

The Commonwealth of Kentucky

**Kentucky Unemployment
Insurance Portal (KUIP)**

Third-Party Administrator

User Account

Creation and Login

Reference Guide



UNEMPLOYMENT
INSURANCE PORTAL

Table of Contents

Introduction	3
TPA User Account Creation and Login	4
Overview.....	4
Creating a TPA User Account	4
User Account Login	10
Password Reset	13

Introduction

The objective of this reference guide is to outline the process for users from a Third-Party Administrator (TPA) organization to create an account in KUIP. The first part of this process can be found in the **Creating a TPA 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.

TPA User Account Creation and Login

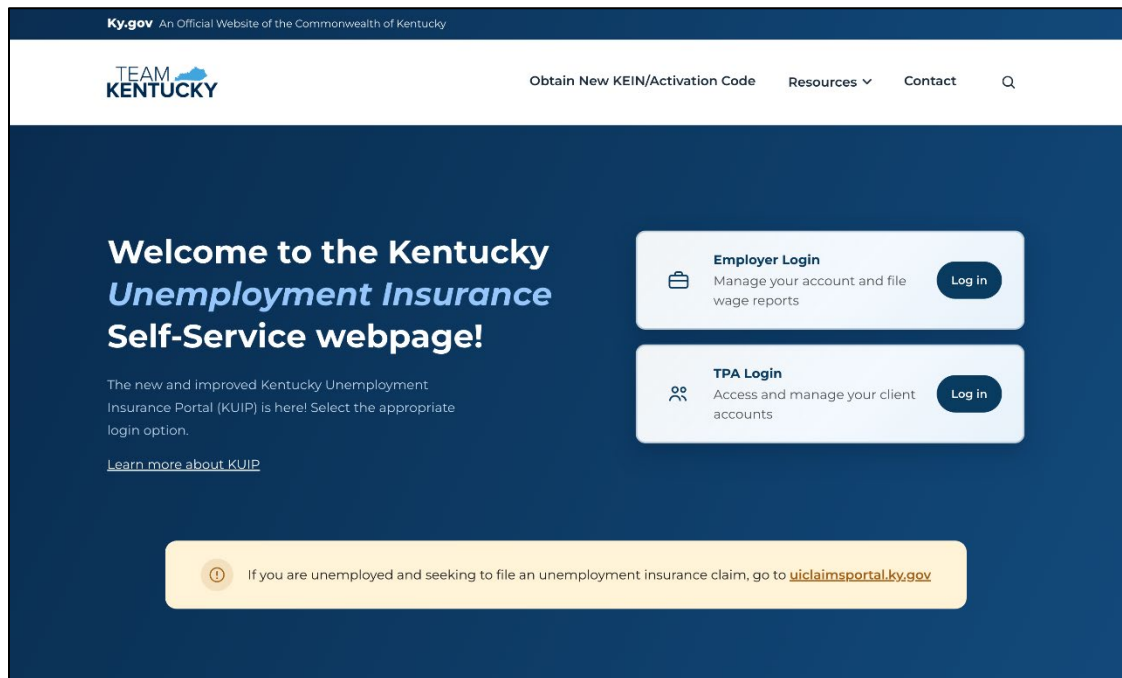
Overview

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

Creating a TPA User Account

1. Access the KUIP TPA Portal

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

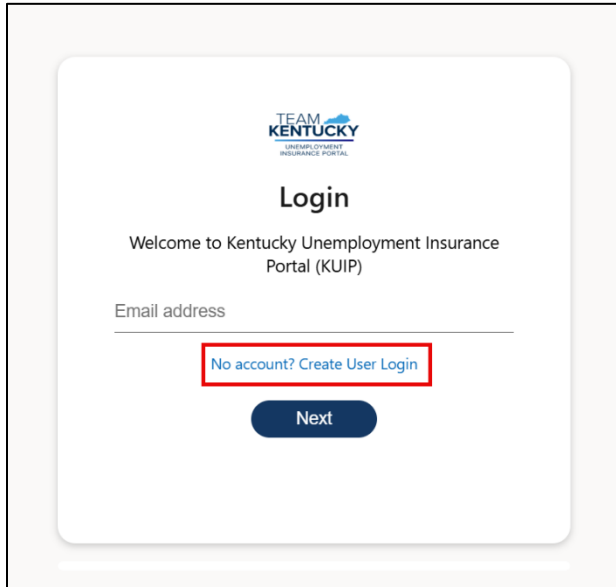


Kentucky Unemployment Insurance Portal

TPA User Account Creation and Login

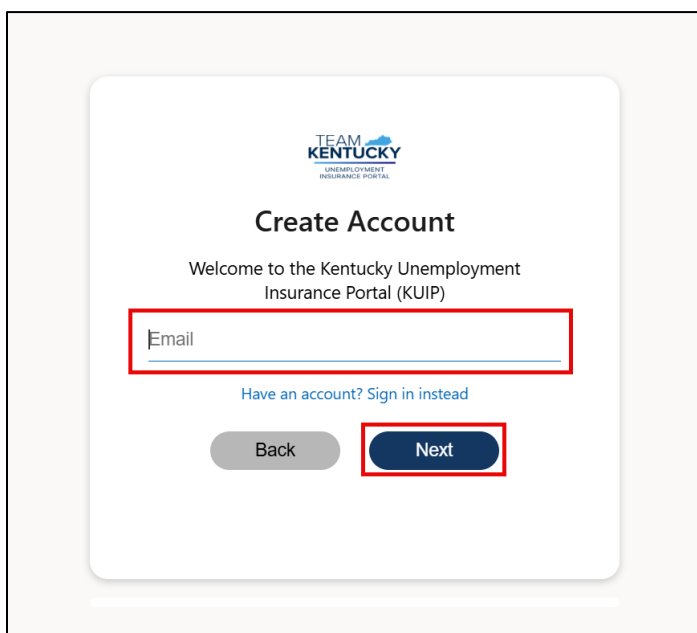
2. Begin the User Account Creation Process

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*.

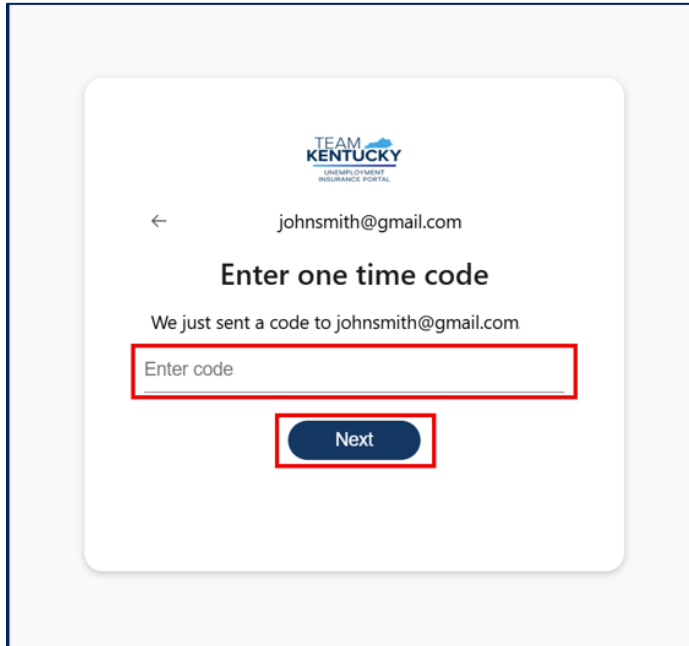


Kentucky Unemployment Insurance Portal

TPA User Account Creation and Login

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 labeled "Enter code" and a blue "Next" button. Red rectangular boxes highlight the input field and the "Next" button.

Kentucky Unemployment Insurance Portal

TPA User Account Creation and Login

5. Enter 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*.

TEAM KENTUCKY
UNEMPLOYMENT INSURANCE PORTAL

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

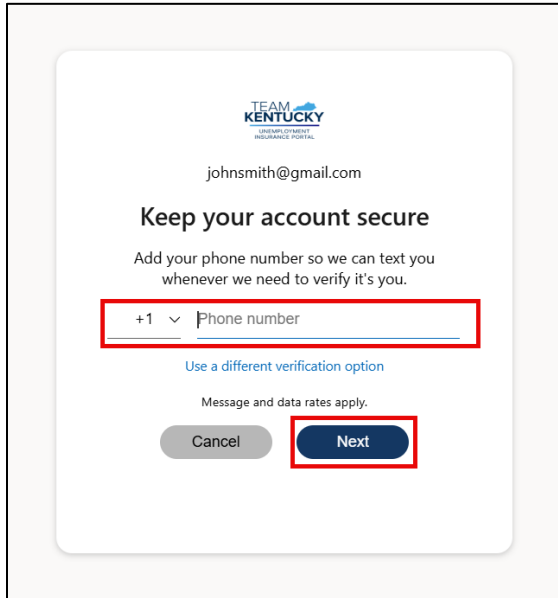
Cancel Next

Kentucky Unemployment Insurance Portal

TPA User Account Creation and Login

6. Set Up Multi-Factor Authentication (MFA)

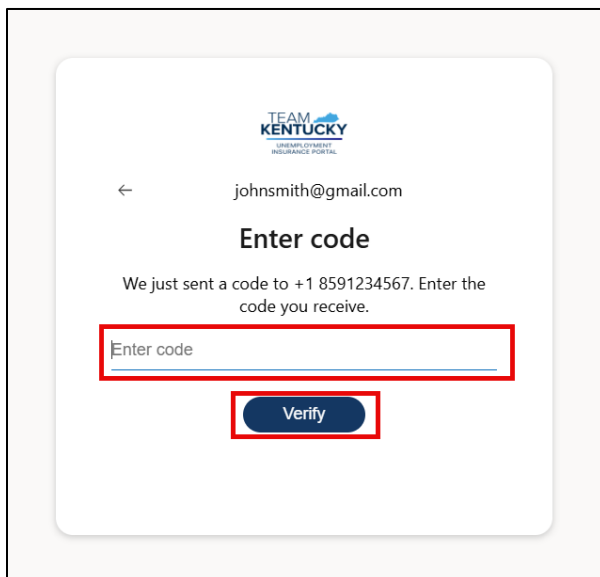
On the *Keep Your Account Secure* screen, provide a phone number to set up Multi-Factor Authentication (MFA). Then, click *Next*.



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.



Kentucky Unemployment Insurance Portal

TPA User Account Creation and Login

8. Review Notice and Consent

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

TEAM KENTUCKY
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

9. Add TPA Account

Once you have accessed KUIP, you may now register your TPA organization.

TEAM KENTUCKY
Wednesday, April 29, 2026 User

UAT TPA TPA

English

Register Agent/Third Party Administrator

Complete this form to register as a Third Party Administrator (TPA). Once submitted, a TPA ID will be assigned. This will allow you, the TPA, to act on behalf of employers once they have granted you access rights. Provide your TPA ID to your clients. This will allow each of your clients to locate and assign you as an authorized user for select tax account functions. If you are not acting as a TPA for employers in KY but need to report wages for your business as an employer, you must register your business by completing an Employer Account Application with OUI and file wages for your employees under the company Kentucky Employer Identification Number.

TPA Name*

Organization Type*

Select One

Address Line 1*

Enter Text

Address Line 2

Enter Text

City*

Enter Text

State*

Pick an option

ZIP/Postal Code*

#####

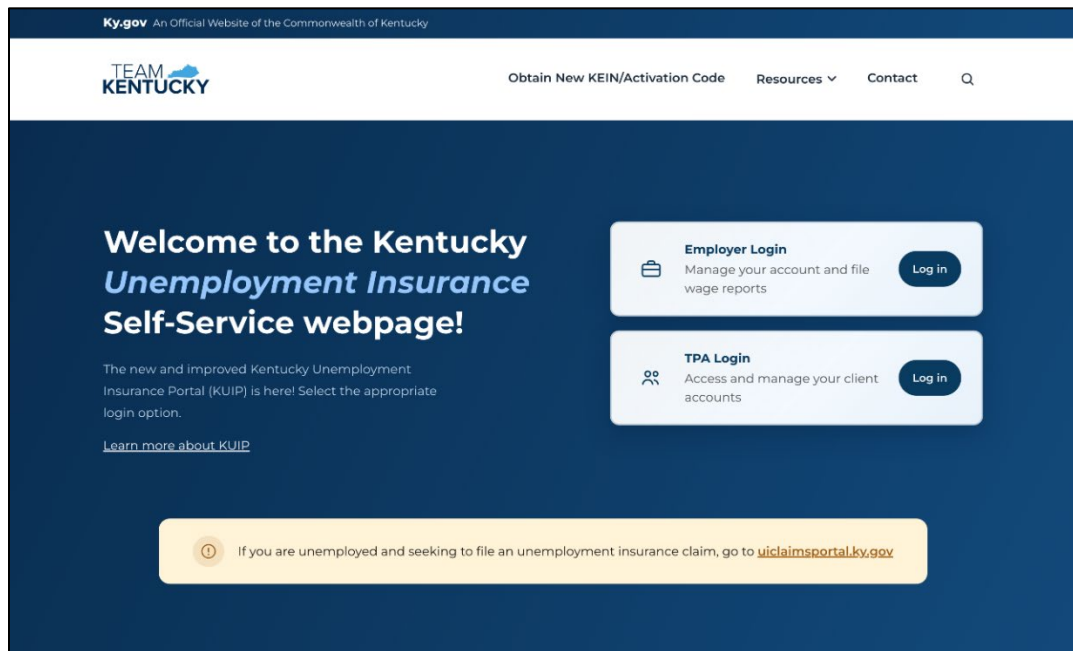
Kentucky Unemployment Insurance Portal

TPA User Account Creation and Login

User Account Login

1. Access the KUIP TPA 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 UNEMPLOYMENT INSURANCE PORTAL logo at the top. Below the logo, the word 'Login' is centered. Underneath, it says 'Welcome to Kentucky Unemployment Insurance Portal (KUIP)'. There is a text input field labeled 'Email address' with a red border. Below the input field, there is a link 'No account? Create User Login'. At the bottom, there is a dark blue button labeled 'Next' with a red border.

3. Enter Password

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

TEAM KENTUCKY
UNEMPLOYMENT INSURANCE PORTAL

← 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.

TEAM KENTUCKY
UNEMPLOYMENT INSURANCE PORTAL

johnsmith@gmail.com

Verify your identity

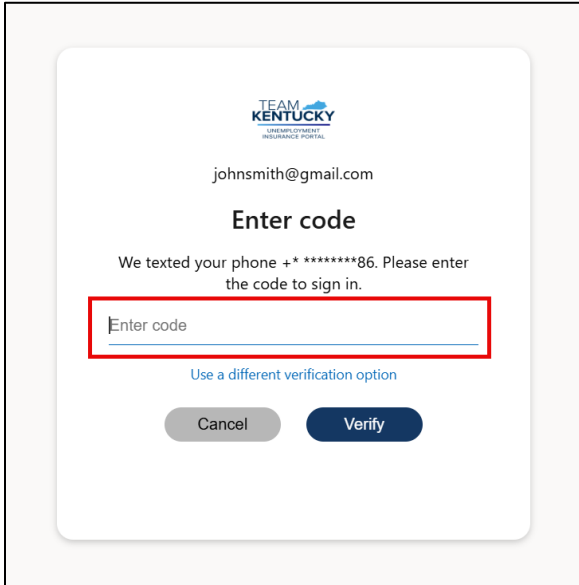
☒ Text code to +* *****67

☐ 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.



TEAM
KENTUCKY
UNEMPLOYMENT
INSURANCE PORTAL

johnsmith@gmail.com

Enter code

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

Enter code

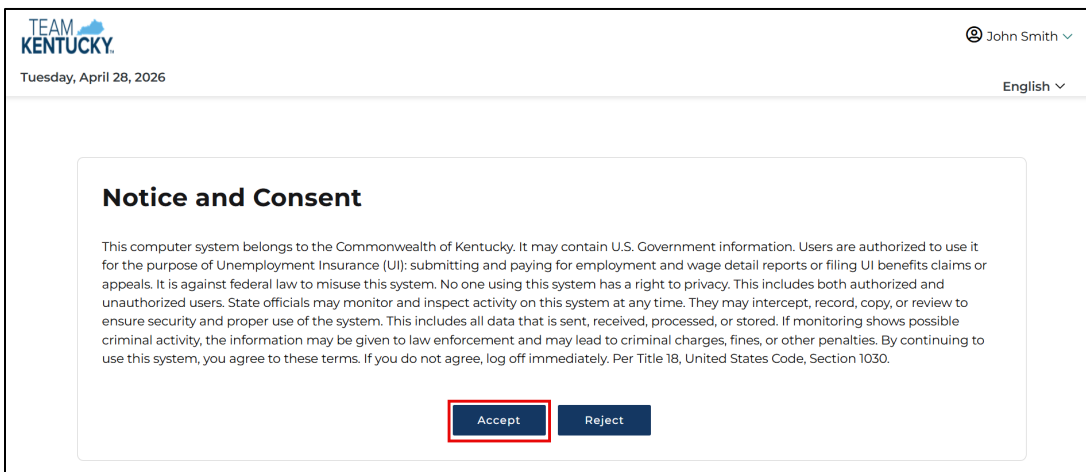
[Use a different verification option](#)

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.



TEAM
KENTUCKY
UNEMPLOYMENT
INSURANCE PORTAL

John Smith

Tuesday, April 28, 2026

English

Notice and Consent

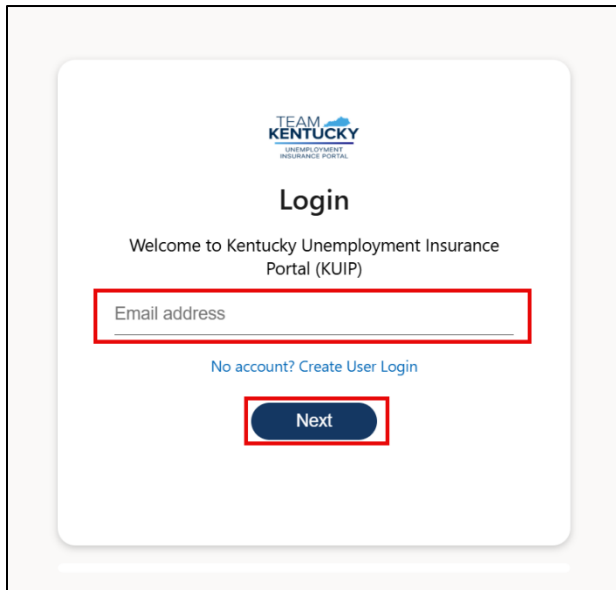
This computer system belongs to the Commonwealth of Kentucky. It may contain U.S. Government information. Users are authorized to use it for the purpose of Unemployment Insurance (UI): submitting and paying for employment and wage detail reports or filing UI benefits claims or appeals. It is against 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*.



TEAM
KENTUCKY
UNEMPLOYMENT
INSURANCE PORTAL

Login

Welcome to Kentucky Unemployment Insurance Portal (KUIP)

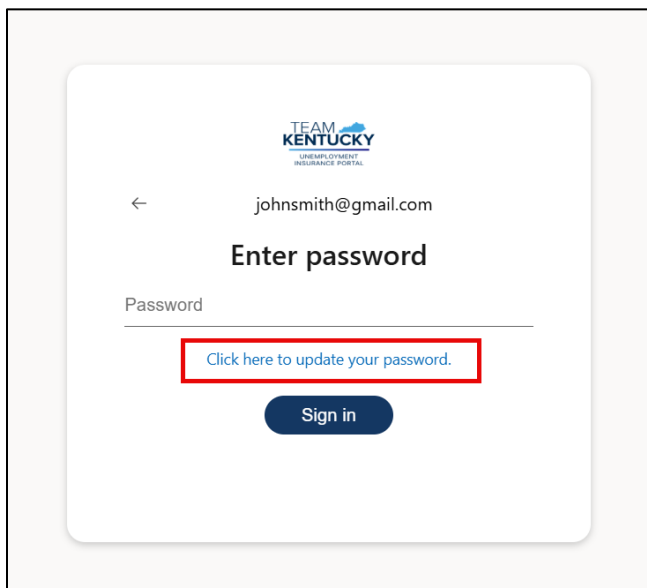
Email address

[No account? Create User Login](#)

Next

2. Initiate Password Update

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



TEAM
KENTUCKY
UNEMPLOYMENT
INSURANCE PORTAL

← johnsmith@gmail.com

Enter password

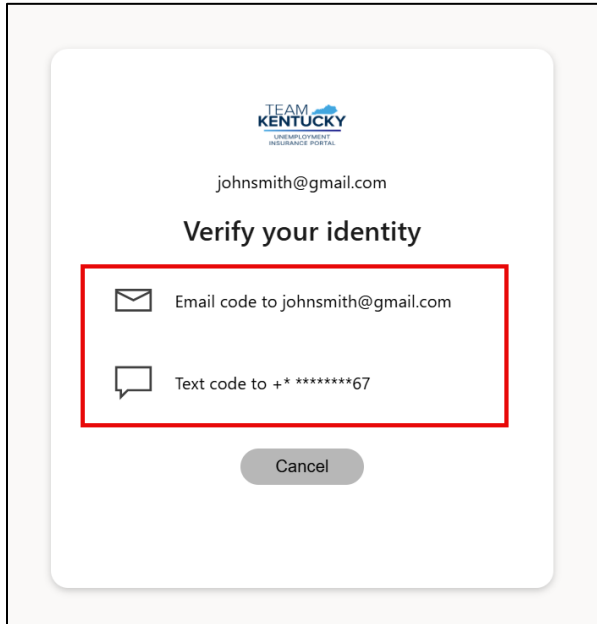
Password

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

Sign in

3. Verify Your Identity

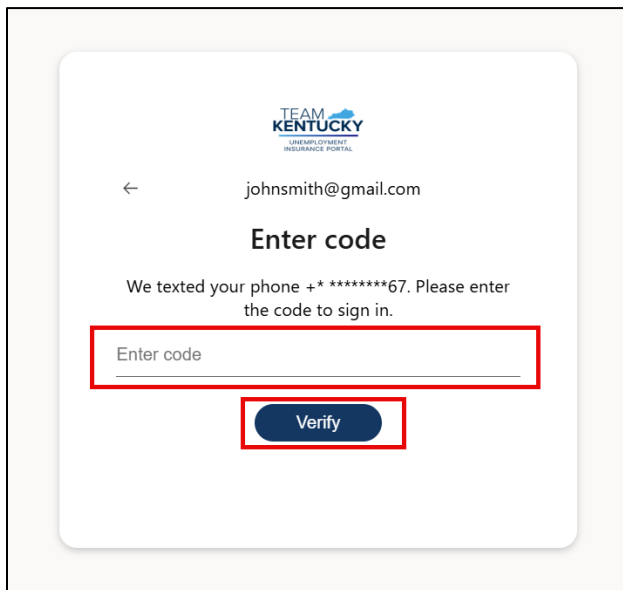
On the *Verify Your Identity* screen, select your preferred method to verify your identity.



The screenshot shows the 'Verify your identity' screen. At the top is the 'TEAM KENTUCKY UNEMPLOYMENT INSURANCE PORTAL' logo. Below the logo 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 rectangular box highlights these two options. At the bottom is a grey '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 UNEMPLOYMENT INSURANCE PORTAL' logo. Below the logo is a back arrow icon and the email address 'johnsmith@gmail.com'. The title 'Enter code' is centered. Below the title is a message: '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 rectangular box around it. Below the input field is a blue 'Verify' button with a red rectangular box 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*.

TEAM
KENTUCKY
UNEMPLOYMENT
INSURANCE PORTAL

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.

TEAM
KENTUCKY
UNEMPLOYMENT
INSURANCE PORTAL

johnsmith@gmail.com

You've updated your password

Next