



Montana Department of **LABOR & INDUSTRY**

UI eServices for Employers

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.

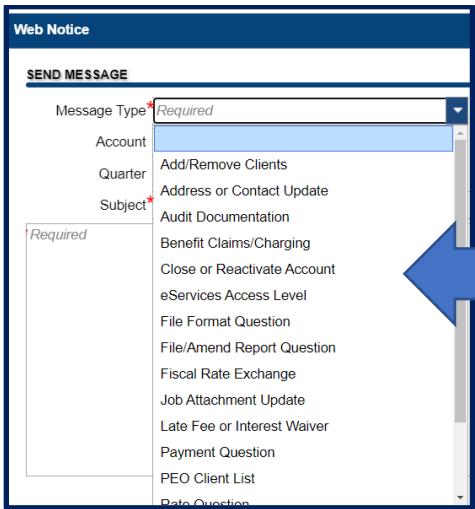
The image shows a scenic landscape of a lake surrounded by mountains and forest. A large blue arrow points from the bottom left towards the 'Sign Up Here' link on the UI eServices for Employers page.

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:

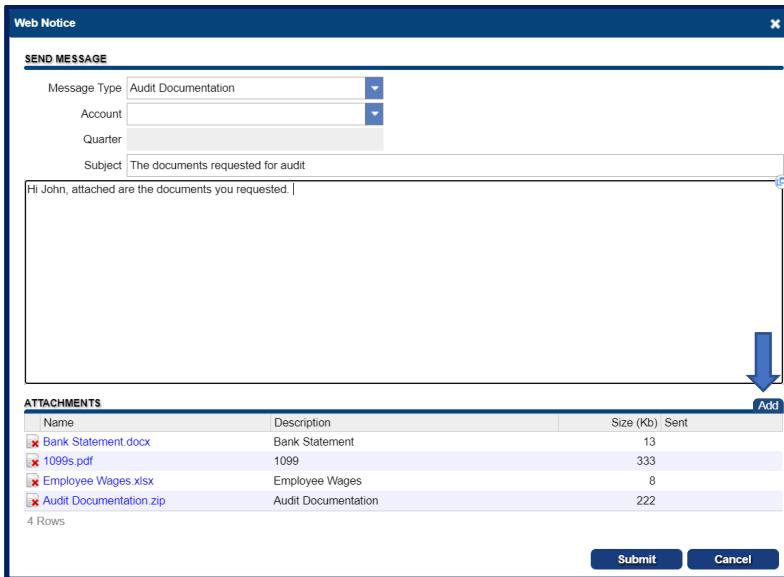


The screenshot shows the 'Web Notice' interface with the 'SEND MESSAGE' section. The 'Message Type' dropdown is open, displaying a list of options. A blue arrow points to the dropdown menu.

Message Type
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.



The screenshot shows the 'Web Notice' interface with the 'SEND MESSAGE' section. The 'Message Type' is set to 'Audit Documentation'. The 'Subject' field contains 'The documents requested for audit'. The message body says 'Hi John, attached are the documents you requested.' The 'ATTACHMENTS' section shows a table with four files:

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

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!