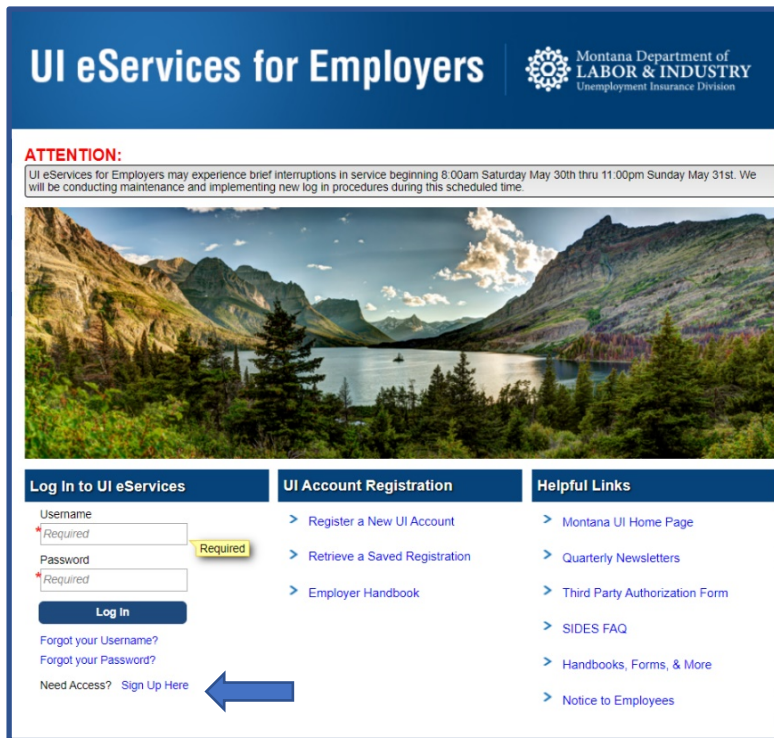




## UI eServices for Employers Sending Secure Web Messages

Secure web messaging through [UI eServices for Employers](#) is a great way to communicate with our UI Contributions (tax) team. Especially if the message contains sensitive information regarding your business or its employees.

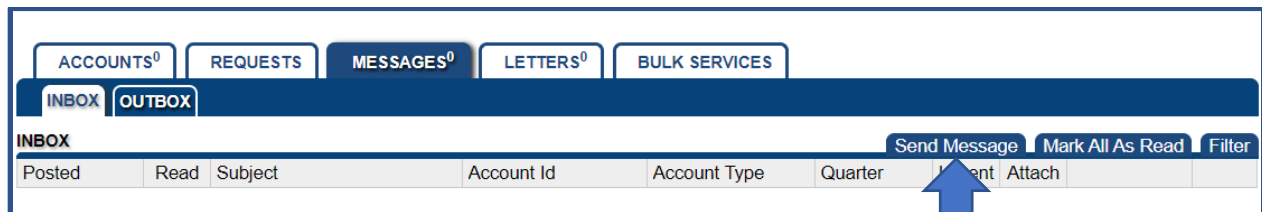
To send a secure web message, go to [uieservices.mt.gov](http://uieservices.mt.gov) and log in.



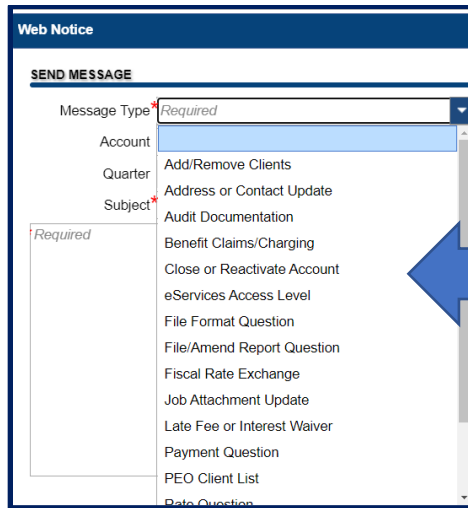
If you are not an eServices user, click **Sign Up Here** to create a username and password.

You will need to be able to answer a few questions regarding your business to sign-up. A copy of the last quarterly report filed for your business will help.

Once logged in, select the Messages tab and click Send Message.



Use the Message Type dropdown menu to indicate what your message is in relation to:



Web Notice

SEND MESSAGE

Message Type *Required*

Account

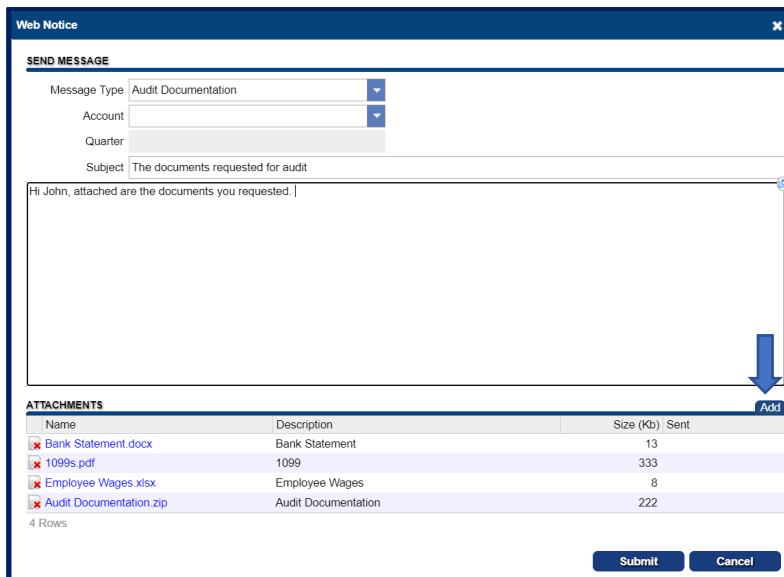
Quarter

Subject *Required*

- Add/Remove Clients
- Address or Contact Update
- Audit Documentation
- Benefit Claims/Charging
- Close or Reactivate Account
- eServices Access Level
- File Format Question
- File/Amend Report Question
- Fiscal Rate Exchange
- Job Attachment Update
- Late Fee or Interest Waiver
- Payment Question
- PEO Client List
- Rate Question

Just as you would with an email, use the Subject field to be a little more specific about your message and use the body of the message to ask your question or provide information.

If you need/want to attach files or documents to the web message, under the ATTACHMENTS section, click Add.



Web Notice

SEND MESSAGE

Message Type Audit Documentation

Account

Quarter

Subject The documents requested for audit

Hi John, attached are the documents you requested. |

ATTACHMENTS

Name	Description	Size (Kb)	Sent
Bank Statement.docx	Bank Statement	13	
1099s.pdf	1099	333	
Employee Wages.xlsx	Employee Wages	8	
Audit Documentation.zip	Audit Documentation	222	

4 Rows

Add

Submit Cancel

**You can attach multiple files, but file size is limited.**

If you are attaching multiple large files you may need to group them into a zip file or send them in separate messages.

When you are done, click Submit to send the message.

For questions or assistance with eServices, contact our Customer Support Team at (406) 444-3834, option 2.

Thank you for using UI eServices for Employers!