

UI eServices for Employers

Linking to Okta & Getting Logged In

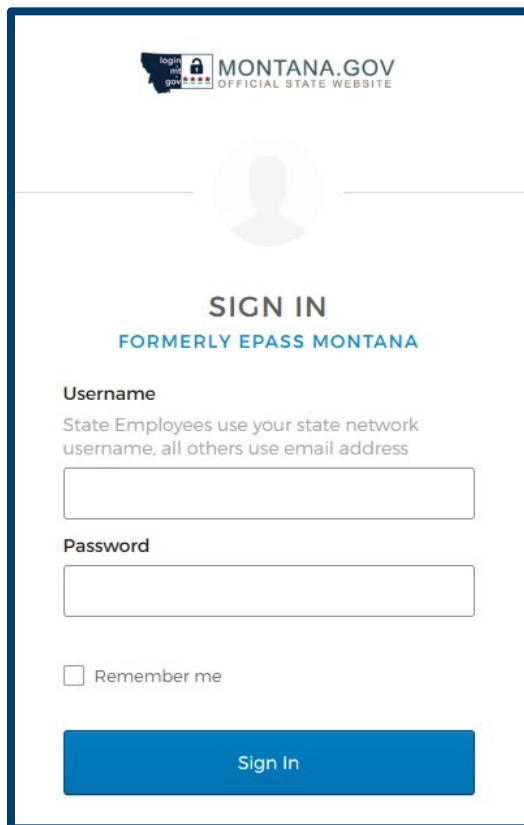
DEPARTMENT OF LABOR & INDUSTRY COMMISSIONER – SARAH SWANSON
UNEMPLOYMENT INSURANCE DIVISION ADMINISTRATOR – PAUL MARTIN
CONTRIBUTIONS BUREAU CHIEF – CORENA BENJAMIN
PRESENTERS – APRIL ROSE HISLOP & KATIE TRETTIN



Montana Department of
LABOR & INDUSTRY

What is Okta?

- Access management software used by the State of Montana for single sign-on
- Okta is a separate system than UI eServices for Employers



The screenshot shows the login page for the Montana.gov official state website. At the top left, there is a logo with the text "login gov MONTANA.GOV OFFICIAL STATE WEBSITE". Below the logo is a placeholder for a user profile picture. The main heading is "SIGN IN" in bold, with "FORMERLY EPASS MONTANA" in blue text underneath. There are two input fields: "Username" and "Password". The "Username" field has a note: "State Employees use your state network username, all others use email address". Below the password field is a "Remember me" checkbox. At the bottom is a blue "Sign In" button.



Creating a New Okta Account

- Visit login.mt.gov
- Click the Sign Up link at the bottom
- Fill out the Create Account screen
 - Email address
 - Create your Okta password
 - First Name
 - Last Name
- Click Register

MONTANA.GOV
OFFICIAL STATE WEBSITE

SIGN IN
FORMERLY EPASS MONTANA

Username
State Employees use your state network username, all others use email address

Password

Remember me

Sign In

OR

→ [Employee Sign-In](#)

If you previously logged in using the Google, Microsoft, or Facebook buttons and have not setup a new Okta Password, please click on this link:

[Need help signing in?](#)

Don't have an account? [Sign up](#)

MONTANA.GOV
OFFICIAL STATE WEBSITE

Create Account
FORMERLY EPASS MONTANA

- ✓ At least 8 character(s)
- ✓ At least 1 number(s)
- ✓ At least 1 lowercase letter(s)
- ✓ At least 1 uppercase letter(s)
- ✓ Does not contain part of username

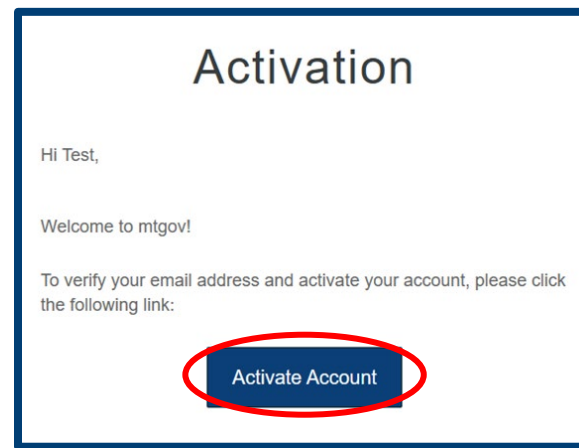
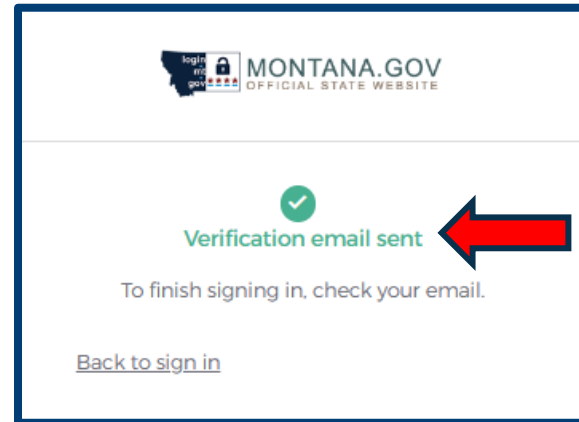
* indicates required field

Register

[Back to sign in](#)

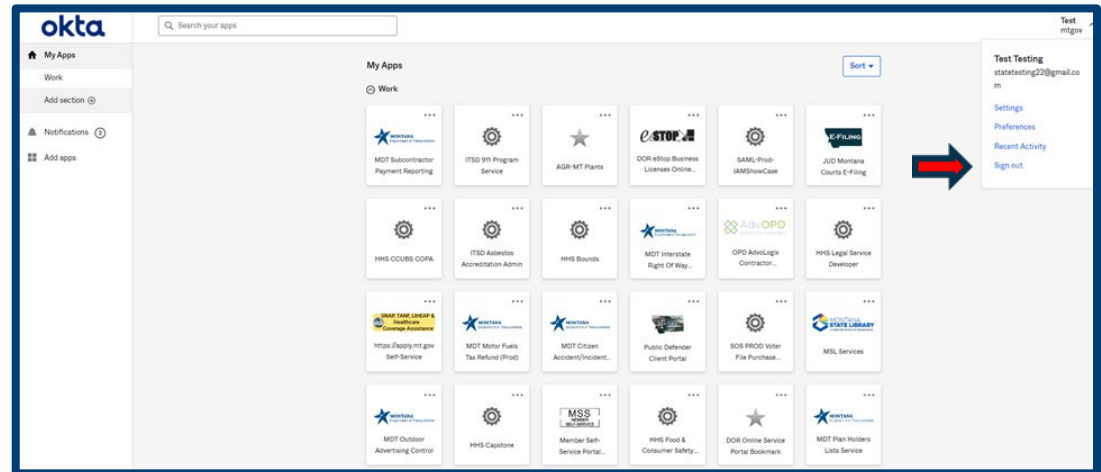
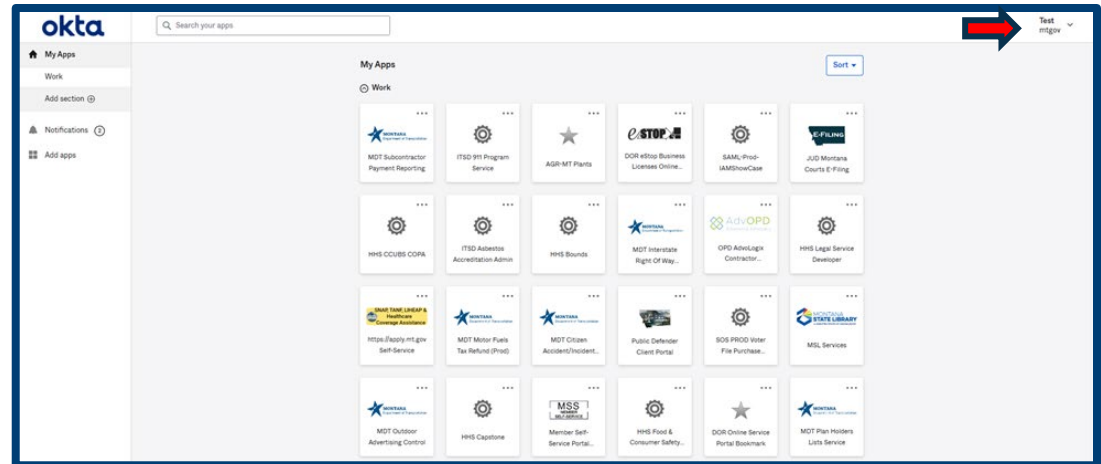
Creating a New Okta Account

- Verification email sent to the email provided on the Create Account screen
- Check for email coming from Okta
 - Subject line = Activate Account
 - Check spam and junk folders if not in inbox
- Open email and click **Activate Account** button



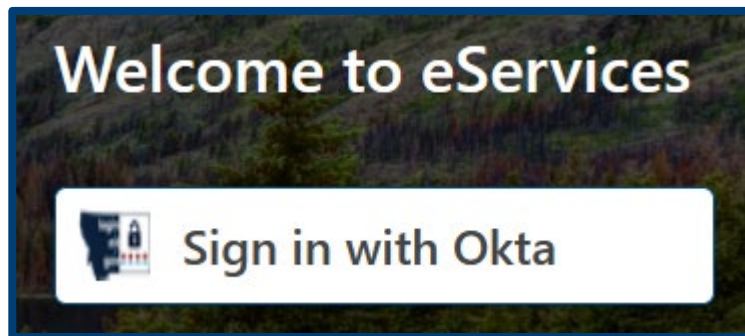
Creating a New Okta Account

- Okta dashboard — Apps for State Agencies
 - UI eServices for Employers does NOT have an app within Okta
- Issues with linking to existing UI eServices web logon if logged into Okta
- Click your name in the top righthand corner
- Click Sign Out
- Close the browser window



Linking New Okta Account to UI eServices for Employers


- Visit uieservices.mt.gov
- Click Sign in with Okta
- Enter your email address and your Okta password
- Click Sign In


A screenshot of the "SIGN IN" page for Montana.gov. The page header includes the "MONTANA.GOV OFFICIAL STATE WEBSITE" logo. Below the header is a "SIGN IN" section with the text "FORMERLY EPASS MONTANA". The form contains fields for "Username" and "Password", a "Remember me" checkbox, and a "Sign In" button. A red arrow points to the left towards the Username field, and another red arrow points to the left towards the Sign In button.













Linking New Okta Account to UI eServices for Employers

- **Second time logging into Okta**
 - Choose forgot password question
 - Enter your answer
 - Choose your security image
- **Click Create My Account**

Welcome to mtgov, Test!
Create your mtgov account

 Choose a forgot password question
What is the food you least liked as a child?
Answer

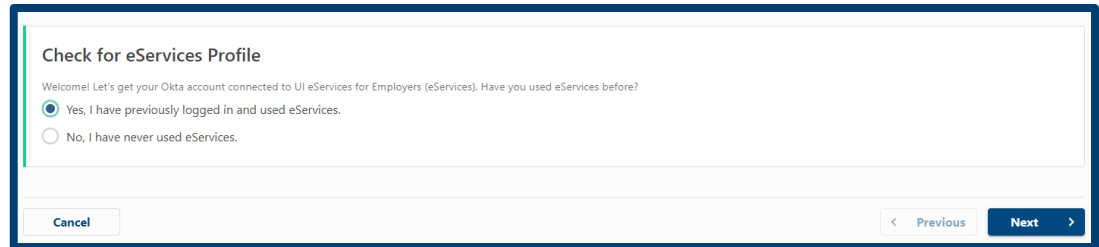
 Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

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Linking New Okta Account to UI eServices for Employers

- System now sees the Okta account
- Find existing UI eServices web profile
 - Click Yes, I have previously logged in and used eServices
 - Click Next
- Authenticate existing eServices profile
 - Enter the UIeServices credentials you have always historically used to login with
 - Click Next
- Choose your business role
 - Select the appropriate business role for what Unemployment Insurance matters you are handling
 - Click Next



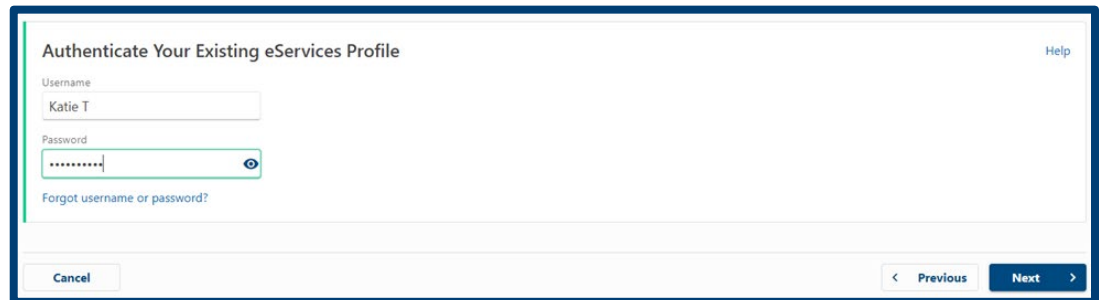
Check for eServices Profile

Welcome! Let's get your Okta account connected to UI eServices for Employers (eServices). Have you used eServices before?

Yes, I have previously logged in and used eServices.

No, I have never used eServices.

[Cancel](#) [< Previous](#) [Next >](#)



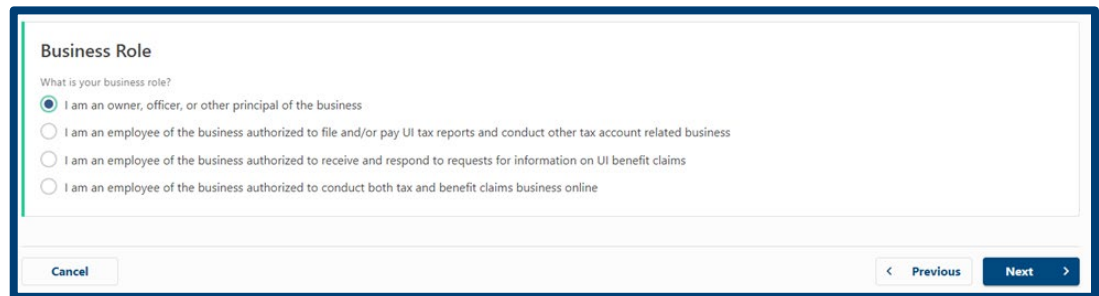
Authenticate Your Existing eServices Profile [Help](#)

Username
Katie T

Password
.....

[Forgot username or password?](#)

[Cancel](#) [< Previous](#) [Next >](#)



Business Role

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 reports and conduct other tax account related business

I am an employee of the business authorized to receive and respond to requests for information on UI benefit claims

I am an employee of the business authorized to conduct both tax and benefit claims business online

[Cancel](#) [< Previous](#) [Next >](#)

Linking New Okta Account to UI eServices for Employers

- **Confirm your information**
 - Can be updated once logged in using Manage My Profile
 - Click Submit
- **Confirm Submission**
 - Mark that you are not a robot
 - Click Next
- **Confirmation page**
 - Print if you prefer
 - Click Login Now

Confirm Your Information

By clicking submit, I attest the information provided is true and accurate. I understand the Unemployment Insurance Division (UID) will use the email address below to communicate with me electronically.

Your Name : Katie Trettin
Username : Katie T
Email : katie.trettin@mt.gov
Primary Phone : +1 (406) 444-3834

[Cancel](#) [Previous](#) [Submit](#)

Confirm Submission

Are you sure you would like to submit?

I'm not a robot 

[Cancel](#) [Previous](#) [Submit](#)

Confirmation

Date: 9/18/2023 12:33:55 PM

Confirmation Number: 0-000-065-246

Your eServices profile has been created and has been connected to your Okta account. You can now login using your Okta credentials to access and update your information, file reports, make payments, respond to benefit claim requests for information, and much more.

If your company or firm was previously granted eServices access to additional Montana clients, those client accounts will be attached to your eServices logon within 24 hours.

Contact Us
Montana Unemployment Insurance
Contributions Bureau
PO Box 6339 Helena MT 59604-6339
Email uieservices@mt.gov or call (406) 444-3834

Normal business hours are 8:00am to 5:00pm, Monday through Friday.

[Print This Confirmation](#)
[Login Now](#)

Linking New Okta Account to UI eServices for Employers

- Successfully linked Okta account to existing UleServices web logon
- New modern functionality and look/feel
- Manage My Profile
- Use Okta credentials to login to UleServices going forward
 - Visit uieservices.mt.gov
 - Click Sign in with Okta
 - Enter Okta username and password
 - Click Sign In button

Montana Department of LABOR & INDUSTRY | UI eSERVICES FOR EMPLOYERS

Welcome, Katie Trettin
You last logged in on Monday, Sep 11, 2023 2:29:02 PM
[Manage My Profile](#)

PUMPKIN PATCH GIFTS
55-5555555
2195 E CUSTER AVE
HELENA MT 59602-1217

Summary | **Action Center** ³ | Settings | More...

Filter

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| UI Tax PUMPKIN PATCH GIFTS 2195 E CUSTER AVE HELENA MT 59602-1217 Action Center Items ¹ | Account 205 9827 Balance \$0.00 | > Make a Payment > Manage Reports > View and Send Messages > View All Account Services |
| | Employer Information UI Tax Rate until Dec 31, 2023 Tax Rate Amount 1.18% | > View Tax Rates > View Charges > View More Employer Details |

Your online session will timeout after 20 minutes of inactivity. Save your work if you will be away from your computer.
Department of Labor & Industry | FAQs | Contact Us | Request Support ID | Help

Okta Forgot Password Process

- Two scenarios to use the forgot password link in Okta
 - Forgot password
 - Active account already exists

Forgot Password

MONTANA.GOV
OFFICIAL STATE WEBSITE

?

SIGN IN
FORMERLY EPASS MONTANA

Unable to sign in

Username
State Employees use your state network username, all others use email address

statetesting22@gmail.com

Password

Remember me

Sign In

OR

→ [Employee Sign-in](#)

If you previously logged in using the Google, Microsoft, or Facebook buttons and have not setup a new Okta Password, please click on this link:

[Need help signing in?](#)

Don't have an account? [Sign up](#)

Account Already Exists

MONTANA.GOV
OFFICIAL STATE WEBSITE

Create Account
FORMERLY EPASS MONTANA

An account with that Email already exists

statetesting22@gmail.com

.....

- ✓ At least 8 character(s)
- ✓ At least 1 number(s)
- ✓ At least 1 lowercase letter(s)
- ✓ At least 1 uppercase letter(s)
- ✓ Does not contain part of username

Test

Testing

* indicates required field

Register

[Back to sign in](#)

Okta Forgot Password Process

- To reset your Okta password

- Click Need help signing in?
- Click Forgot password?

MONTANA.GOV
OFFICIAL STATE WEBSITE

SIGN IN
FORMERLY EPASS MONTANA

Unable to sign in

Username
State Employees use your state network username, all others use email address
statetesting22@gmail.com

Password
.....

Remember me

Sign In

OR

→ Employee Sign-in

If you previously logged in using the Google, Microsoft, or Facebook buttons and have not setup a new Okta Password, please click on this link:

[Need help signing in?](#)

Don't have an account? [Sign up](#)

MONTANA.GOV
OFFICIAL STATE WEBSITE

SIGN IN
FORMERLY EPASS MONTANA

Unable to sign in

Username
State Employees use your state network username, all others use email address
statetesting22@gmail.com

Password
.....

Remember me

Sign In

OR

→ Employee Sign-in

If you previously logged in using the Google, Microsoft, or Facebook buttons and have not setup a new Okta Password, please click on this link:

[Need help signing in?](#)

[Forgot password?](#)

[Help](#)

Don't have an account? [Sign up](#)

Okta Forgot Password Process

- Enter your email address in the box
 - Click blue Submit button
- Confirmation that a password email was sent to the requested email address
- Navigate to your email box



The screenshot shows the top of the Okta Password Reset page. At the top left is the 'login mt gov' logo with a lock icon and three asterisks. The main heading reads 'State of Montana Okta Password Reset'. Below this is the instruction 'Enter your email address to receive a password reset email:' followed by a text input field and a blue 'Submit' button. A red arrow points to the right side of the page, indicating the next step in the process.



The screenshot shows the bottom of the Okta Password Reset page. It features the same 'login mt gov' logo and heading as the previous screenshot. Below the heading is a green confirmation message: 'A password reset email has been sent to the requested email address.'

Okta Forgot Password Process

- Look for email from State of Montana
 - Subject = Reset your Montana State Okta Password
- Click **Reset Password** button inside email
- Create a new Okta password
 - Click Reset Password

State of Montana Lo. Reset your Montana State Okta Password

Password Reset Requested

Use the following link to setup a new password for the State of Montana Okta login system:

Reset Password

This link expires in 1 hour.

Reset Your mtgov Password

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username. Your password cannot be any of your last 4 passwords. At least 2 hour(s) must have elapsed since you last changed your password.

Enter new password

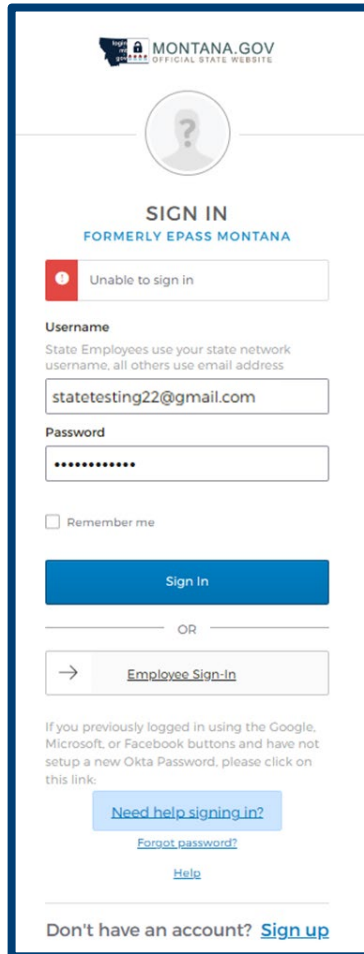
Repeat new password

Reset Password



Inactive Okta Account

- Inactive Account Error Message
 - Previous ePass account
- Contact SITSD
 - Click Need Help Signing in?
 - Use the Help link
 - Visit okta.mt.gov/Help



MONTANA.GOV OFFICIAL STATE WEBSITE

SIGN IN
FORMERLY EPASS MONTANA

Unable to sign in

Username
State Employees use your state network username, all others use email address
statetesting22@gmail.com

Password
.....

Remember me

Sign In

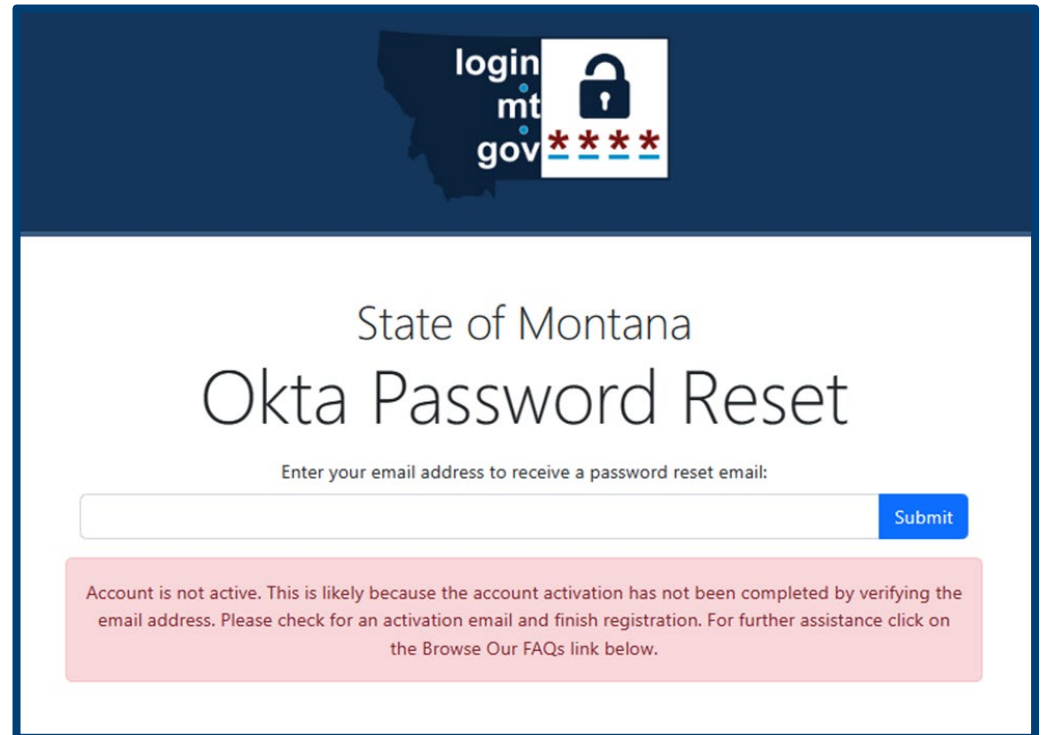
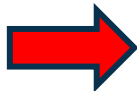
OR

→ Employee Sign-In

If you previously logged in using the Google, Microsoft, or Facebook buttons and have not setup a new Okta Password, please click on this link:

[Need help signing in?](#)
[Forgot password?](#)
[Help](#)

Don't have an account? [Sign up](#)



login mt gov

State of Montana
Okta Password Reset

Enter your email address to receive a password reset email:

Submit

Account is not active. This is likely because the account activation has not been completed by verifying the email address. Please check for an activation email and finish registration. For further assistance click on the Browse Our FAQs link below.

Contact Us

UI Contributions

- UI eServices for Employers – uieservices.mt.gov
- UI eServices Email Address – uieservices@mt.gov
- Contributions Bureau – (406) 444-3834

Okta

- Okta FAQs – okta.mt.gov/Help