

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

Inviting New Employer Users
Job Aid

TEAM 
KENTUCKY

UNEMPLOYMENT
INSURANCE PORTAL

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Introduction

The objective of this job aid is to outline the processes for employers to invite additional users to access the employer account in KUIP, including:

- Inviting an Employer Administrator (backup)
- Inviting an Employer Member
- Member User Account Creation

Inviting New Employer Users

Overview

KUIP requires each user on an Employer Account to have their own unique account within the system.

Once the Employer Account is established, the individual registering the account is designated as the **Employer Administrator**, who is responsible for setting up and maintaining the organization's account.

For additional users to access an Employer account within KUIP, Employer Administrators **must invite other employer users** to create their own user account within the KUIP Employer Portal. These users include backup Employer Administrators and Employer Members.

The process for creating secondary users for an Employer account is outlined below.

Invite an Employer User

For Employer Administrators

1. Log into the **KUIP Employer Portal**.
2. Navigate to the **New User Invitation Information** screen.

Using the left-hand navigation menu, click **Invite Member** under the **Account Maintenance** drop-down to navigate to the **New User Invitation Information** screen.

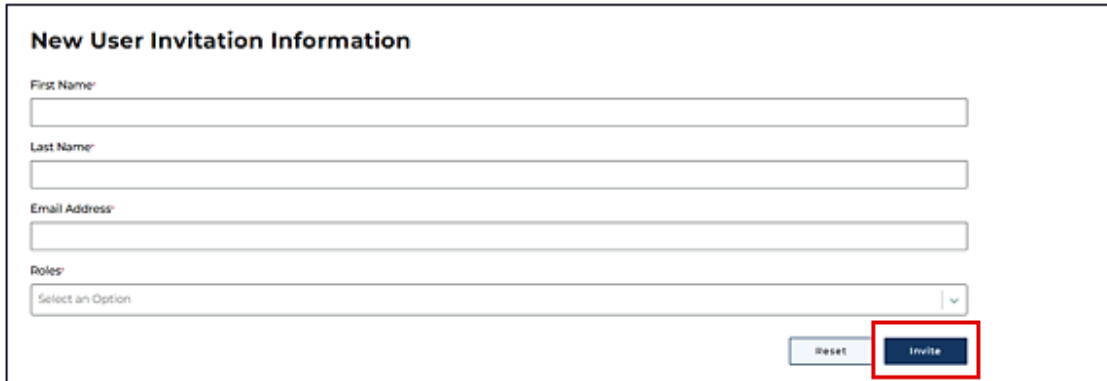
3. **Enter** the prospective user's first name, last name, and email address.
4. **Select** the user's role from the drop-down menu (**Employer Administrator or Employer Member**).

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Inviting New Employer Users

5. Click **Invite**.

KUIP sends an email invitation with an account creation link to the Employer user.



New User Invitation Information

First Name:

Last Name:

Email Address:

Roles:

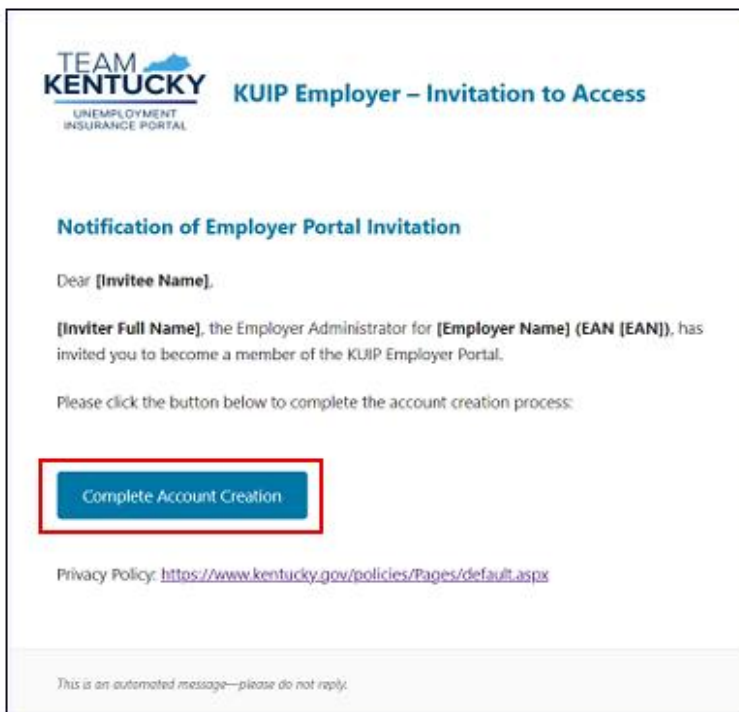
Employer User Account Creation

For invited employer members and administrators

1. Open the invitation email.

Look for an email with the subject line **Register with KY UI**.

Click the '**Complete Account Creation**' link in the email.



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KUIP Employer – Invitation to Access

Notification of Employer Portal Invitation

Dear [Invitee Name],

[Inviter Full Name], the Employer Administrator for [Employer Name] (EAN [EAN]), has invited you to become a member of the KUIP Employer Portal.

Please click the button below to complete the account creation process:

Privacy Policy: <https://www.kentucky.gov/policies/Pages/default.aspx>

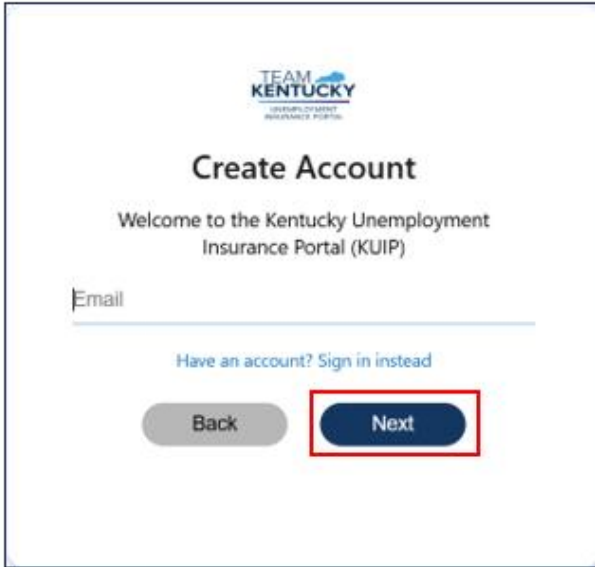
This is an automated message—please do not reply.

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2. Enter email address on the **Create Account** window.

Click **Next**.



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Create Account

Welcome to the Kentucky Unemployment Insurance Portal (KUIP)

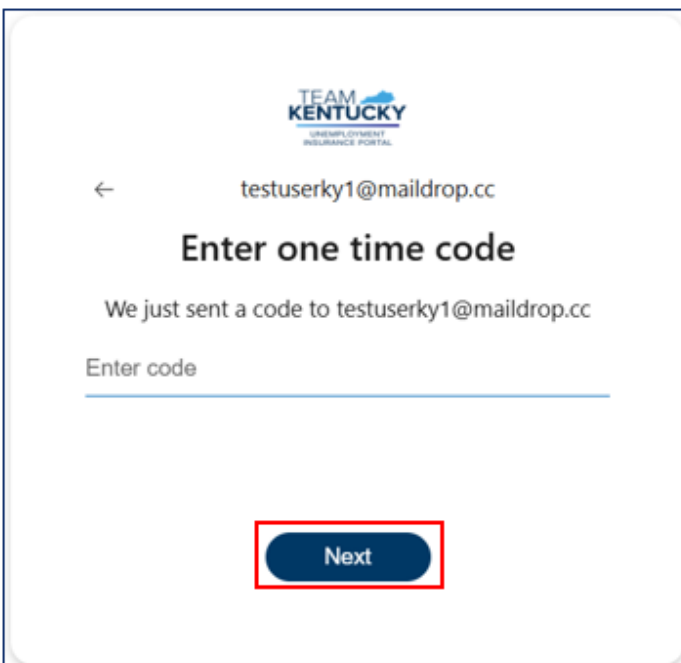
Email

[Have an account? Sign in instead](#)

[Back](#) [Next](#)

3. Enter **One-Time Passcode**.

On the **Enter One Time Code** screen, enter the passcode sent to the email provided in the step above. Click **Next**.



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← testuserky1@maildrop.cc

Enter one time code

We just sent a code to testuserky1@maildrop.cc

Enter code

[Next](#)

4. Set up the account

- **Enter** first name, last name, preferred name, and **create** a password
- The password must be at least 15 characters and include characters from at least three of these categories: uppercase letters, lowercase letters, numbers, and special characters.
- If the password is invalid, the user will be prompted to re-enter a compliant password
- 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

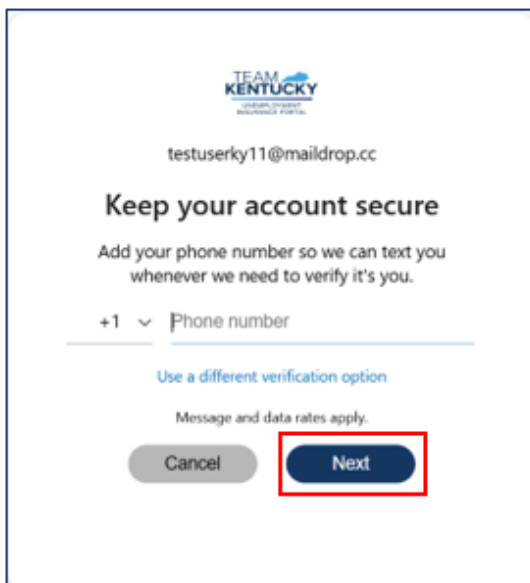
Password

Re-enter password

Re-enter password

5. Set up Multi-Factor Authentication

- **Select** a contact method. **Select** the “**Use a different verification option**” to select email or SMS in lieu of a phone number. Click **Next**.
- **Enter** the code received to verify user identity. Click **Verify**.



6. Account Created!

The user is now authenticated as a user on the Employer account and will be directed to the **Employer Home Page**.