

UI eServices for Employers

Linking to Okta & Getting Logged In

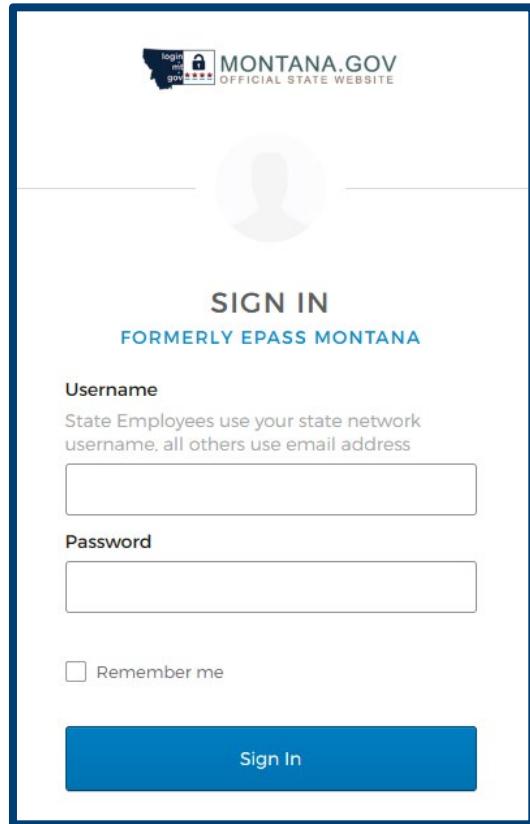
DEPARTMENT OF LABOR & INDUSTRY COMMISSIONER – SARAH SWANSON
UNEMPLOYMENT INSURANCE DIVISION ADMINISTRATOR – PAUL MARTIN
CONTRIBUTIONS BUREAU CHIEF – CORENA BENJAMIN
PRESENTERS – APRIL ROSE HISLOP & KATIE TRETTIN



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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

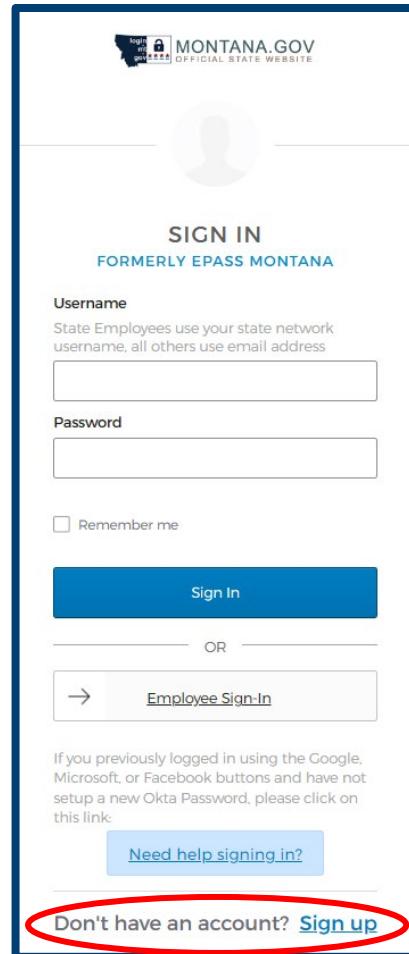


The image shows the Montana.gov Single Sign-On login page. It features a logo for "MONTANA.GOV OFFICIAL STATE WEBSITE" with a small map icon. Below the logo is a placeholder user icon. The text "SIGN IN" and "FORMERLY EPASS MONTANA" is displayed. The form includes fields for "Username" and "Password", both with placeholder text: "State Employees use your state network username, all others use email address". There is a "Remember me" checkbox and a "Sign In" button at the bottom.



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



SIGN IN
FORMERLY EPASS MONTANA

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

Password

Remember me

Sign In

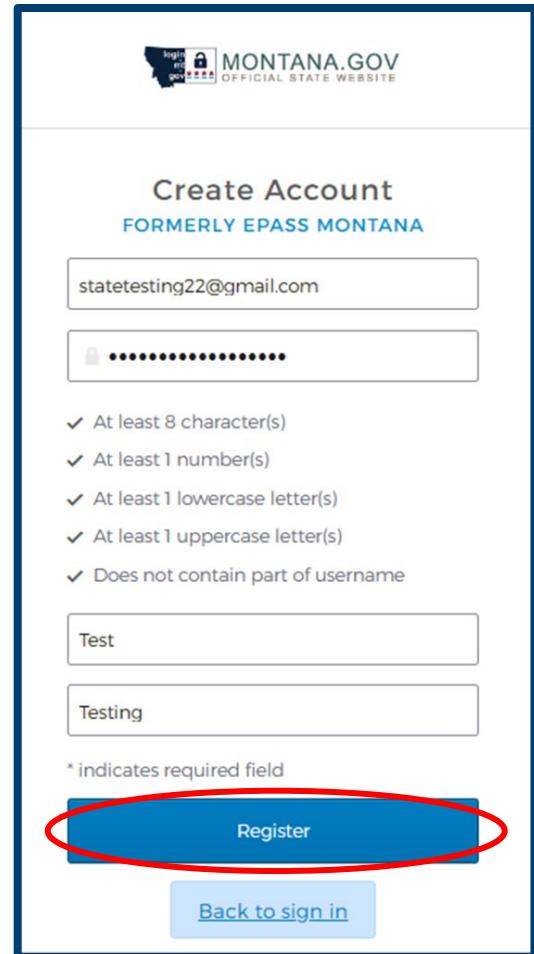
OR

→ [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](#)



Create Account
FORMERLY EPASS MONTANA

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](#)



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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

The image consists of three vertically stacked screenshots. The top screenshot shows a 'Verification email sent' message with a red arrow pointing to it. The middle screenshot shows the Okta activation email with the 'Okta' logo circled in red. The bottom screenshot shows the activation email content with the 'Activate Account' button circled in red.

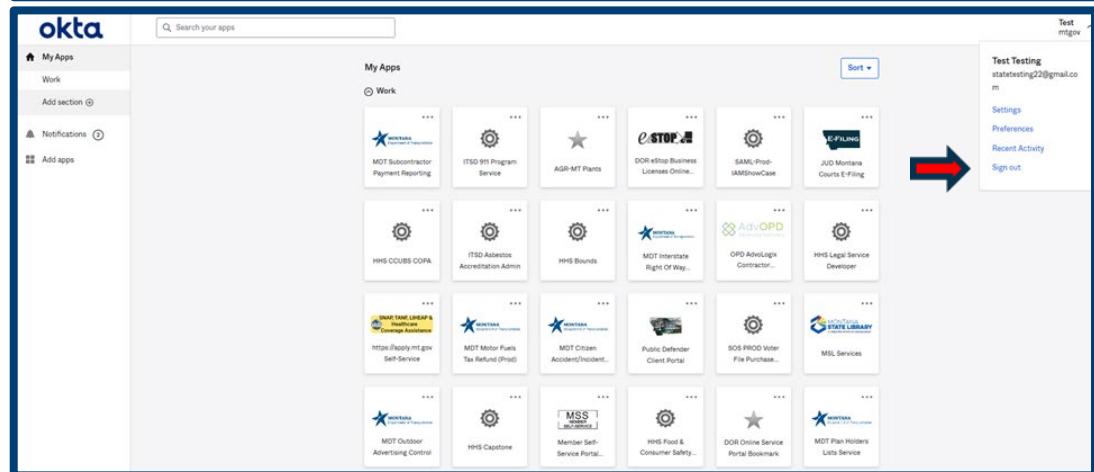
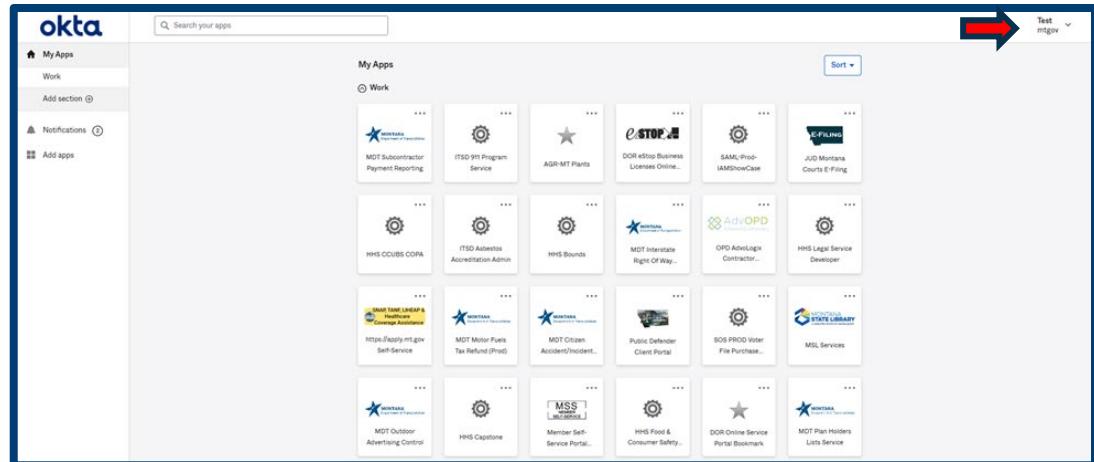
Top Screenshot: A 'Verification email sent' message with a red arrow pointing to it. The message says: 'To finish signing in, check your email.' and a 'Back to sign in' link.

Middle Screenshot: An activation email from Okta. The 'Okta' logo is circled in red. The subject line is 'Activate Account - MONTANA.GOV Activation'.

Bottom Screenshot: The activation email content. It says: 'Hi Test,' 'Welcome to mtgov!', 'To verify your email address and activate your account, please click the following link:', and 'Activate Account' (which is circled in red).

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



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Linking New Okta Account to UI eServices for Employers

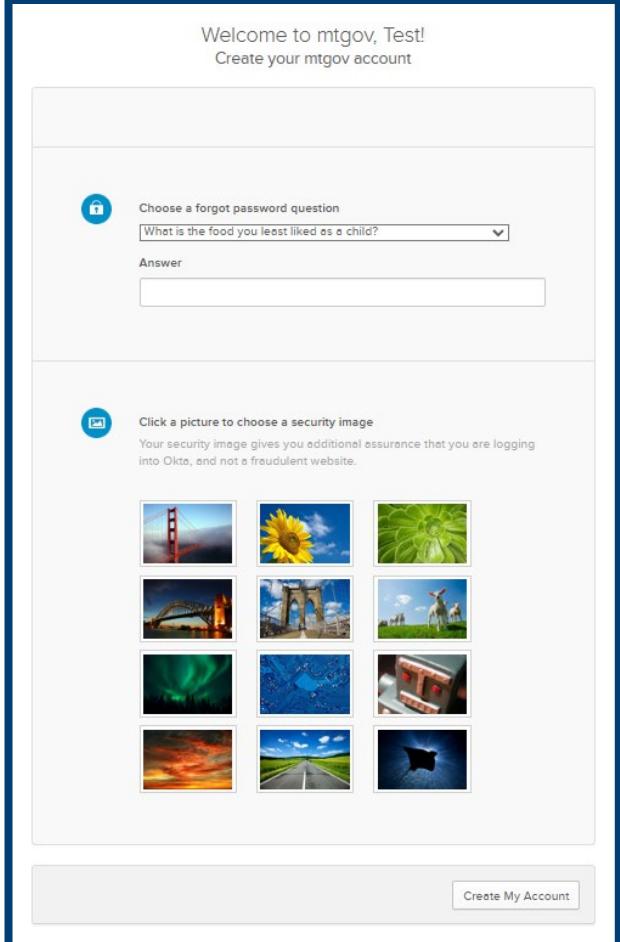
- Visit ui.eservices.mt.gov
- Click Sign in with Okta
- Enter your email address and your Okta password
- Click Sign In



The screenshot shows the Montana eServices sign-in page. The page has a white header with the "MONTANA.GOV OFFICIAL STATE WEBSITE" logo and a user icon. Below the header is a "SIGN IN" section with the text "FORMERLY EPASS MONTANA". The page contains fields for "Username" and "Password", a "Remember me" checkbox, and a "Sign In" button. Three red arrows point to the "Username" field, the "Password" field, and the "Sign In" button respectively.

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.

Create My Account

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

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  reCAPTCHA
Privacy + Terms

[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.

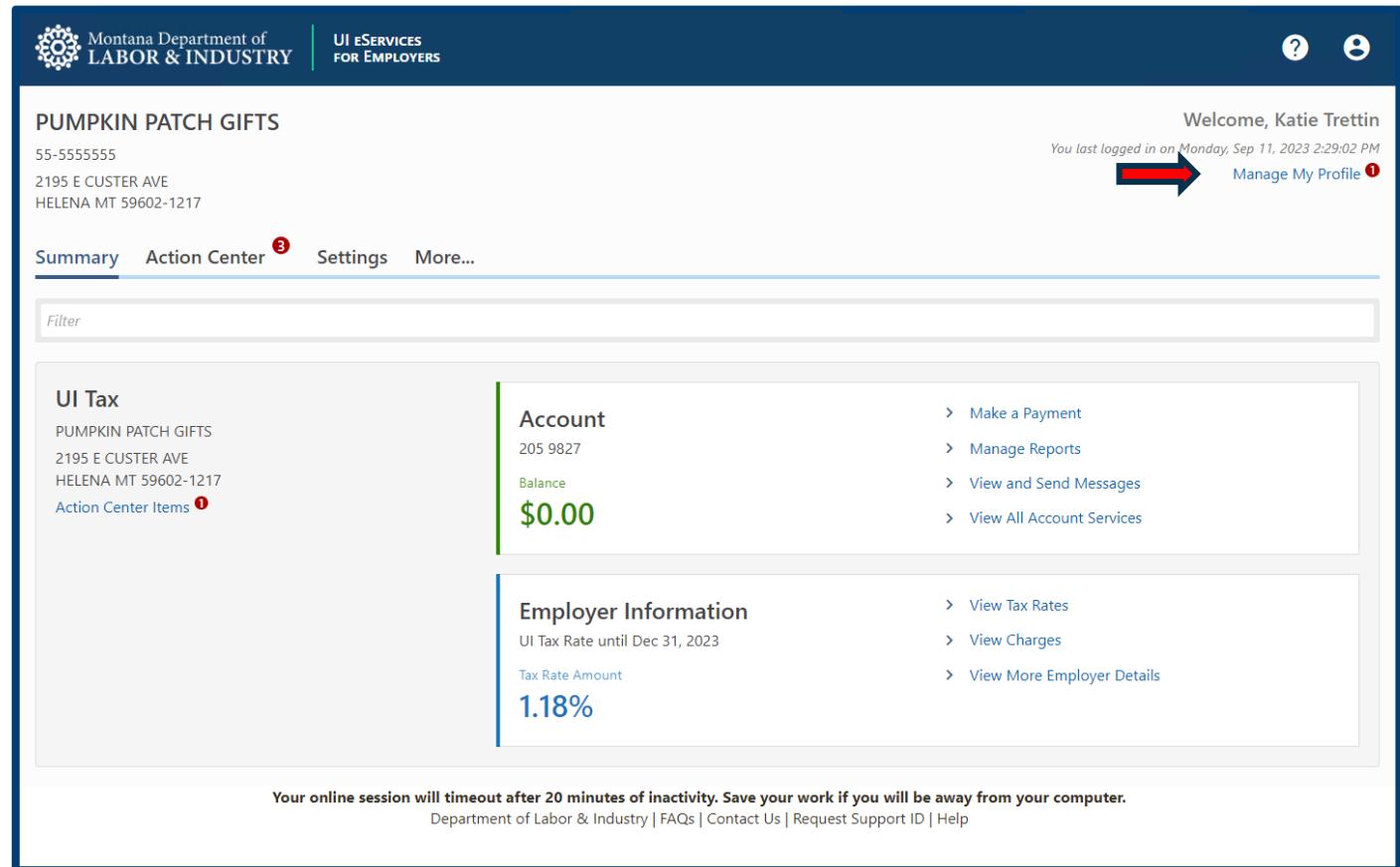
[Print This Confirmation](#) [Login Now](#)



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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 ueservices.mt.gov
 - Click Sign in with Okta
 - Enter Okta username and password
 - Click Sign In button

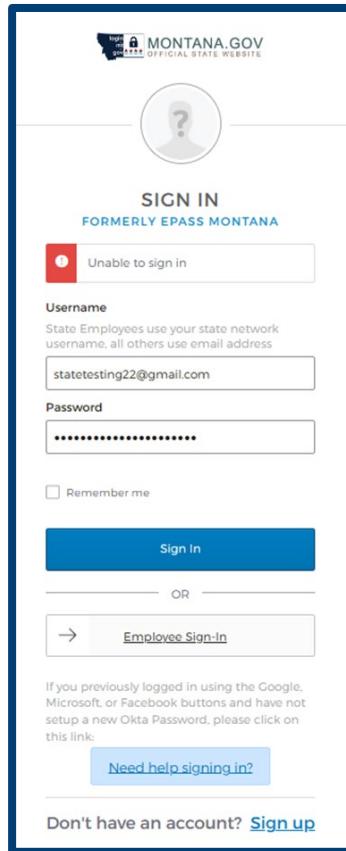


The screenshot shows the UI eServices for Employers dashboard for 'PUMPKIN PATCH GIFTS'. The top navigation bar includes the Montana Department of Labor & Industry logo, the 'UI eSERVICES FOR EMPLOYERS' text, and a user profile icon. The main header displays the company name 'PUMPKIN PATCH GIFTS' and its address '55-5555555, 2195 E CUSTER AVE, HELENA MT 59602-1217'. The dashboard features a navigation bar with 'Summary' (selected), 'Action Center' (with a red notification badge), 'Settings', and 'More...'. A 'Filter' search bar is present. The 'UI Tax' section shows the company details and a link to 'Action Center Items'. The 'Account' section displays a balance of '\$0.00'. The 'Employer Information' section shows a tax rate of '1.18%'. On the right, there is a sidebar with links for account management. A red arrow points to the 'Manage My Profile' link in the top right corner. A message at the bottom states: 'Your online session will timeout after 20 minutes of inactivity. Save your work if you will be away from your computer.' followed by a link to 'Help'.

Okta Forgot Password Process

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

Forgot Password



SIGN IN
FORMERLY EPASS MONTANA

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

Password

Remember me

Sign in

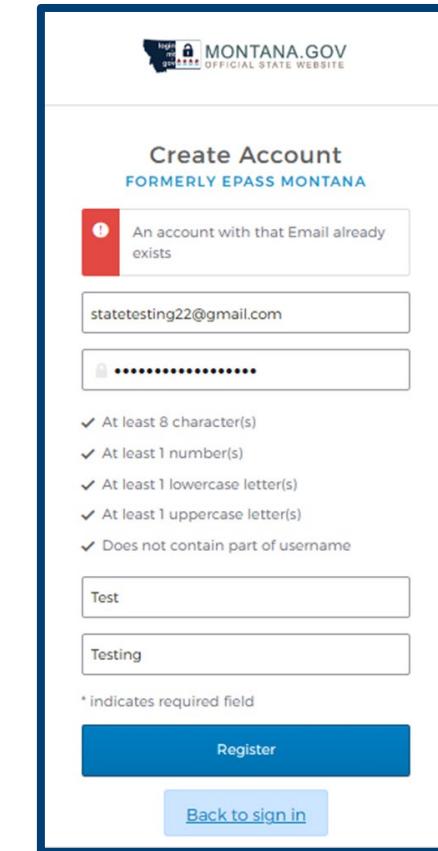
OR

→ [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



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](#)

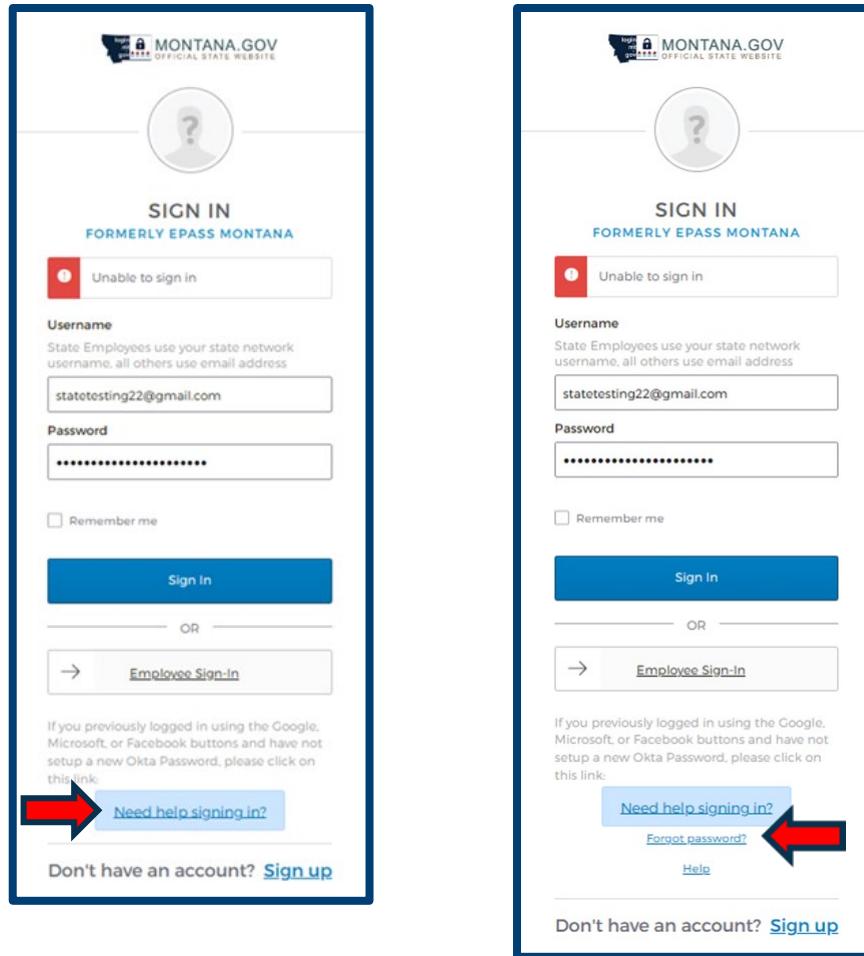


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Okta Forgot Password Process

- To reset your Okta password

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



The image displays two side-by-side screenshots of the Montana.GOV sign-in page. Both screenshots show the same layout: a header with the Montana state logo and 'MONTANA.GOV OFFICIAL STATE WEBSITE', a placeholder user icon with a question mark, the title 'SIGN IN FORMERLY EPASS MONTANA', a red error box with 'Unable to sign in', a 'Username' field containing 'statetesting22@gmail.com', a 'Password' field with masked text, a 'Remember me' checkbox, a large blue 'Sign In' button, and a 'OR' separator followed by an 'Employee Sign-In' link. Below these are links for Google, Microsoft, and Facebook sign-in, and a link for users who previously logged in using these methods but haven't set up an Okta password. The left screenshot has a red arrow pointing to the 'Need help signing in?' link, and the right screenshot has a red arrow pointing to the 'Forgot password?' link.

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

State of Montana
Okta Password Reset

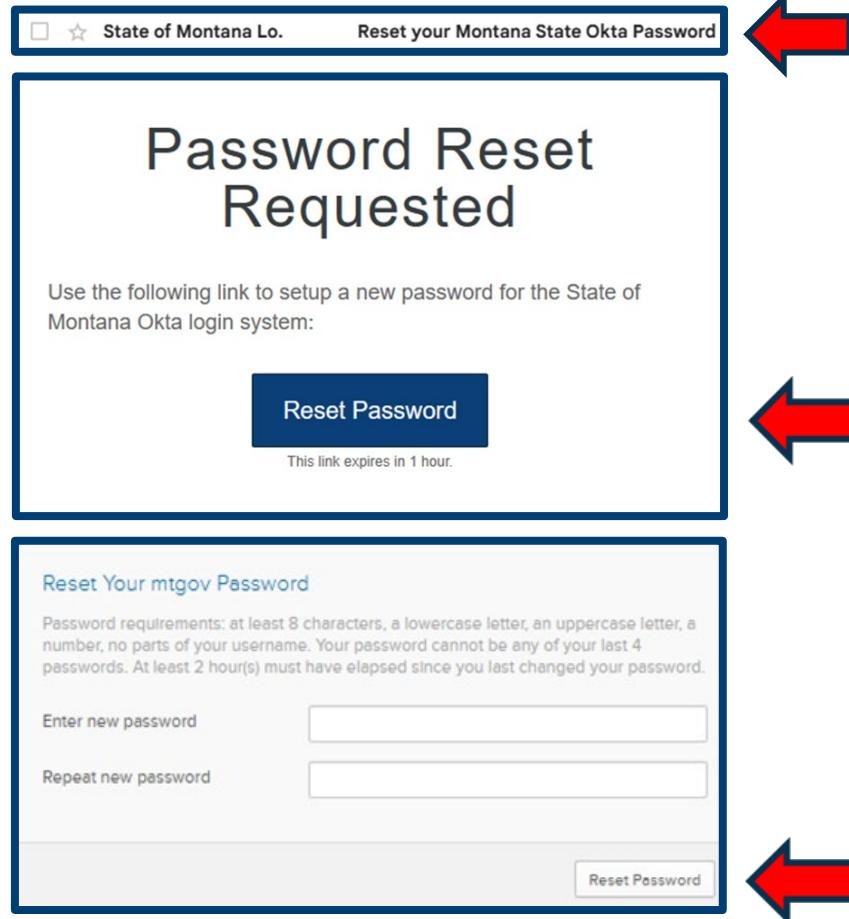
Enter your email address to receive a password reset email:

Submit

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

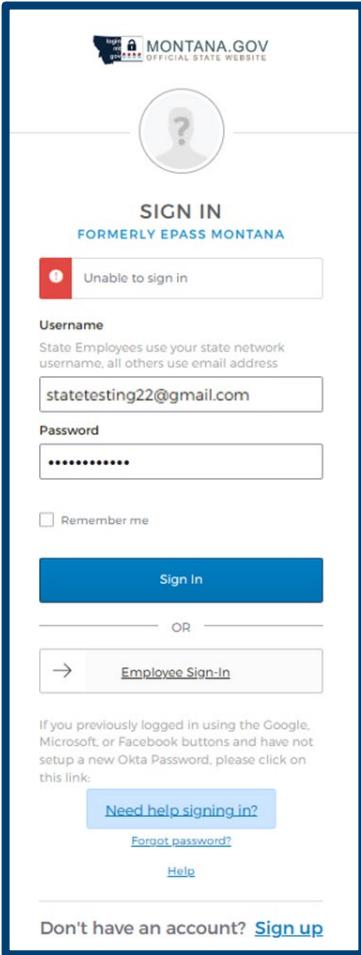
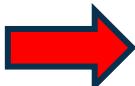


The diagram illustrates the Okta forgot password process through three sequential steps:

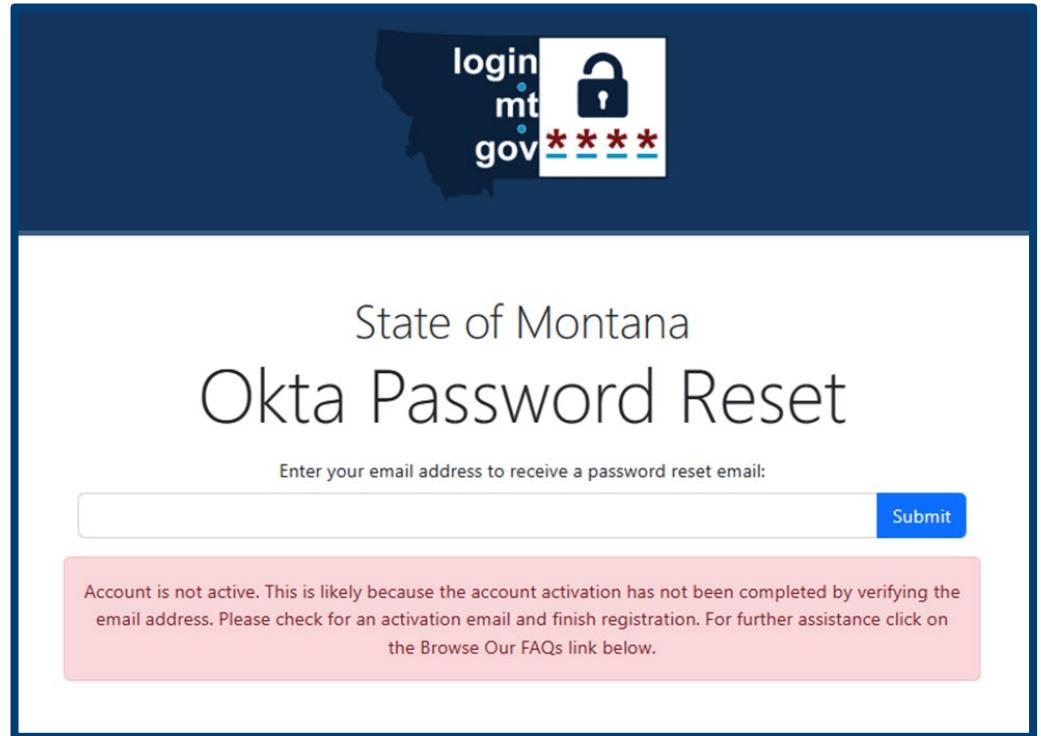
- Email Step:** An email from "State of Montana Lo." with the subject "Reset your Montana State Okta Password". A red arrow points from this step to the next.
- Password Reset Request Page:** A web page titled "Password Reset Requested". It contains the text: "Use the following link to setup a new password for the State of Montana Okta login system:" followed by a "Reset Password" button. Below the button, a note says "This link expires in 1 hour." A red arrow points from this step to the next.
- Password Reset Form:** A web page titled "Reset Your mtgov Password". It includes password requirements: "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." Below these requirements are two input fields: "Enter new password" and "Repeat new password". At the bottom is a "Reset Password" button. A red arrow points from this step to the next.

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



The screenshot shows the Montana.gov sign-in page. At the top, it says "MONTANA.GOV OFFICIAL STATE WEBSITE". Below that is a placeholder for a user profile picture with a question mark. The text "SIGN IN FORMERLY EPASS MONTANA" is displayed. A red box highlights the error message "Unable to sign in". The "Username" field contains "statetesting22@gmail.com". The "Password" field is filled with a series of dots. A "Remember me" checkbox is unchecked. A large blue "Sign In" button is at the bottom. Below it is a "OR" separator, followed by a "Employee Sign-In" button with an arrow icon. A note at the bottom says: "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](#)". At the very bottom, it says "Don't have an account? [Sign up](#)".



The screenshot shows the "State of Montana Okta Password Reset" page. At the top, there is a logo with the text "login mt.gov" and a padlock icon. Below the logo, the text "State of Montana Okta Password Reset" is displayed. A text box says "Enter your email address to receive a password reset email:" followed by a text input field and a "Submit" button. A pink callout box at the bottom contains the text: "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." The "Browse Our FAQs" link is likely the "Need help signing in?" link from the previous screenshot.



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Contact Us

UI Contributions

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

Okta

- Okta FAQs – okta.mt.gov/Help



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