

The Commonwealth of Kentucky
**Kentucky Unemployment
Insurance Portal (KUIP)**

**Maintaining Employer Information
in KUIP**

Job Aid

TEAM 
KENTUCKY

UNEMPLOYMENT
INSURANCE PORTAL

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Introduction

The objective of this job aid is to outline the process for Employers to update and maintain their information in KUIP.

Note: *these tasks can be performed in the Employer Account by the employer or by a Third Party Administrator (TPA) with the Edit Account Maintenance role.*

Maintaining Employer Account Information

Overview

Employers can perform many **Account Maintenance** tasks through self-service in KUIP. Examples of these tasks include:

- Maintaining Owners/Officers
- **Updating Address Information**
- Maintaining Employer Reporting Units
- Maintaining Third Party Administrator (TPA) Authorization
- **Maintaining Employer Name and FEIN**
- **Maintaining Entity Type**
- Inactivating an Employer Account
- **Requesting a Certificate of Good Standing**
- Requesting a Business Transfer
- Inviting New Employer Members and Maintaining Users and Roles

This job aid will cover updating the **Employer Address, Name, FEIN, Entity Type, and requesting a Certificate of Good Standing.**

Other related Account Maintenance job aids (*and associated videos*):

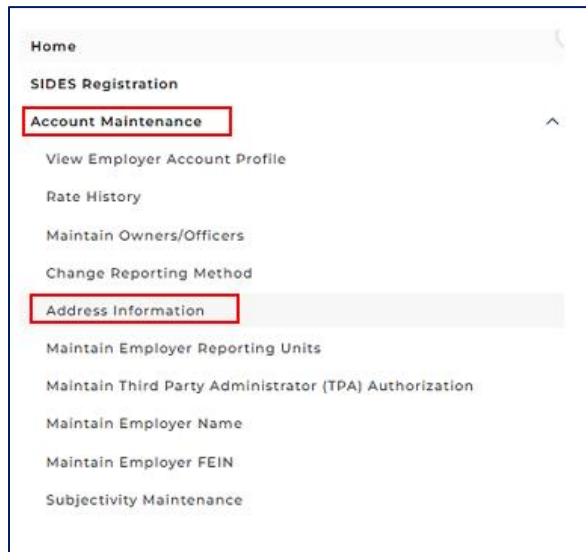
- ***Maintaining Owners/Officers Job Aid*** and associated video.
- ***Inviting New Employer Users Job Aid*** and associated video.
- ***Maintaining Employer Reporting Units Job Aid*** and associated video.
- ***Employer Maintain TPA Authorization Job Aid*** and associated video.

Updating Employer Address Information

1. Address Information Screen

Log in to KUIP using your log in credentials.

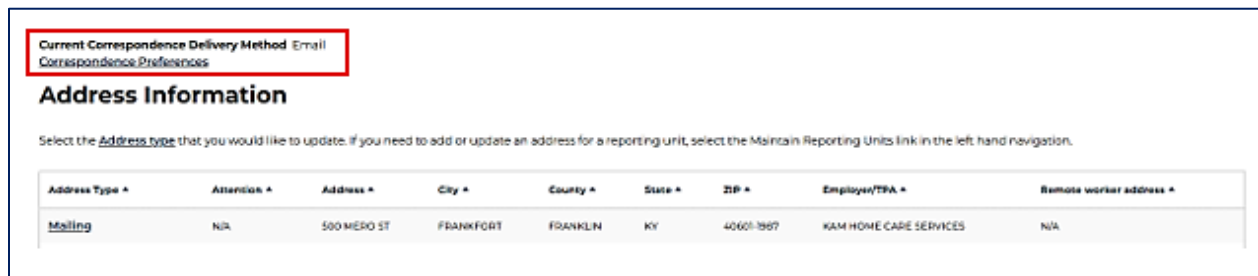
From the **Employer Home Page**, select **Address Information** under **Account Maintenance** from the left menu.



2. Correspondence Preferences

Review the **Current Correspondence Delivery Method** at the top of the **Address Information** screen.

Click on the **Correspondence Preferences** hyperlink to review correspondence preferences.



Preferences can be updated between **Email** and **US Mail** on the **Employer and TPA Communication Method** pop-up window.

If the correspondence preference is updated, click **Submit**. If nothing is changed, click **Cancel**.

Employer and TPA Communication Method
✕

If you wish to change your [communication delivery method](#) [ⓘ], you may select from the options below.

Select "Email" if you would like to receive KUIP correspondence electronically.

Choosing this option means that you are either the employer or authorized by the employer to conduct electronic transactions and receive records and other correspondence from this Agency in an electronic format through its Kentucky Unemployment Insurance Portal system and that you agree to do so.

Communication Method

US Mail
▼

Communication Email

kamhomecare@mail.com

If your organization uses a Third Party Administrator (TPA) for Kentucky Unemployment Insurance Portal (KUIP) purposes, note that correspondence previously mailed to the TPA will only be viewable through KUIP.

ACKNOWLEDGMENT

If your postal, physical, or primary email address changes, you must update it in KUIP.

Cancel

Submit

3. Address Types

To review the types of addresses, click the **Address type** hyperlink above the **Address Information** table.

Current Correspondence Delivery Method: Email

[Correspondence Preferences](#)

Address Information

Select the **Address type** that you would like to update. If you need to add or update an address for a reporting unit, select the Maintain Reporting Units link in the left hand navigation.

Address Type *	Attention *	Address *	City *	County *	State *	ZIP *	Employer/TPA *	Remote worker address *
<u>Mailing</u>	N/A	500 MERO ST	FRANKFORT	FRANKLIN	KY	40601 1987	KAM HOME CARE SERVICES	N/A
<u>Physical</u>	N/A	500 MERO ST	FRANKFORT	FRANKLIN	KY	40601 1987	KAM HOME CARE SERVICES	No
<u>Business Records</u>	N/A	500 MERO ST	FRANKFORT	FRANKLIN	KY	40601 1987	KAM HOME CARE SERVICES	N/A

Address types include:

- **Mailing:** address chosen to receive correspondence sent from OUI by US Mail.
- **Physical:** street address where either the business is located or a work site that is a base of operations. This address must be in Kentucky.
- **Business Records:** location where the business/payroll records are stored and/or maintained.
- **Claims Forms:** address where all claims-related correspondence will be mailed.
- **Benefit Charging:** address where all benefit charge statements will be mailed.

Address Types

Employer Address Types:

1. **Physical Location:** The street address where either the business is located or a work site that is a base of business operations. If the business has multiple locations, the street address is that of the primary business site. This address must be in Kentucky.
2. **Mailing:** Address chosen by the employer to receive correspondence sent from the Office of Unemployment Insurance(OUI) by US Mail. The employer may elect to have specific correspondence assigned a separate address through the employer account maintenance process.
3. **Claims Forms:** Address, as designated by the employer, where all claims-related correspondence will be mailed.
4. **Business Records:** Location where the business/payroll records are stored and/or maintained.
5. **Benefit Charging:** Address, as designated by the employer, where all benefit charge statements will be mailed.

Close

4. Updating an Address

To update an address, click on the **Address hyperlink** in the **Address Type** column.

Address Information								
Select the Address type that you would like to update. If you need to add or update an address for a reporting unit, select the Maintain Reporting Units link in the left hand navigation.								
Address Type *	Attention *	Address *	City *	County *	State *	ZIP *	Employer/TPA *	Remote worker address *
Mailing	N/A	500 MEDO ST	FRANKFORT	FRANKLIN	KY	40601-9987	KAM HOME CARE SERVICES	N/A
Physical	N/A	500 MEDO ST	FRANKFORT	FRANKLIN	KY	40601-9987	KAM HOME CARE SERVICES	No
Business Records	N/A	500 MEDO ST	FRANKFORT	FRANKLIN	KY	40601-9987	KAM HOME CARE SERVICES	N/A
Claim Forms	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Benefit Charging	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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Maintaining Employer Information

Update the address information on the **Modify Address** screen and then click **Save**.

Modify Address

Enter the address information below and select "Save."

Address Type

Mailing

Same as

Pick an option

Attention

Address Line 1

500 MERO ST

Address Line 2

Enter Text

City

FRANKFORT

State

Kentucky

ZIP/Postal Code

40601-1987

County

FRANKLIN

☐ Is this an International Phone Number?

Phone Number

(502) 369-8745

Ext

Fax

() - - - - -

Email

kamhomecare@mail.com

Re-enter Email

kamhomecare@mail.com

Previous

Save

Note: only TPAs can update the Claim Forms and Benefit Charging addresses if managed by a TPA. The TPA addresses will be listed in the Address Information table.

5. Address History

To view any changes made to addresses, click the **View Employer Address History** hyperlink below the **Address Information** table.

Address Information

Select the Address type that you would like to update. If you need to add or update an address for a reporting unit, select the Main Reporting Units link in the left hand navigation.

Address Type *	Attention *	Address *	City *	County *	State *	ZIP *	Employee/TNA *	Reside worker address *
<u>Mailing</u>	N/A	500 MERO ST	FRANKFORT	FRANKLIN	KY	40601-1987	KAM HOME CARE SERVICES	N/A
<u>Physical</u>	N/A	500 MERO ST	FRANKFORT	FRANKLIN	KY	40601-1987	KAM HOME CARE SERVICES	N/A
<u>Business Records</u>	N/A	250 E MAIN ST	FRANKFORT	FRANKLIN	KY	40601-2346	KAM HOME CARE SERVICES	N/A
<u>Claim Forms</u>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<u>Benefit Checking</u>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

View Employer Address History

Address Historical Information

Address Type

Previous Search Reset

Search Results

Address Type *	Attention *	Address *	Phone Number *	Email *	Modified On *	Modified By *
Business Records		250 E MAIN ST, FRANKFORT, KY, 40601-2346	(502) 369-8745	MAIL@MAIL.COM	08/10/2026	Kimberly Meyer
Business Records		500 MERO ST, FRANKFORT, KY, 40601-1987	(502) 369-8745		08/07/2026	Kimberly Meyer
Physical		500 MERO ST, FRANKFORT, KY, 40601-1987	(502) 369-8745		08/07/2026	Kimberly Meyer
Mailing		500 MERO ST, FRANKFORT, KY, 40601-1987	(502) 369-8745	kamhomecare@gmail.com	08/07/2026	Kimberly Meyer

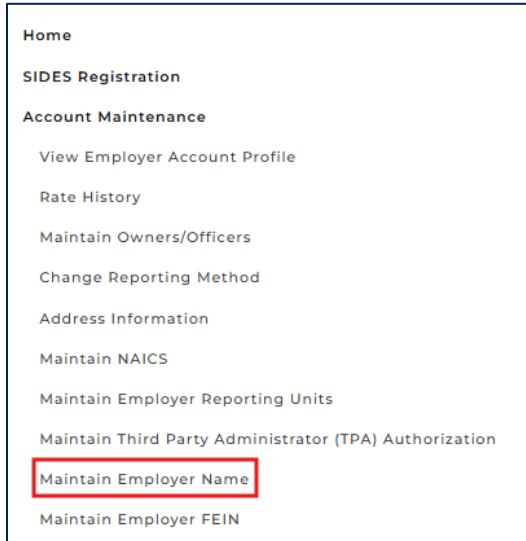
Showing rows 1 to 4 of 4

Updating Employer Legal Name

1. Updating the Employer Legal Name or DBA

To update the employer's legal name or Doing Business As (DBA) name, navigate to **Maintain Employer Name** under the **Account Maintenance** menu.

Employers (or TPAs with the Account Maintenance role) can update the **DBA** from this screen or request an update to the **Legal Name** for the employer.



Note: if the name change is the result of a reorganization, acquisition, merger, or formation of an entity with a new Federal Employer Identification Number (FEIN), additional information will be required. The employer will need to click the **Here hyperlink** to complete the **Experience Transfer** screens.

2. Changing the DBA Name

To update the employer's legal name or Doing Business As (DBA) name, navigate to **Changing the DBA Name**.

- Select the **Change DBA Name** radio button.
- **Enter** the new DBA name.
- Click **Save**.
- A green "Your Doing Business As (DBA) name has been updated successfully" message is displayed at the top of the screen.

Note: the DBA name can also be removed by clicking the “**Click here to remove the DBA name**” hyperlink. From the pop-up window, click Remove to complete this action.

The screenshot shows a web form titled "Legal Name Change Request". It contains instructions for changing the legal name or DBA name. The current legal name is "KAM HOME CARE SERVICES" and the current DBA name is also "KAM HOME CARE SERVICES". There are two radio buttons: "Change Legal Name" (selected) and "Change DBA Name". Below the radio buttons is a text input field for the "New Doing Business As (DBA) Name". A red box highlights the "Change DBA Name" radio button and the text input field. Another red box highlights a hyperlink "Click here to remove the DBA name". A "Save" button is located at the bottom right of the form.

3. Changing the Employer's Legal Name

To update the Legal Name:

- Select the **Change Legal Name** radio button
- Enter the **New Legal Name**
- Answer “**Has this employer changed their Entity Type?**” **Yes** or **No**.
 - If **Yes** is selected, the employer will be directed to the **Entity Type Correction** screen.
 - If **No** is selected, the employer will be directed to the **Legal Name Change Confirmation** screen.

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Maintaining Employer Information

- Enter the contact information.
- Click **Next**.

Legal Name Change Request

Choose **Change Legal Name** below to request an update to the Legal Name for this employer.

Choose **Change DBA Name** below to update the DBA Name for this employer account.

Note: If this name change is the result of a reorganization, acquisition, merger, or formation of an entity with a new Federal Employer Identification Number (FEIN), additional information is required. Click [Here](#) to complete the correct form.

Current Legal Name: KAM HOME CARE SERVICES
Current Doing Business As (DBA) Name: KAM HOME CARE SERVICES [Click here to remove the DBA name](#)

☒ Change Legal Name
☐ Change DBA Name

New Legal Name:

Has this employer changed their Entity Type?
☐ Yes ☐ No

Contact Name:

Contact Phone: Ext:

[Next](#)

- Confirm the change on the **Legal Name Change Confirmation** screen. Click **Next**.

Legal Name Change Confirmation

Confirm your new Legal Name and contact details. Select 'Next' to proceed to the next screen. Select 'Previous' to make changes.

Current Legal Name	KAM HOME CARE SERVICES
New Legal Name	KAM Home Care Solutions
Contact Name	N/A
Contact Phone	N/A
Ext	N/A

[Previous](#) [Next](#)

- Either upload supporting documentation by clicking the **Upload Document** button or click **Cover Sheet** to download a cover sheet to attach to your documentation.
 - **Follow the instructions** on the cover sheet to email your documentation within 30 days of your request.

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- Click **Submit**. *The employer will see a pop-up window confirming the Legal Name Change has been submitted.*
- The Legal Name Change Request will be reviewed by OUI.

Legal Name Change Processing

A request to Change the Legal Name has been submitted. To electronically submit any supporting documentation, select 'Upload Document.'

If you cannot submit documentation at this time, click 'Cover Sheet' to print/save a cover sheet. This cover sheet is required when submitting your documentation. Follow the instructions on the cover sheet to email your documentation within thirty (30) days of your request for a legal name change.

You may be contacted for additional information if needed.

[Cover Sheet](#) [Upload Document](#)

[Previous](#) [Submit](#)

Confirmation

Your request for a Legal Name Change has been submitted.

[Close](#)

Updating Employer FEIN

To update the employer's Federal Employer Identification Number (FEIN), navigate to **Maintain Employer FEIN** under the **Account Maintenance** menu.

[Home](#)
[SIDES Registration](#)
[Account Maintenance](#)
 [View Employer Account Profile](#)
 [Rate History](#)
 [Maintain Owners/Officers](#)
 [Change Reporting Method](#)
 [Address Information](#)
 [Maintain NAICS](#)
 [Maintain Employer Reporting Units](#)
 [Maintain Third Party Administrator \(TPA\) Authorization](#)
 [Maintain Employer Name](#)
 [Maintain Employer FEIN](#)

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Enter the corrected **FEIN**, re-enter the FEIN, add an **explanation** for the correction, then click **Next**.

FEIN Correction Request

In order to correct an issue with the employer's FEIN, please enter the required information below.

Note: If this Federal Employer Identification Number (FEIN) change is the result of a reorganization, acquisition, merger, or formation of an entity with a new FEIN, additional information is required. Click [Here](#) to be redirected to the correct form.

FEIN 63-7446541

Corrected FEIN*

Re-enter Corrected FEIN*

Enter explanation for correction*

You have 500 characters remaining.

CancelNext

Note: if the FEIN change is the result of a reorganization, acquisition, merger, or formation of an entity with a new Federal Employer Identification Number (FEIN), additional information will be required. The employer will need to click the **Here hyperlink** to complete the **Experience Transfer** screens.

Supporting Documentation

A request to Change FEIN has been submitted. To electronically submit any supporting documentation, select 'Choose File' and 'Upload'.

If you cannot submit documentation now, click "Cover Sheet" to print/save a cover sheet. This cover sheet is required when submitting your documentation. Follow the instructions on the cover sheet to email your documentation within thirty (30) days of your request for a FEIN change.

You may be contacted for additional information if needed.

Cover SheetUpload Document

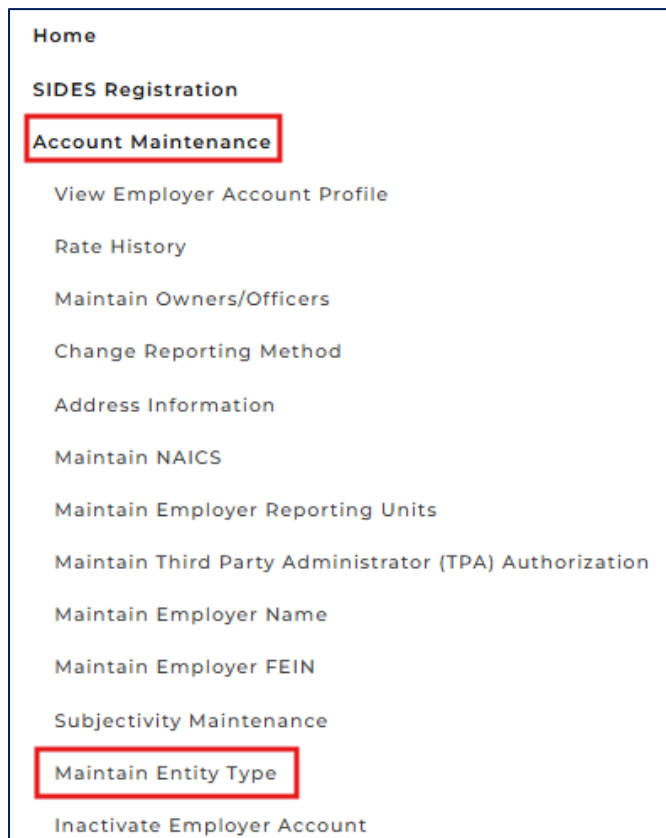
Your request has been submitted to OUI for review.

To include any supporting documentation, either upload supporting documentation by clicking the **Upload Document** button or click **Cover Sheet** to download a cover sheet to attach to your emailed documentation. This must be received within 30 days of the request.

Updating the Employer Entity Type

To update the employer's Entity Type, navigate to **Maintain Entity Type** under the **Account Maintenance** menu.

Entity types, for example, include C Corporations, C Corporation – Subchapter S, Sole Proprietorships, Partnerships, LLCs, and other entities such as schools, estates, trusts, universities, and governmental entities.



1. Complete the Entity Type Correction Screen

- Select the new Entity Type from the **New Value** drop-down menu.
- Enter the **effective date** of the entity type change. The date can be entered using the calendar icon or typed into the field.
- Answer "**Did your FEIN change due to a change in entity type?**" **Yes** or **No**.
 - If **Yes** is selected, the employer will be directed to the **Experience Transfer** screen once you click Next.

- Enter the **reason** for the request.
- Once completed, click **Next**.

Entity Type Correction

Enter the required information below to request a change in Entity Type.

	Current Value	New Value
Entity Type	C Corporation	C Corporation
Did your FEIN change due to a change in entity type?*	☐ Yes ☐ No	
Enter reason for request*	You have 500 characters remaining.	

Cancel

Next

The request has been submitted for review to OUI.

Request Submitted

Your request to change entity type has been submitted and is under review.

	Old Value	New Value
Entity Type	C Corporation	C Corporation - Subchapter S
Non-Profit Status	No	No
Effective Date	01/01/2024	08/11/2026

Home

Request a Certificate of Good Standing

To request a Certificate of Good Standing, navigate to **Request Certificate of Good Standing** under the **Account Maintenance** menu.

If the account is eligible for the certificate, select the **checkbox** and click **Submit**.

Certificate of Good Standing

To request a Certificate of Good Standing, select the check box and Submit.

To return to the previous screen: select the Previous button.

☐ Certificate of Good Standing*

PreviousSubmit

To return to the Employer's Home Page, click Home on the **Confirmation** pop-up window.

Confirmation

The request for a Certificate of Good Standing has been successful.

Home

If the account is **not eligible** to receive a certificate, the system will generate an **error message**. Accounts are not eligible for a certificate if there is delinquent debt and/or delinquent wage reports.

⚠ A Certificate of Good Standing cannot be generated as there is delinquent debt and/or delinquent report(s) on the account.

×