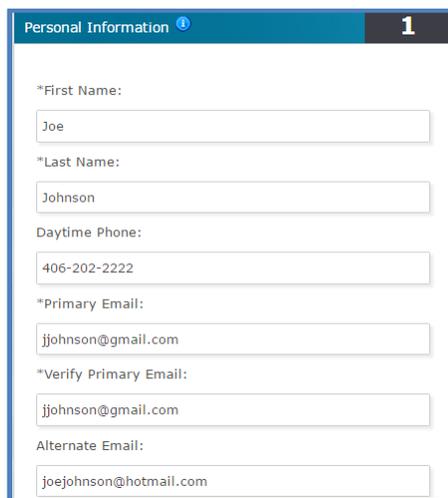
New to ePass User

4. If you are not an existing user, under the New User section, click “Create an Account”



5. Enter the following required fields:

- First Name
- Last Name
- Primary Email
- Verify Primary Email

A screenshot of a "Personal Information" form. The form has a teal header with the text "Personal Information" and a small blue exclamation mark icon. To the right of the header is a dark grey box with the number "1". The form contains several input fields:

- *First Name: Joe
- *Last Name: Johnson
- Daytime Phone: 406-202-2222
- *Primary Email: jjohnson@gmail.com
- *Verify Primary Email: jjohnson@gmail.com
- Alternate Email: joejohnson@hotmail.com

- Username
 - Can be anything you choose but must be at least 6 characters long without spaces
- Password
 - Can be anything you choose but must be at least 8 characters long and must contain both letters and numbers. The password cannot be the same as the username and it is case sensitive.
- Verify Password
- Password Hint
 - Used to help you remember your password (should not be your password)

ePass Montana ID Details 2

*Username:
(minimum 6 characters)
joejohnson1

*Password:
(minimum 8 characters; must use letters and numbers)

*Verify Password:

*Password Hint:
same

- Security Info
 - Choose 3 security questions from the drop down boxes provided and enter the answer to each. Be sure to enter questions and answers you will remember as these will be used to reset your ePass password if you ever forget it.

Security Info 3

For your protection, these questions will help us verify your identity in the future. You must select 3 different questions.

*1. Security Question:
What is your mother's maiden name? ▾
Bonnie Anderson

*2. Security Question:
What street did you grow up on as a child? ▾
Jenkins

*3. Security Question:
Where did your mother grow up? ▾
Canada

6. Click Save Changes.
7. You will be redirected back to uieservices.mt.gov. Proceed to Step 10

Existing ePass User:

8. Under the “Existing User” section, enter your ePass Username and Password
9. Click “Login”
 - You will be redirected back to UleServices.mt.gov.

Existing User

Username:
|

Password:
|

[Forgot your username or password?](#)

Login

ESERVICES NEW EMPLOYER REGISTRATION/ACCESS:

Once you are logged into through ePass, proceed with registering for a Montana Unemployment Insurance account by:

10. Clicking the blue link that says “New Employer? Click here to Apply for a New UI Account

Welcome joejohnson1 to UI eServices for Employers! If you are not joejohnson1 log out of ePass then return to this site.

Congratulations, you have completed the first step to gaining access to **UI eServices for Employers** by logging in through ePass. Now choose the correct option below that best fits your needs.

[Click here for STEP BY STEP INSTRUCTIONS on how to register for UI eServices for Employers access.](#)

New to UI eServices? Click Here to Signup for Online Access
Signup for online access to manage your UI Tax account information, file wage and tax reports, make payments, and more.
Agent/Employer Representatives are advised to only enroll once, and use eServices to establish access to multiple client accounts.

New Employer? Click here to Apply for a New UI Account 
If you are a new employer or have not registered for a Montana Unemployment Insurance account number, click on the link above.

[If you have started an online Registration for a UI Account number, click here.](#)

11. Proceed through steps 1 thru 9 of the registration process, answering at a minimum all required questions (highlighted in yellow)
12. At any time you may “Save and Finish Later”, be sure to copy or save your confirmation number so that you can return to complete the registration later.

1. Instructions

Instructions

Register Your Business for Montana Unemployment Insurance

INSTRUCTIONS

The registration process is 9 steps. As you complete each step, the next step will become available. You will know each step has been completed when "Required" is no longer displayed in any field and all fields on that step are white.

All "Required" fields (also identified by a yellow marking in the corner) must be filled in before proceeding to the next step. A red field will also need to be corrected based on the description that is revealed when you hover your mouse over the field before proceeding.

Navigating through screens

- Navigate through each step by using the "Previous" or "Next" buttons.
- If you cannot complete your registration at this time but would like to continue at a later date, please click "Save and Finish Later".
- To exit this registration, please click "Cancel".

You may need to register if you:

1. Started a new business
2. Pay wages to one or more employees (including corporate officer wages)
3. Are a new owner of a purchased business
4. Merged with another business, and have a new Federal Employer Identification Number (FEIN)
5. Started employing domestic employees
6. Are an existing business that has not been covered for unemployment before
7. Have an existing Unemployment Insurance account but have changed your business organization type and have a new Federal Employer Identification Number (FEIN)
8. Are covered under the Federal Unemployment Tax Act (FUTA) as a result of paying wages in Montana or any other state

If you think you might meet any of these criteria, please click the Next button at the top of the page.

For questions regarding your Unemployment Insurance registration, please call 406-444-3834.

Save Cancel Previous Next