

The Commonwealth of Kentucky

**Kentucky Unemployment
Insurance Portal (KUIP)**

**Employer User Account
Creation and Login**

Reference Guide



UNEMPLOYMENT
INSURANCE PORTAL

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Introduction

The objective of this reference guide is to outline the process for users from an employer organization to create an account in KUIP. The first part of this process can be found in the **Creating an Employer User Account** section of this document. Additionally, users can reference the **User Account Login** section to find instructions on how to log in to KUIP and the **Password Reset** section for instructions on how to reset their password.

Employer User Account Creation and Login

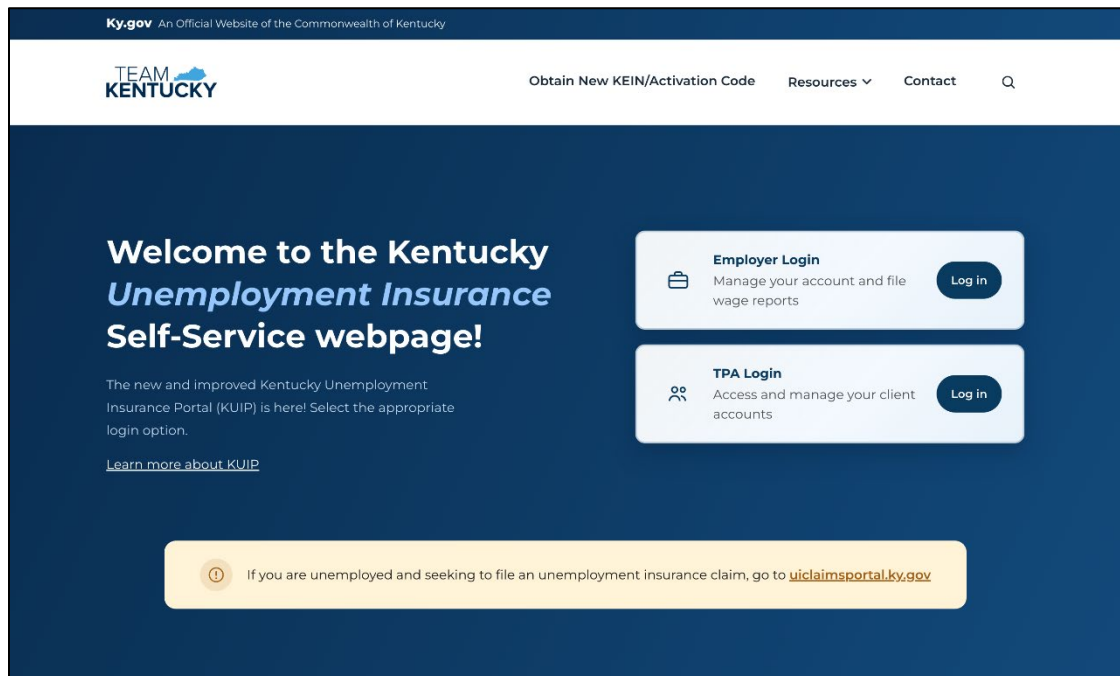
Overview

KUIP requires every user from an employer organization to have their own unique account within the system. Setting up an account in KUIP allows users to perform routine transactions on an employer account, such as filing reports, paying taxes, viewing statements, submitting inquiries, and updating unemployment tax account information online.

Creating an Employer User Account

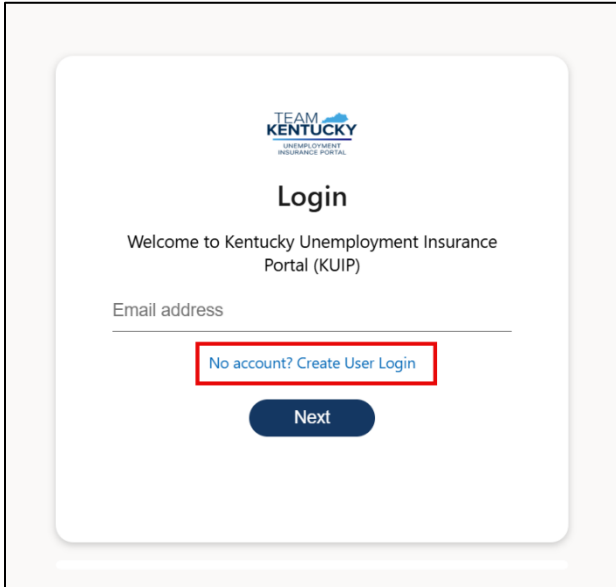
1. Access the KUIP Employer Portal

Navigate to the [Kentucky Unemployment Insurance Self-Service web page](#) and click the *Employer Login* button to access KUIP.



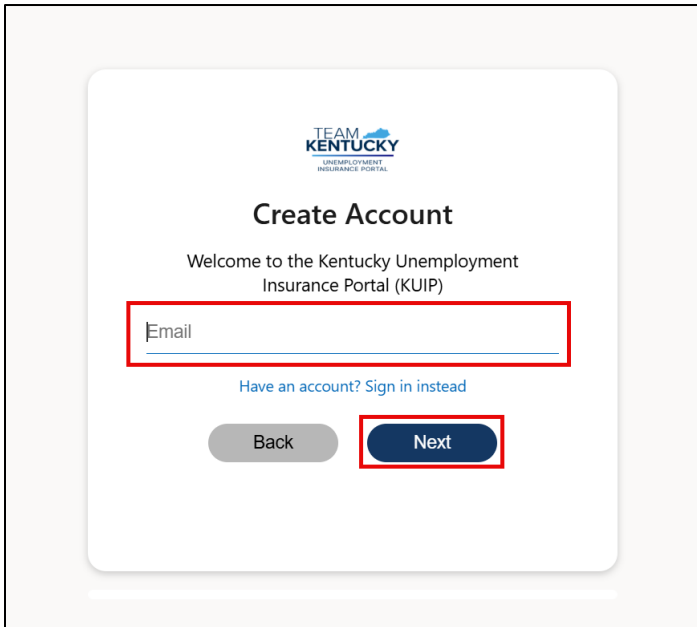
2. Begin the User Account Creation Process

On the *Login* screen, click the *No account? Create User Login* button to create a new user account.



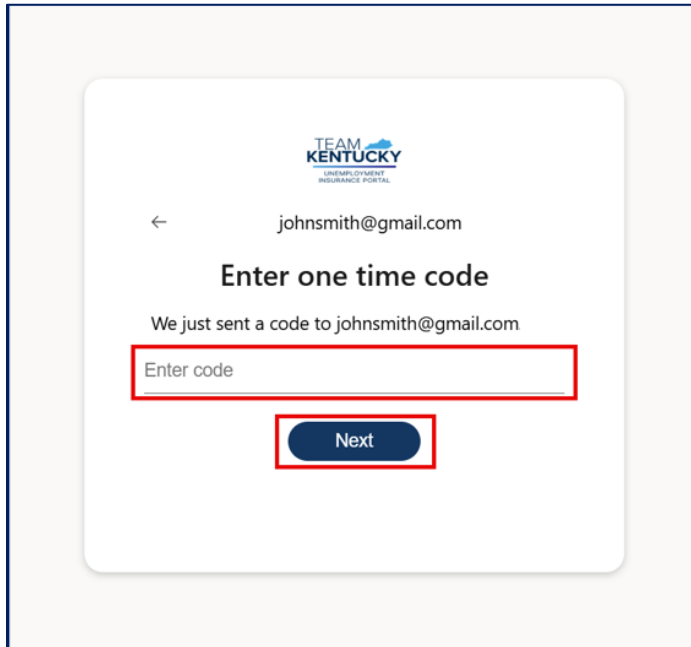
3. Create a User Account

On the *Create Account* screen, enter the *Email address* you'd like to use for your account. Then, click *Next*.



4. Enter One-Time Passcode

On the *Enter One Time Code* screen, enter the code sent to the email provided in the previous step. Then, click *Next*.



The screenshot shows a mobile application interface for the TEAM KENTUCKY Unemployment Insurance Portal. At the top, there is a back arrow and the email address johnsmith@gmail.com. The main heading is "Enter one time code". Below this, a message states "We just sent a code to johnsmith@gmail.com". There is a text input field with the placeholder "Enter code" and a blue "Next" button. Red rectangular boxes highlight the input field and the "Next" button.

5. Enter User Account Details

On the *Create an Account* screen, enter the requested details, including your first name, last name, preferred name, and new password. Then, click *Next*.

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Create an Account

We just need a little more information to setup your account. For enhanced account security, a minimum of 15 characters is suggested for password.

First Name
First Name

Last Name
Last Name

Preferred Name
Preferred Name

Password
Password

Re-enter password
Re-enter password

Cancel Next

6. Set Up Multi-Factor Authentication (MFA)

On the *Keep Your Account Secure* screen, provide a phone number to set up Multi-Factor Authentication (MFA). Then, click *Next*.

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johnsmith@gmail.com

Keep your account secure

Add your phone number so we can text you whenever we need to verify it's you.

+1 Phone number

[Use a different verification option](#)

Message and data rates apply.

Cancel Next

Tip: If you would like to use another contact method for MFA, select *Use a different verification option*.

7. Enter Verification Code

On the *Enter Code* screen, enter the code sent to the phone number or email address provided during the previous step. Then, click *Verify* to complete MFA setup.

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← johnsmith@gmail.com

Enter code

We just sent a code to +1 8591234567. Enter the code you receive.

Enter code

Verify

8. Review Notice and Consent

Review the Notice and Consent statement. Select *Accept* to proceed to KUIP.

The screenshot shows the 'Notice and Consent' screen. At the top left is the 'TEAM KENTUCKY' logo and the date 'Tuesday, April 28, 2026'. At the top right is the user name 'John Smith' with a dropdown arrow and the language 'English' with a dropdown arrow. The main content area has a title 'Notice and Consent' followed by a paragraph of legal text. At the bottom of the text area are two buttons: 'Accept' (highlighted with a red box) and 'Reject'.

9. Add Employer Account

Use the left-hand navigation menu to select one of the following options:

- **Employer Registration**

To register a new employer reserve account, select *Employer Registration*.

- **Activate an Account**

To activate an existing employer reserve account, select *Activate an Account*.

Please Note: To activate an existing employer account, you must provide the eight-digit KUIP Activation Code and new nine-digit Kentucky Employer Identification Number (KEIN). This information may be found in a pop-up message on the employer's Kentucky Education and Workforce Electronic System (KEWES) account.

The screenshot shows the 'Welcome, John Smith!' screen. At the top left is the 'TEAM KENTUCKY' logo and the date 'Tuesday, April 28, 2026 User'. At the top right is the user name 'John Smith' with a dropdown arrow and the language 'English' with a dropdown arrow. On the left is a navigation menu with two items: 'Employer Registration' and 'Activate an Account', both highlighted with a red box. The main content area has a title 'Welcome, John Smith!' followed by instructions to add an employer account. It includes a 'Please Note' section and instructions to select 'Register Employer' or 'Activate an Account' from the left menu.

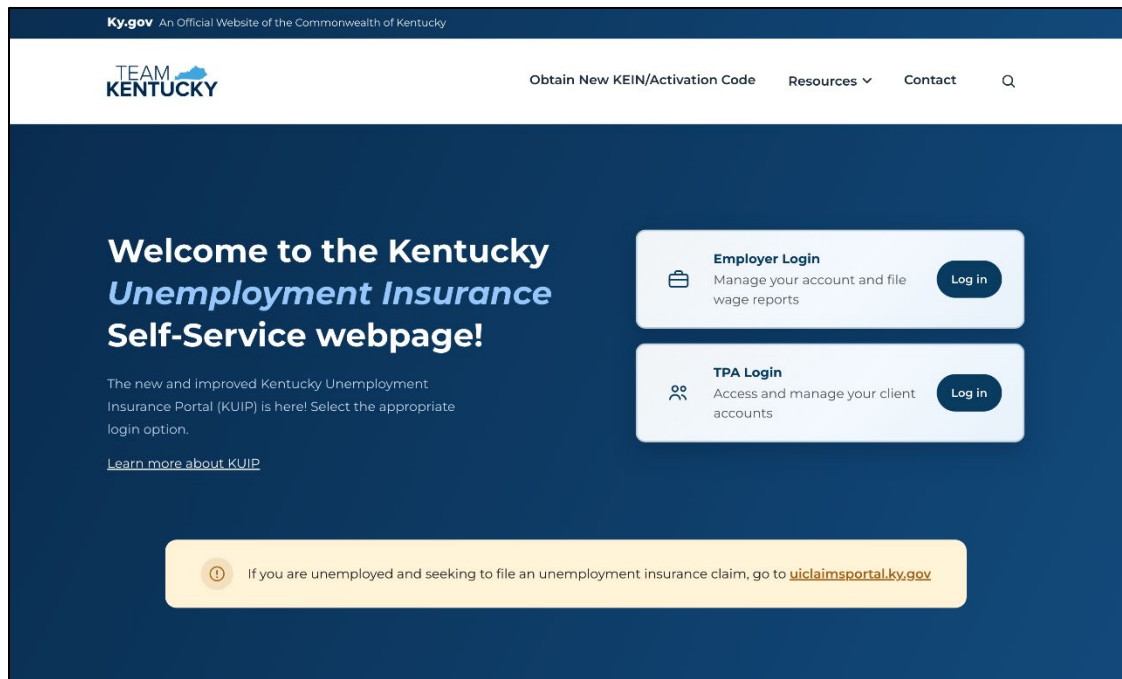
Kentucky Unemployment Insurance Portal

Employer User Account Creation and Login

User Account Login

1. Access the KUIP Employer Portal

Navigate to the [Kentucky Unemployment Insurance Self-Service web page](#) and click the *Employer Login* button to access KUIP.



2. Enter Email Address

On the *Login* screen, enter your email address. Then, click *Next*.

A screenshot of the Login screen. It features the TEAM KENTUCKY logo at the top. Below the logo, the text reads 'Login' and 'Welcome to Kentucky Unemployment Insurance Portal (KUIP)'. There is a text input field labeled 'Email address' which is highlighted with a red rectangle. Below the input field, there is a link that says 'No account? Create User Login'. At the bottom, there is a blue button labeled 'Next' which is also highlighted with a red rectangle.

3. Enter Password

On the *Enter Password* screen, enter your password. Then, click Next.

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← johnsmith@gmail.com

Enter password

Password

[Click here to update your password.](#)

Sign in

4. Verify Your Identity

On the *Verify Your Identity* screen, select a verification method from the options listed to initiate MFA.

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johnsmith@gmail.com

Verify your identity

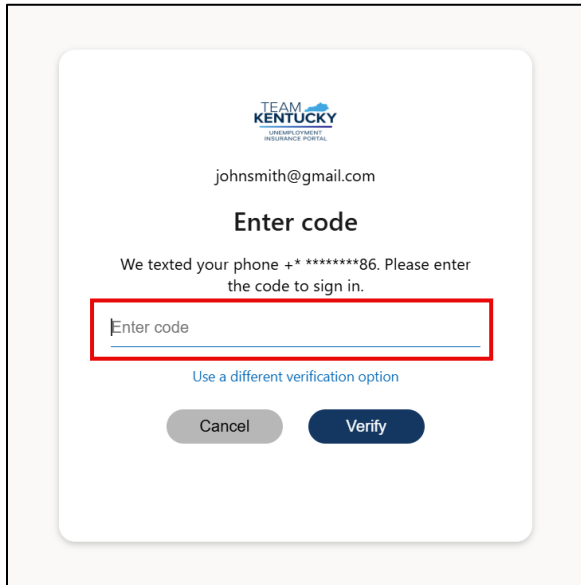
Text code to +* *****67

Email code to johnsmith@gmail.com

Cancel

5. Enter Verification Code

On the *Enter Code* screen, enter the code sent to the phone number or email address selected during the previous step. Then, click Verify to complete the MFA process.



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johnsmith@gmail.com

Enter code

We texted your phone +* *****86. Please enter the code to sign in.

Enter code

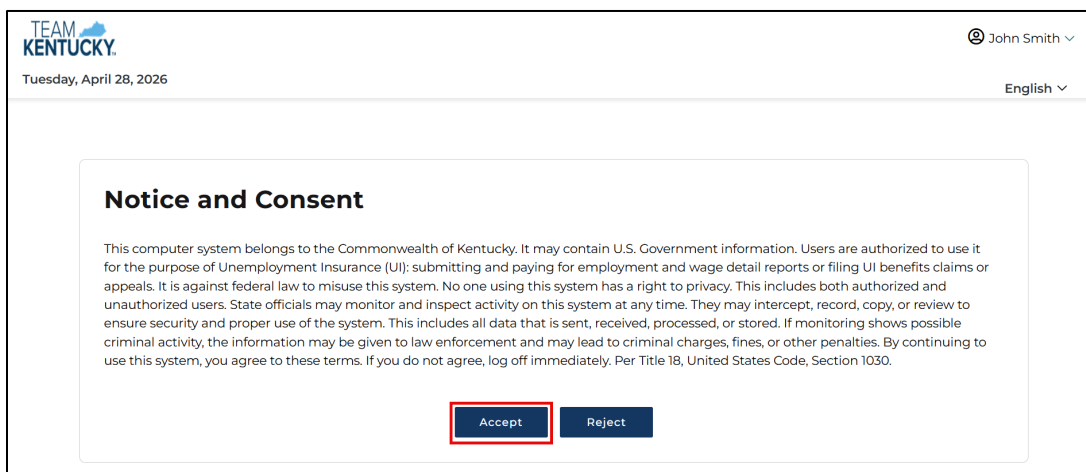
[Use a different verification option](#)

Cancel Verify

Tip: If you would like to use another contact method for MFA, select *Use a different verification option*.

6. Review Notice and Consent

Review the Notice and Consent statement. Select *Accept* to proceed to KUIP.



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Tuesday, April 28, 2026

John Smith

English

Notice and Consent

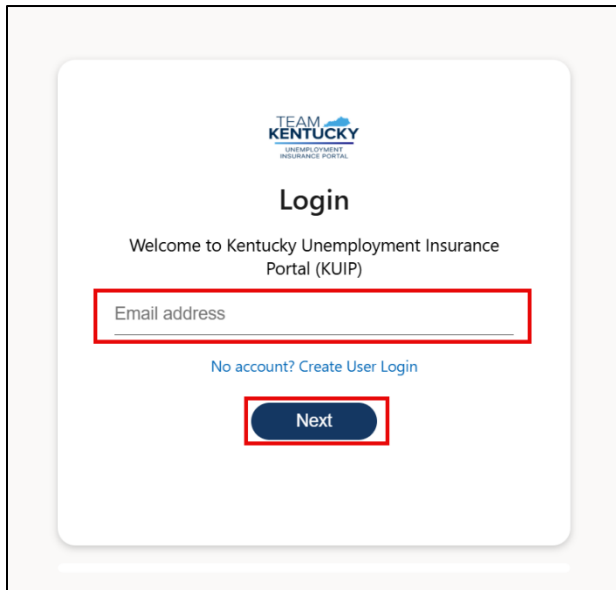
This computer system belongs to the Commonwealth of Kentucky. It may contain U.S. Government information. Users are authorized to use it for the purpose of Unemployment Insurance (UI): submitting and paying for employment and wage detail reports or filing UI benefits claims or appeals. It is against federal law to misuse this system. No one using this system has a right to privacy. This includes both authorized and unauthorized users. State officials may monitor and inspect activity on this system at any time. They may intercept, record, copy, or review to ensure security and proper use of the system. This includes all data that is sent, received, processed, or stored. If monitoring shows possible criminal activity, the information may be given to law enforcement and may lead to criminal charges, fines, or other penalties. By continuing to use this system, you agree to these terms. If you do not agree, log off immediately. Per Title 18, United States Code, Section 1030.

Accept Reject

Password Reset

1. Enter Email Address

On the *Login* screen, enter your email address. Then, click *Next*.



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Login

Welcome to Kentucky Unemployment Insurance Portal (KUIP)

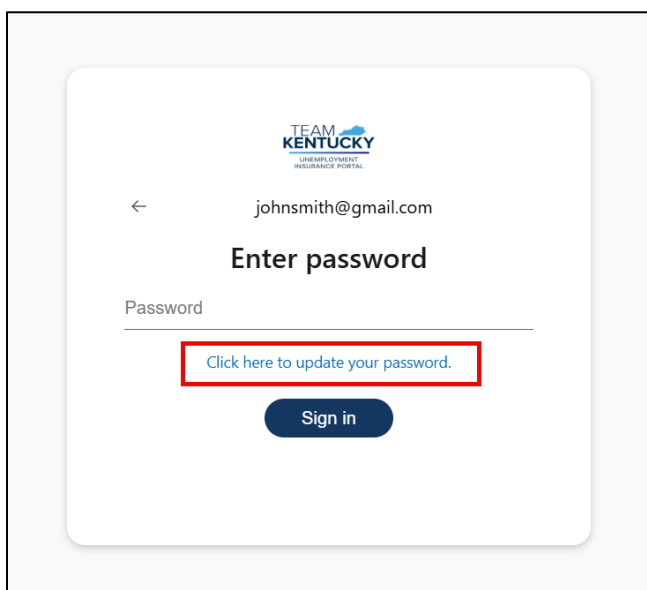
Email address

[No account? Create User Login](#)

Next

2. Initiate Password Update

On the *Enter Password* screen, select *Click here to update your password*.



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← johnsmith@gmail.com

Enter password

Password

[Click here to update your password.](#)

Sign in

3. Verify Your Identity

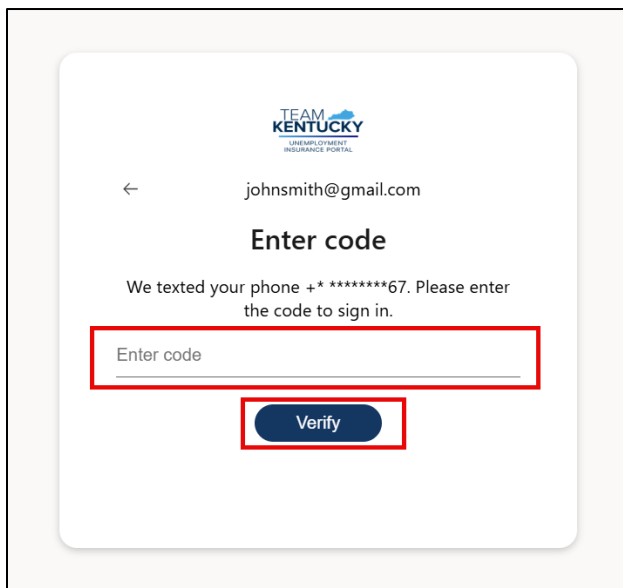
On the *Verify Your Identity* screen, select your preferred method to verify your identity.



The screenshot shows the 'Verify your identity' screen. At the top is the TEAM KENTUCKY logo. Below it is the email address 'johnsmith@gmail.com'. The title 'Verify your identity' is centered. There are two options, each with an icon and text: an envelope icon for 'Email code to johnsmith@gmail.com' and a speech bubble icon for 'Text code to +* *****67'. A red rectangle highlights these two options. At the bottom is a 'Cancel' button.

4. Verify Your Identity

On the *Enter Code* screen, enter the code sent to the phone number or email address selected during the previous step. Then, click *Verify* to complete the verification process.



The screenshot shows the 'Enter code' screen. At the top is the TEAM KENTUCKY logo. Below it is a back arrow and the email address 'johnsmith@gmail.com'. The title 'Enter code' is centered. Below the title is the text: 'We texted your phone +* *****67. Please enter the code to sign in.' There is a text input field with the placeholder 'Enter code' and a red rectangle around it. Below the input field is a blue 'Verify' button with a red rectangle around it.

5. Reset Your Password

On the *Reset Password* screen, enter your new password and confirm it meets the required acceptance criteria. Then, click *Reset Password*.

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johnsmith@gmail.com

Reset password

Use at least 8 characters. Your password is case sensitive and must include 3 of the following: uppercase letter, lowercase letter, number, or symbol.

New password

New password

Re-enter password

Re-enter password

Reset password

6. Password Reset Confirmation

You have successfully reset your password.

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johnsmith@gmail.com

You've updated your password

Next