Montana Department of
LABOR & INDUSTRY

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.
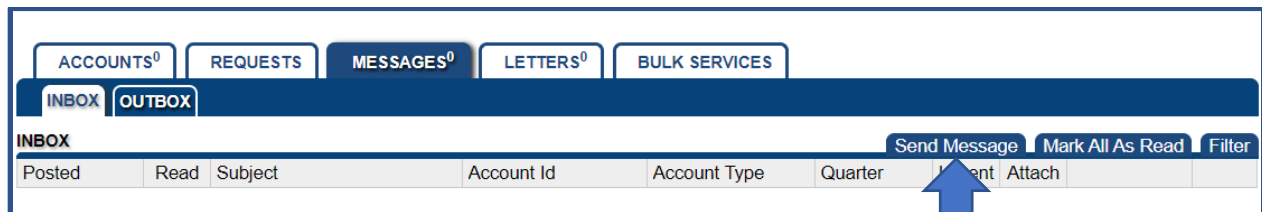
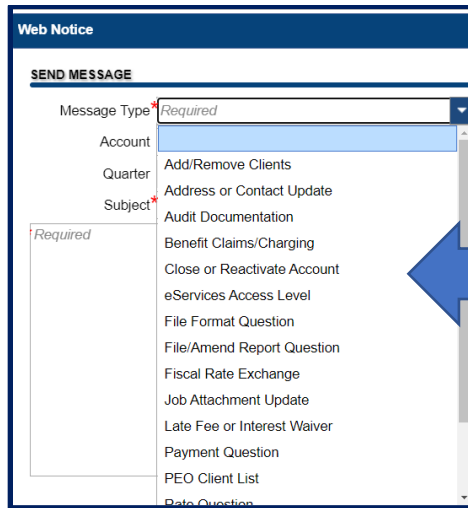To send a secure web message, go to uieservices.mt.gov and log in.
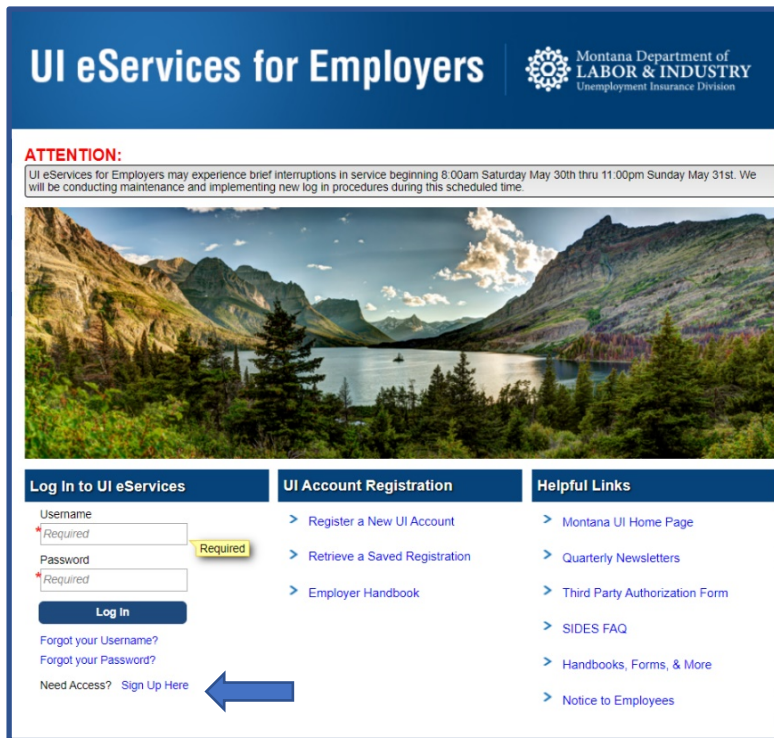
If you are not an eServices user, click **Sign Up Here** to create a username and password.

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 <u>Message Type</u> dropdown menu to indicate what your message is in relation to:
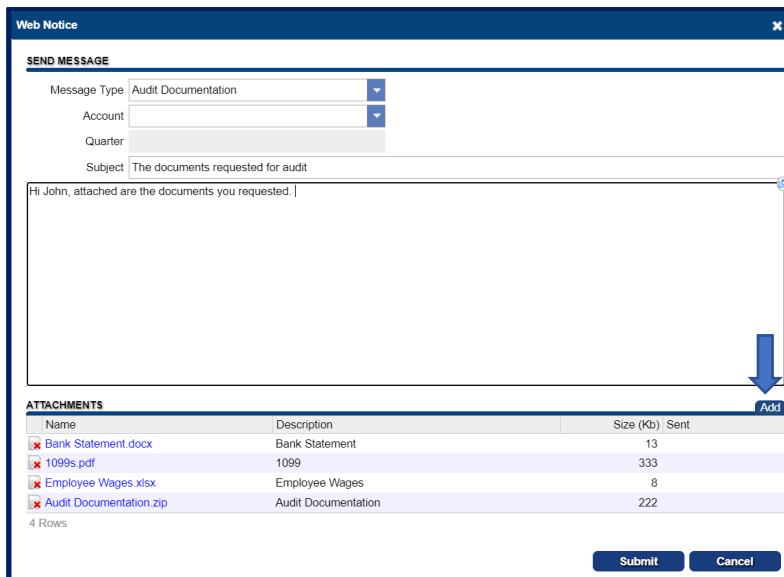
Just as you would with an email, use the Subject field to be a little more specific about your message and use the body of the message to ask your question or provide information.

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

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

If you are attaching multiple <u>large</u> 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!