

The Commonwealth of Kentucky

**Kentucky Unemployment
Insurance Portal (KUIP)**

**Employer Account Maintenance:
Maintain Owners/Officers**

Job Aid

TEAM 
KENTUCKY

UNEMPLOYMENT
INSURANCE PORTAL

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Introduction

The objective of this job aid is to outline the process to add, edit, or delete an owner or officer to an employer account in KUIP.

Maintain Owners/Officers

Overview

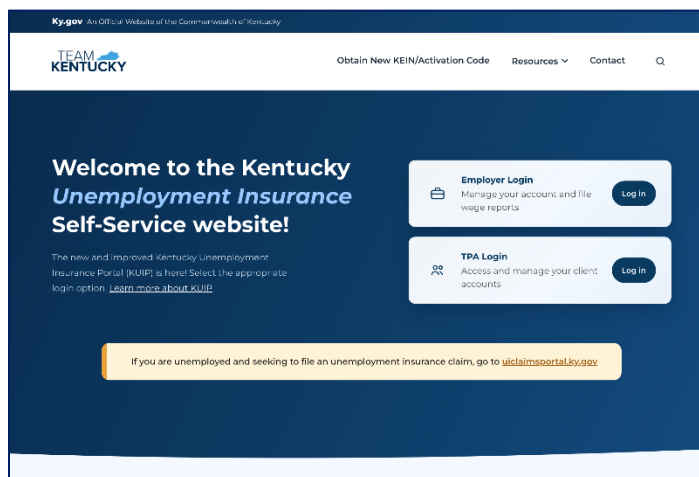
Owners or officers are added to a new employer's account during the registration process; however, changes can be made through the **Maintain Owners/Officers** function in **Account Maintenance**.

Note: *TPAs with the Edit Account Maintenance role can also make these changes. TPAs will need to log in to their TPA account, search for the Employer, and navigate to the Employer's Home Page to select Maintain Owners/Officers from the Account Maintenance menu.*

Add a New Owner or Officer

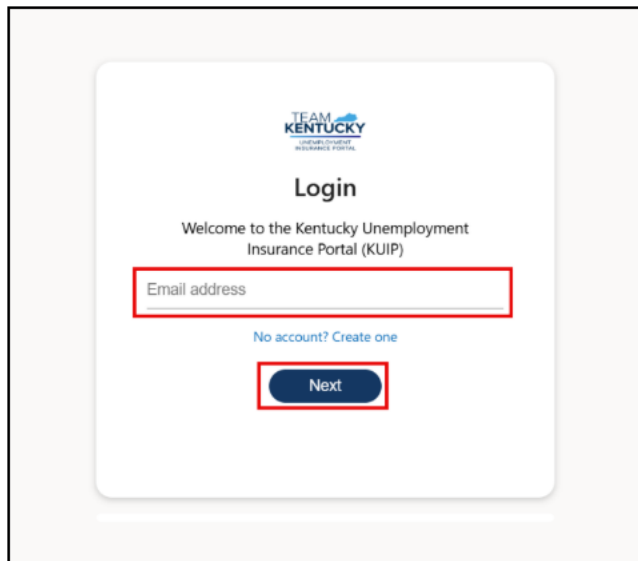
1. Log in to KUIP

Select either **Employer Login** or **TPA Login**, from **If You Are an Employer or TPA**. Follow the prompts to log in to your account.



Kentucky Unemployment Insurance Portal

Employer Account Maintenance: Maintain Owners/Officers



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Login

Welcome to the Kentucky Unemployment Insurance Portal (KUIP)

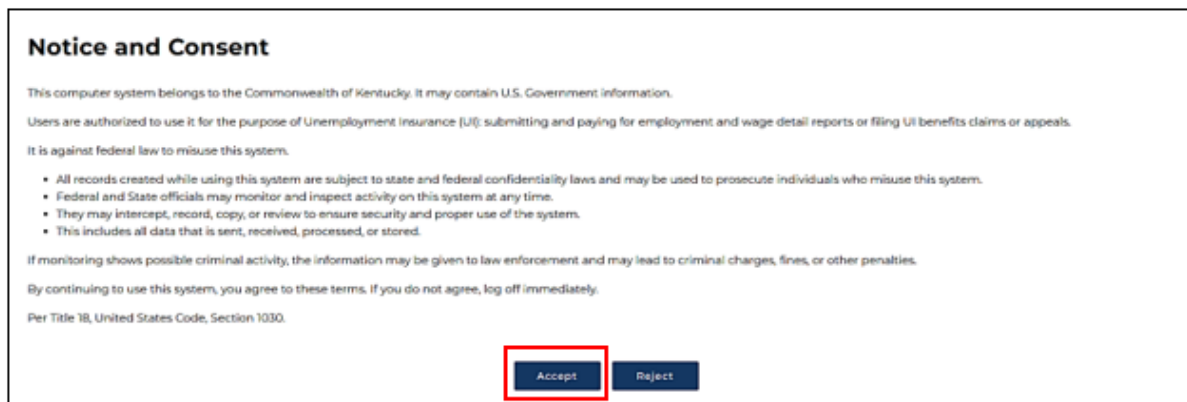
Email address

No account? [Create one](#)

Next

2. Notice and Consent

Read and select **Accept** on the Notice and Consent screen. The user will then be directed to the appropriate Home Screen.



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.

- All records created while using this system are subject to state and federal confidentiality laws and may be used to prosecute individuals who misuse this system.
- Federal and 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.

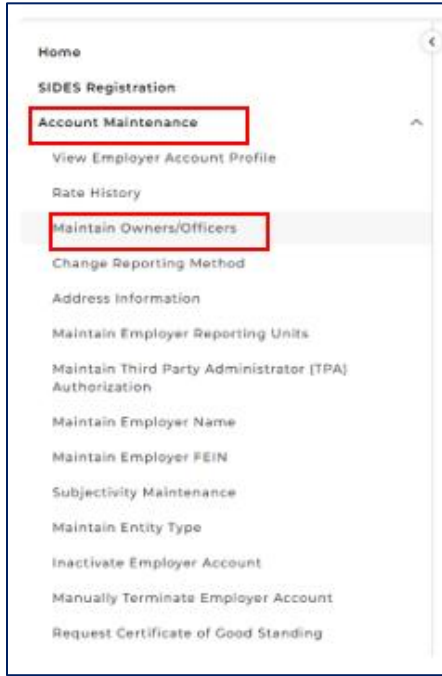
By continuing to use this system, you agree to these terms. If you do not agree, log off immediately.

Per Title 18, United States Code, Section 1030.

Accept Reject

3. Maintain Owner/Officer Information

From the Employer's **Account Maintenance** menu, select **Maintain Owners/Officers**.



4. Add a New Owner/Officer

On the **Maintain Owner/Officer Information** screen, select the **Add Owner/Officer**.

Note: Click **Add a Business as Owner** if the business owner is a legal entity.

Maintain Owner/Officer Information

Name ^	SSN ^	ITIN ^	FEIN ^	Contact Information ^	% Ownership ^	Edit ^	Delete ^
Doe, Louise	404-56-9874	N/A	N/A	400 Mero Street, Frankfort, KY, 40601, US	35.00%		
Doe, Thelma	407-59-6325	N/A	N/A	200 Mero St, Frankfort, KY, 40601, US	50.00%		

1

Total Owner/Officer2

Total Percentage85.00%

ADD OWNER/OFFICER

ADD a BUSINESS as OWNER

5. Provide Owner/Officer Information

Complete the **required information** on the **Add/Modify Owner/Officer Information** screen. Required information is identified with a red asterisk *****.

When complete, click **Save**.

The added Owner/Officer will now be reflected in the Owner/Officer table.

Add/Modify Owner/Officer Information

First Name*

Middle Initial

Last Name*

Identification Number*

☐ SSN ☐ ITIN

State Driver's License Number

Date of Birth*

MM/DD/YYYY

Job Title*

Select One

Percentage of Ownership*

First Date of Ownership*

MM/DD/YYYY

Address Line 1*

Enter Text

Address Line 2

Enter Text

City*

Enter Text

State*

Pick an option

ZIP/Postal Code*

#####-####

Country*

Pick an option

☐ Is this an International Phone Number?

Phone Number*

Ext.

Fax

Email*

Re-enter Email*

- Select the **"Save"** button to **SAVE** the entered Owner/Officer to the list and return to the prior screen.
- Select the **"Previous"** button to navigate to the prior screen without saving the information.

Previous Save

Edit or Delete an Owner or Officer

1. Edit Owner or Officer Information

On the **Maintain Owner/Officer Information** screen, select the **pencil icon** in the **Edit column** to update the information associated with the selected Owner or Officer.

Maintain Owner/Officer Information							
Name ▲	SSN ▲	ITIN ▲	FEIN ▲	Contact Information ▲	% Ownership ▲	Edit ▲	Delete ▲
<u>Doc, Louise</u>	404-56-9874	N/A	N/A	400 Mero Street, Frankfort, KY, 40601, US	35.00%		
<u>Doc, Thelma</u>	407-59-6325	N/A	N/A	200 Mero St, Frankfort, KY, 40601, US	50.00%		

2. Update Owner/Officer Information

Update the **pre-filled information** on the **Add/Modify Owner/Officer Information** screen. Required information is identified with a red asterisk *.

Add/Modify Owner/Officer Information	
First Name* 	Address Line 1*
Middle Initial 	Address Line 2
Last Name* 	City*
Identification Number* ☐ SSN ☐ ITIN	State* Pick an option
State Pick an Opt	ZIP/Postal Code* #####-####
Driver's License Number 	Country* Pick an option
Date of Birth* MM/DD/YYYY	☐ Is this an International Phone Number?
Job Title* Select One	Phone Number* (###) ###-#### Ext.
Percentage of Ownership* %	Fax (###) ###-####
First Date of Ownership* MM/DD/YYYY	

When complete, click **Save**.

Note: *Edit* also allows the employer to **Inactivate** an Owner or Officer by selecting the **Inactivate** checkbox.

Email*

Re-enter Email*

☐ Inactivate

- Select the "**Save**" button to **SAVE** the entered Owner/Officer to the list and return to the prior screen.
- Select the "**Previous**" button to navigate to the prior screen without saving the information.

Previous

Save

3. Delete an Owner or Officer

Newly added Owners or Officers can be deleted by selecting the **Trash Can** icon in the **Delete** column before selecting **Submit**.

Once the information has been **Submitted**, the **Owner or Officer can only be Inactivated**. See *Step #2 above*.

Maintain Owner/Officer Information							
Name ▲	SSN ▲	ITIN ▲	FEIN ▲	Contact Information ▲	% Ownership ▲	Edit ▲	Delete ▲
Doe, Louise	404-56-9874	N/A	N/A	400 Mero Street, Frankfort, KY, 40601, US	35.00%		
Doe, Thelma	407-59-6325	N/A	N/A	200 Mero St, Frankfort, KY, 40601, US	50.00%		