

The Commonwealth of Kentucky  
**Kentucky Unemployment  
Insurance Portal (KUIP)**  
**Rate Download  
Specifications  
Reference Guide**



UNEMPLOYMENT  
INSURANCE PORTAL

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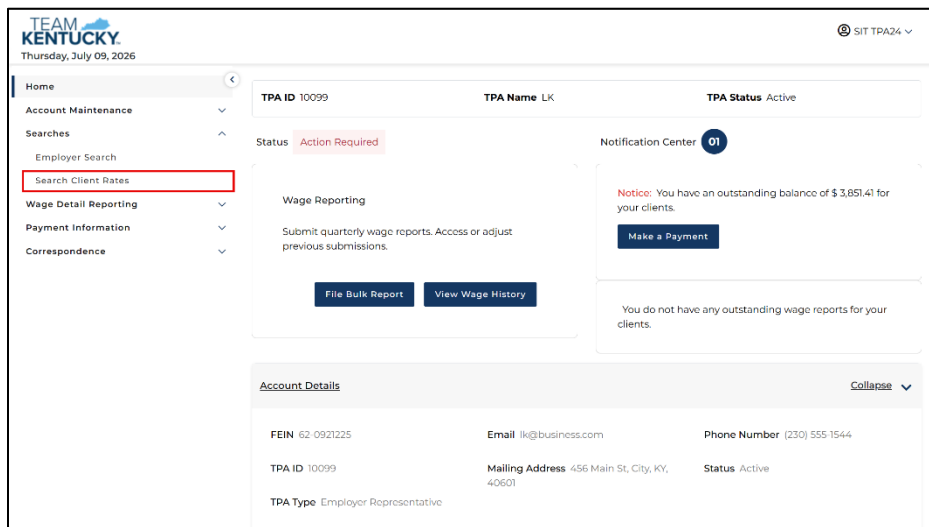
# Rate Download Overview

KUIP (Kentucky Unemployment Insurance Portal) allows TPAs to download a rate file for all client employer accounts.

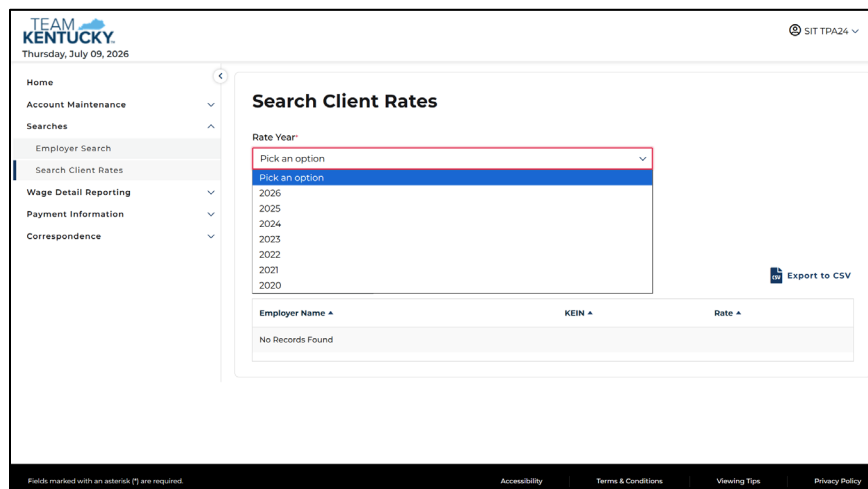
## Downloading a Rate File

Follow the guidelines outlined below to download the rate file in KUIP.

1. On the *KUIP home page*, select the *Searches* drop-down. Then, click *Search Client Rates*.



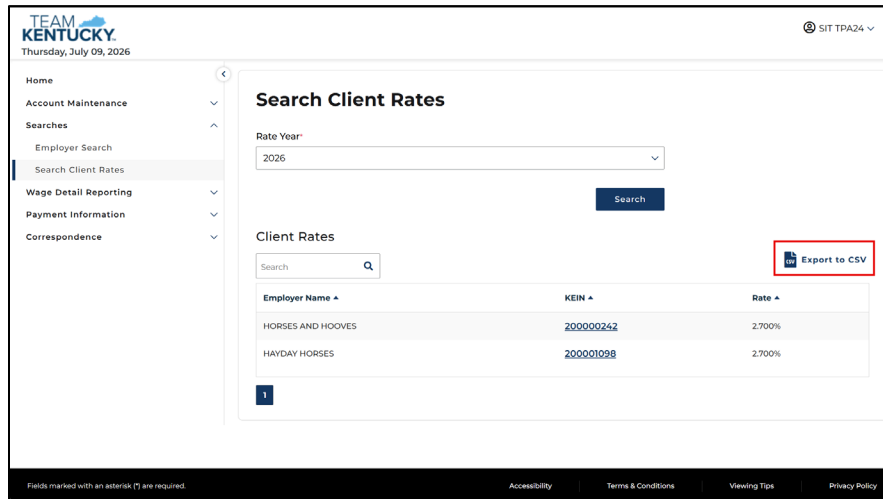
2. On the Search Client Rates screen, select the preferred year from the Rate Year drop-down.



# Kentucky Unemployment Insurance Portal

## KUIP Rate Download Specifications Guide

3. To export a rate file with the employer names, KEINs, and rates, click *Export to CSV*.



## File Layout

Employer Name, KEIN, Rate are the headers for the comma-separated file. Each row will represent a client for the specific rate year. If the client was not subject to the rate for the year, they will not appear in the rate file.

## Sample File

Employer Name,KEIN,Rate

Kentucky Employer One,100000497,1.300%

Kentucky Employer Two,100000569,2.700%

Kentucky Employer Third,100000988,0.300%