

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

**Activating an Existing Employer
Account in KUIP**

Job Aid



UNEMPLOYMENT
INSURANCE PORTAL

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Introduction

The objective of this job aid is to outline the process for **existing employers** to activate their account in KUIP. An **existing employer** is one who already has an Unemployment Insurance account with Kentucky (*an existing legacy Kentucky Employer Identification code or KEIN*).

The first part of this process can be found in the **Creating an Employer Account** section of this document.

Following the initial account creation, users can reference the **Activate Existing Employer Reserve Account** section to enter their Activation Code and activate their KUIP account.

Note: *If you have already established your employer KUIP account using the **Employer User Account Creation and Login Reference Guide**, you can begin with the **Activate Existing Employer Account section** of this document.*

Creating an Employer Account in KUIP

Overview

KUIP requires each Kentucky employer to have their own unique account within the system.

Following registration in KUIP, employers can associate with a Third-Party Administrator (TPA) to perform specific actions on their account. This process is outlined in the **Employer: Maintain TPA Authorization Job Aid**.

If additional users need to access an Employer account within KUIP, the process for creating secondary users for an Employer account is outlined in the **Inviting New Employer Users Job Aid**.

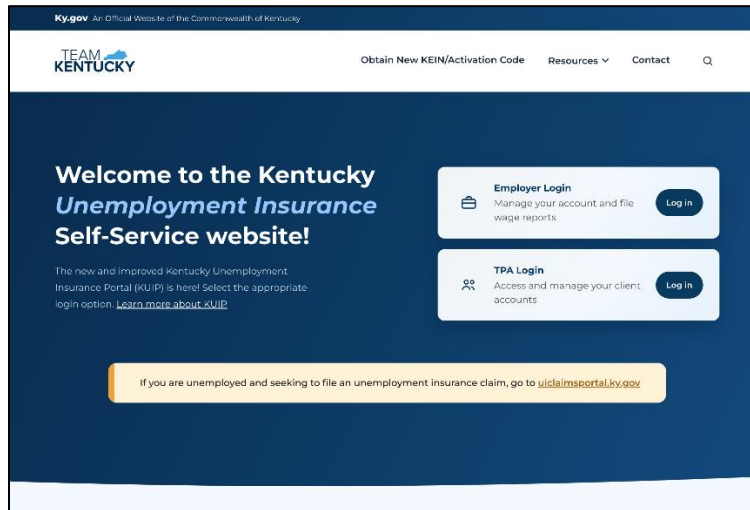
Kentucky Unemployment Insurance Portal

Activating an Existing Employer Account in KUIP

Create an Employer 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. Create an Employer KUIP Account

Enter the employer's email address.

If there is no user account with the provided email, click the **"No account? Create one"** link.

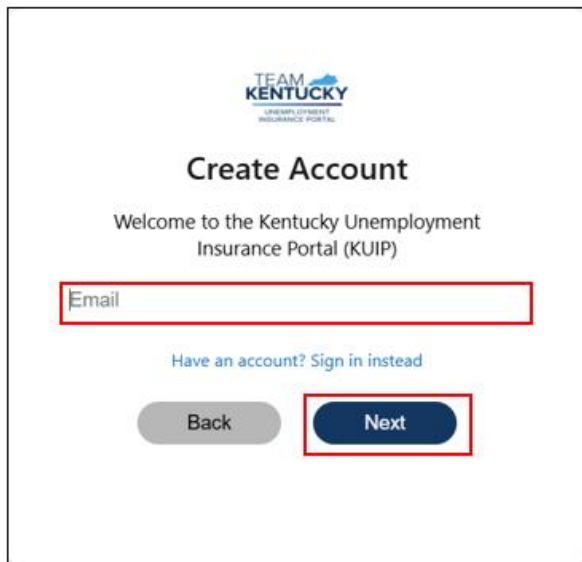
Click **Next**.

The screenshot shows the 'Login' page of the Kentucky Unemployment Insurance Portal (KUIP). The page has a white background with a blue header containing the 'TEAM KENTUCKY' logo. The main heading is 'Login', followed by the text 'Welcome to the Kentucky Unemployment Insurance Portal (KUIP)'. Below this is a text input field labeled 'Email address'. Under the input field, there is a red-bordered button that says 'No account? Create one'. At the bottom of the form is a dark blue button labeled 'Next'.

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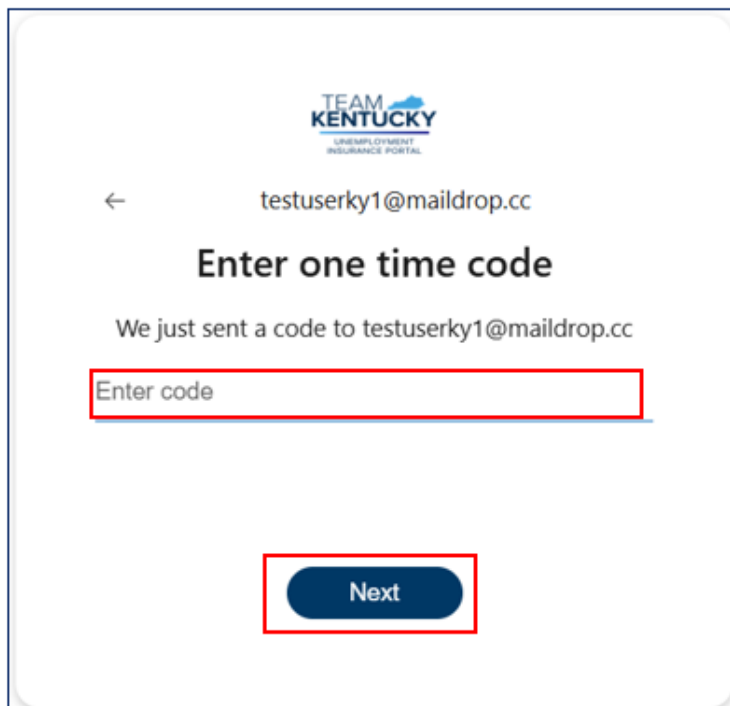
Activating an Existing Employer Account in KUIP

The user will be directed to the **Create Account** screen to enter the email. Select **Next**.



3. Enter One-Time Passcode

On the **Enter One Time Code** screen, enter the password sent to the email provided in the step above and select **Next**. *Note: this is the email used to log in to KUIP each time.*

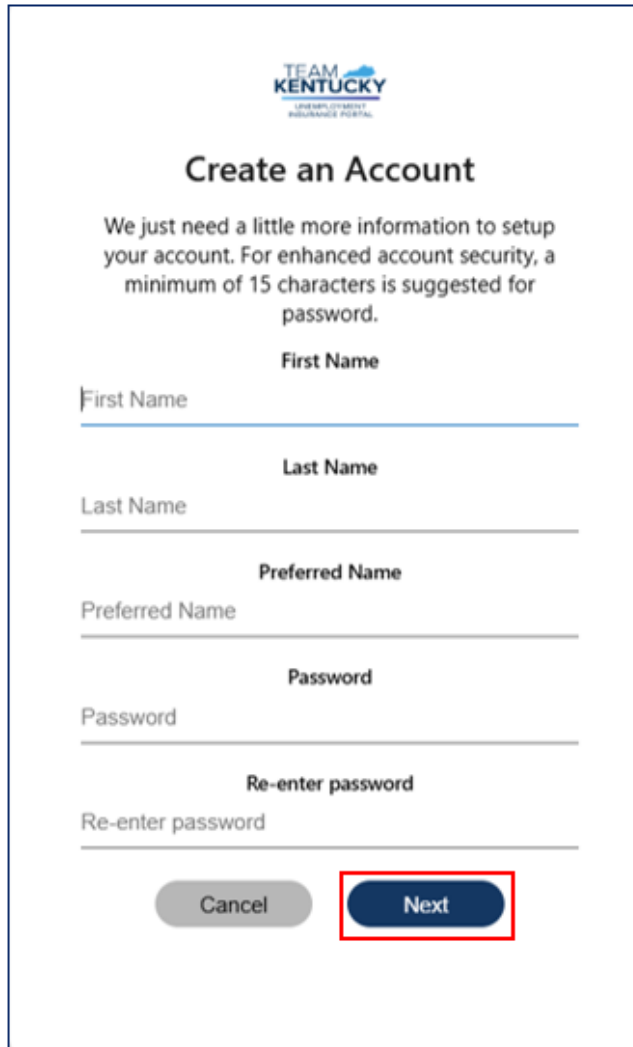


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4. Enter Account Details

On the **Create an Account** screen that appears, **enter details** related to the account being created: First Name, Last Name, Password, Re-enter 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

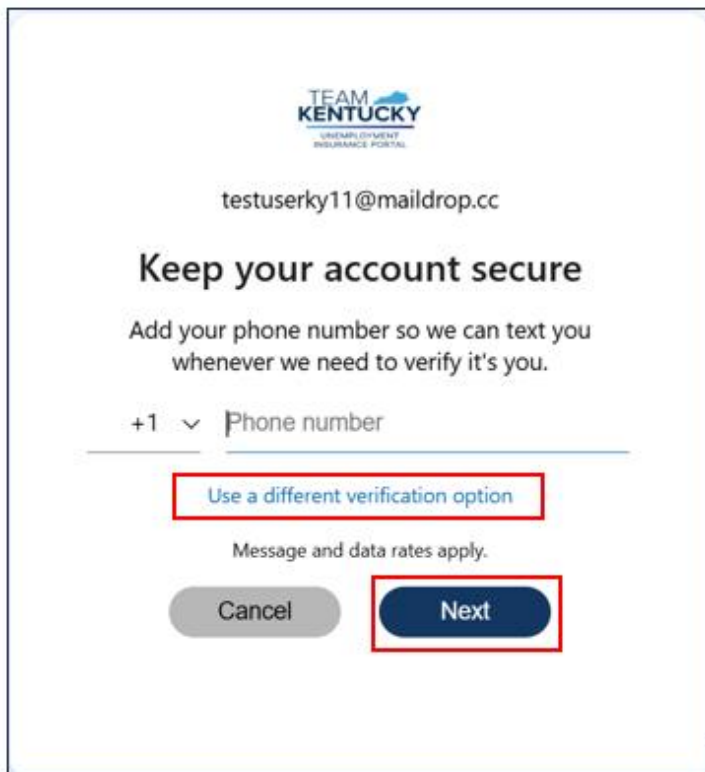
5. Set Up Multi-Factor Authentication (MFA)

On the **Keep Your Account Secure** screen, select either **Phone Number** or **Email** as the security method. The selected method will be used to receive the MFA authentication code.

For **phone**, enter the user's phone number in the provided field.

For **Email**, click the **Use a Different Verification Option** to display alternative MFA options.

Once the method has been selected/entered, click **Next**.



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testuserky11@maildrop.cc

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.

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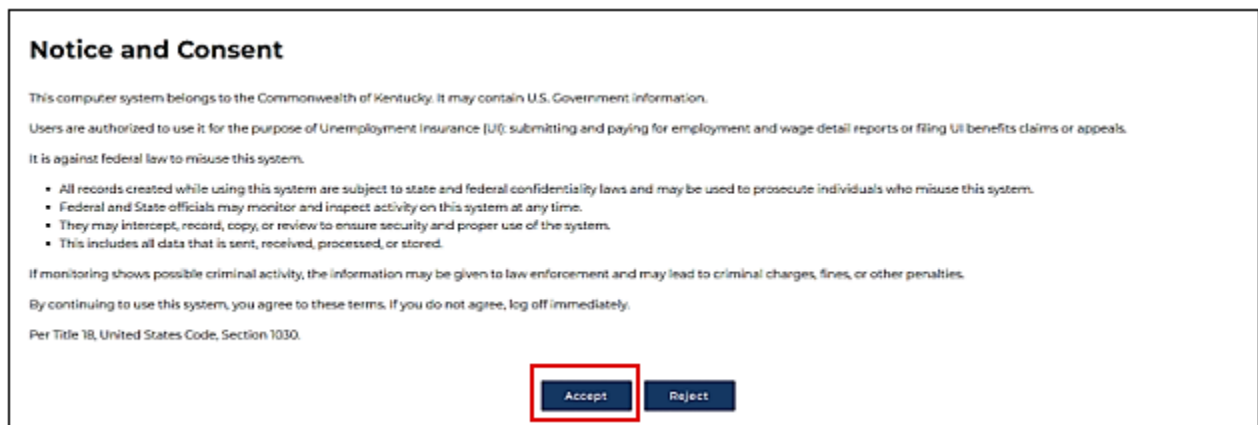
6. Enter the Code

On the next screen, **enter the code** provided by the MFA authenticator before clicking **Verify**.



7. Notice and Consent

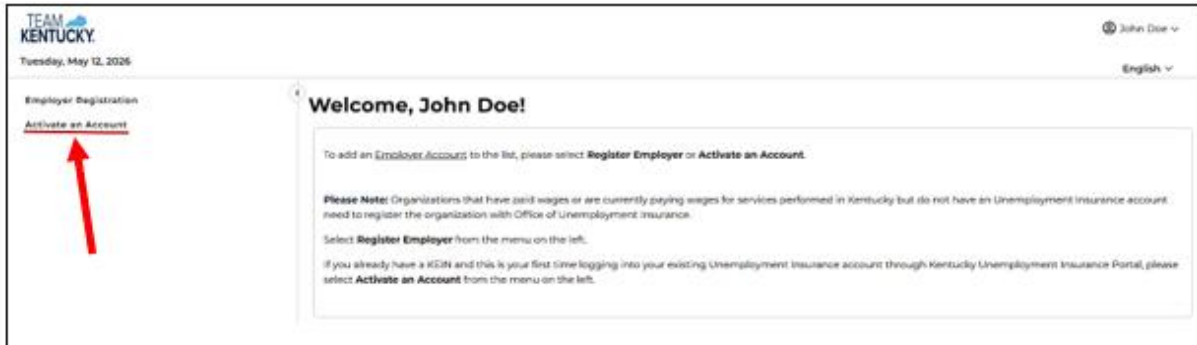
Read and select **Accept** on the Notice and Consent screen. The user will then be directed to the **Employer Welcome** screen to **begin the Employer Activation Process**.



Activating an Existing Employer Account Process

8. Activate Existing Employer Reserve Account

On the **Employer Welcome** screen, select **Activate an Account** from the left navigation menu.



9. Enter Employer Account Activation Information

Enter the employer **Federal Employer Identification Number (FEIN)**, the **new Kentucky Employer Identification Number (KEIN)**, and **Activation Code**.

If the employer has forgotten or does not know their new KEIN, select **Forgot KEIN**.

Employer Account Activation

In order to activate your employer account, enter your Federal Tax Identification Number (FEIN), Kentucky Employer Account Number (KEIN), and the Activation Code provided in your existing KUIP account. Once your credentials are validated, your user login will be associated with your employer account.

Federal Employer Identification Number (FEIN): The federal tax identification number, also known as a FEIN or an employer identification number (EIN), is issued by the IRS to entities that do business in the United States. The FEIN is a unique nine-digit corporate ID number that works the same way a Social Security number does for individuals.

Kentucky Employer Account Number: The 9-digit employer account number assigned by the Office of Unemployment Insurance (OUI). This information is requested for authentication purposes. **User must enter the newly created KEIN, not the legacy KEIN.**

Activation Code: An 8-digit PIN. It is provided to you through your existing OUI account.

If you need assistance, please contact the OUI help desk at (502) 564-2272.

Authentication

Enter Federal Employer Identification Number (FEIN):
XX-XXXXXXX

Enter Kentucky Employer Account Number (KEIN):
[Input field] [Forgot KEIN](#)

Enter Activation Code:
[Input field]

[Cancel](#) [Authenticate](#)

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10. Forgot KEIN

Enter the employer **Legacy KEIN** (from the previous system) and the **FEIN**.

Select **Submit** to view the employer's new KEIN.

The screenshot shows a web form titled "Display New KEIN". Below the title is a subtitle: "To view the new KEIN for your Kentucky Unemployment Insurance Account enter the legacy KEIN and current FEIN." The form contains two input fields: "Legacy KEIN*" and "FEIN*", both of which are highlighted with a red rectangular box. The "FEIN*" field has a placeholder text "XX-XXXXXXX". Below the input fields are two buttons: "Cancel" and "Submit", with the "Submit" button also highlighted by a red rectangular box.

11. Obtain New KEIN and Activation Code

The employer's new KEIN and Activation Code can be accessed from the [Kentucky Unemployment Insurance Self-Service web page](#).

Select the **Obtain New KEIN/Activation Code** link.

The screenshot shows the homepage of the "TEAM KENTUCKY UNEMPLOYMENT INSURANCE PORTAL". At the top, there is a navigation bar with the "Ky.gov" logo and the text "An Official Website of the Commonwealth of Kentucky". Below this is the "TEAM KENTUCKY" logo. A red rectangular box highlights the link "Obtain New KEIN/Activation Code" in the top navigation bar. The main content area has a dark blue background with the heading "Welcome to the Kentucky Unemployment Insurance Self-Service webpage!". Below the heading is a paragraph: "The new and improved Kentucky Unemployment Insurance Portal (KUIP) is here! Select the appropriate login option." and a link "Learn more about KUIP". On the right side, there are two login boxes: "Employer Login" with the subtext "Manage your account and file wage reports" and a "Log in" button, and "TPA Login" with the subtext "Access and manage your client accounts" and a "Log in" button. At the bottom, there is a yellow banner with a circular icon containing an "i" and the text: "If you are unemployed and seeking to file an unemployment insurance claim, go to uicclaimsportal.ky.gov".

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Activating an Existing Employer Account in KUIP

Log in to the employer's legacy account and **access** the new KUIP KEIN and Activation Code.

The screenshot shows the 'Obtain Your Activation Code' login form on the TEAM KENTUCKY website. The form is titled 'Obtain Your Activation Code' and includes a sub-header 'Log in to your account and obtain your New KEIN/Activation Code.' Below this, there are links for 'Forgot your password?' and 'Change your password'. The form fields include 'Legacy KEIN *' with the value 'Legacy KEIN', 'Legacy Password *' with the value 'Legacy Password', and a 'Log in' button. A note at the bottom states: 'Note: please enter the 8 or 9 digit legacy Kentucky Employer Identification Number (KEIN) as shown on your report without spaces. [KEIN Examples](#)'.

12. Employer Reserve Account Activation

Enter the employer **Federal Employer Identification Number (FEIN)**, new **Kentucky Employer Identification Number (KEIN)**, and **Activation Code**.

Select **Authenticate**.

The screenshot shows the 'Authentication' form. It has three input fields: 'Enter Federal Employer Identification Number (FEIN)*' with the value '61', 'Enter Kentucky Employer Account Number (KEIN)*' with the value '10', and 'Enter Activation Code*' with the value '50123456'. There is a 'Forgot KEIN' button next to the KEIN field. At the bottom, there are 'Cancel' and 'Authenticate' buttons. The 'Authenticate' button is highlighted with a red box.

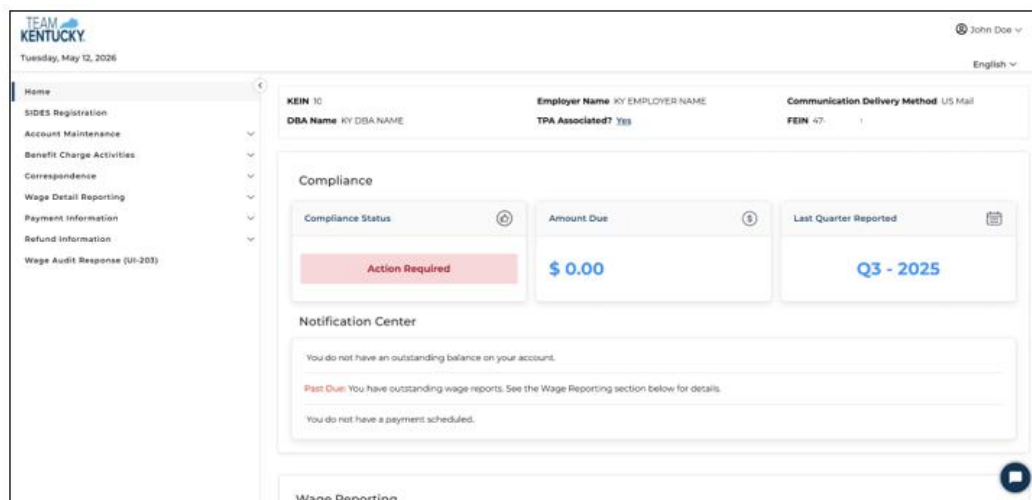
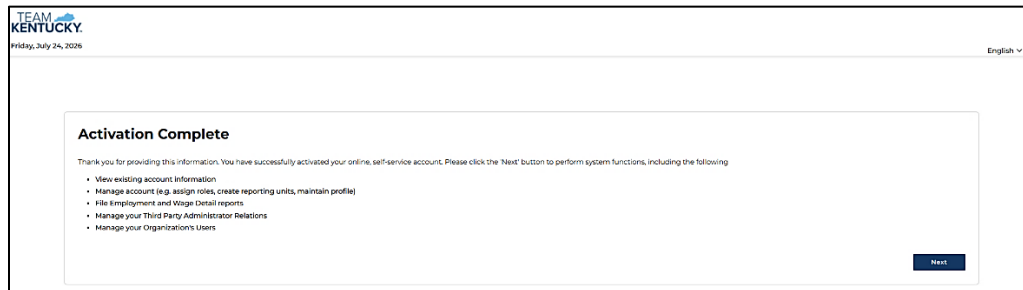
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13. Activation Complete

The employer has now **completed the activation process** and will be able to access their Unemployment Insurance account.

Select **Next** to navigate to the **Employer Home Page**.



Once your account is set up, you can:

1. View account details
2. Update addresses and change contact preferences
3. File Employment and Wage Detail Reports
4. Invite new employer users and manage their roles/access

For a walkthrough of the Employer Home Page, watch the **“Employer Home Page in KUIP” video**.