The Commonwealth of Kentucky

Kentucky Unemployment Insurance Portal (KUIP)

Registering a New Employer

Job Aid

TEAM KENTUCKY

UNEMPLOYMENT INSURANCE PORTAL

Table of Contents

Introduction

The objective of this job aid is to outline the process for new Employers subject to Unemployment Insurance (UI) to register an account in KUIP.

If you have not set up your KUIP individual account, see the **Employer User Account Creation and Login Reference Guide.** Once you have established your individual user account, you will be able to complete the registration process.

Note: *this process is required for employers that did not have an existing UI account when KUIP was launched. If the employer had an existing UI account, they will activate their account. See the* ***Activating an Existing Employer Account Job Aid****.*

Registering a New Employer

Overview

KUIP requires each employer to have their own unique account within the system. This is the account you will use to log in to the KUIP application.

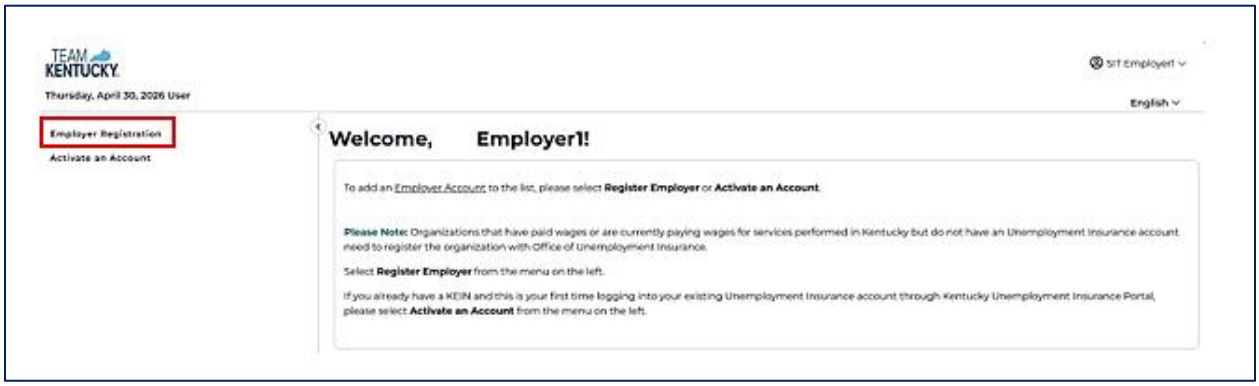
The employer representative who registers the employer account will be designated as the **Employer Administrator**, who is responsible for setting up and maintaining the organization's account.

Begin the Employer Registration Process (Step 1)

1. Select Employer Registration

Log in to KUIP using your log in credentials.

From the **Employer Landing Page**, select **Employer Registration** from the left menu.



2. Welcome to KY UI Tax Registration

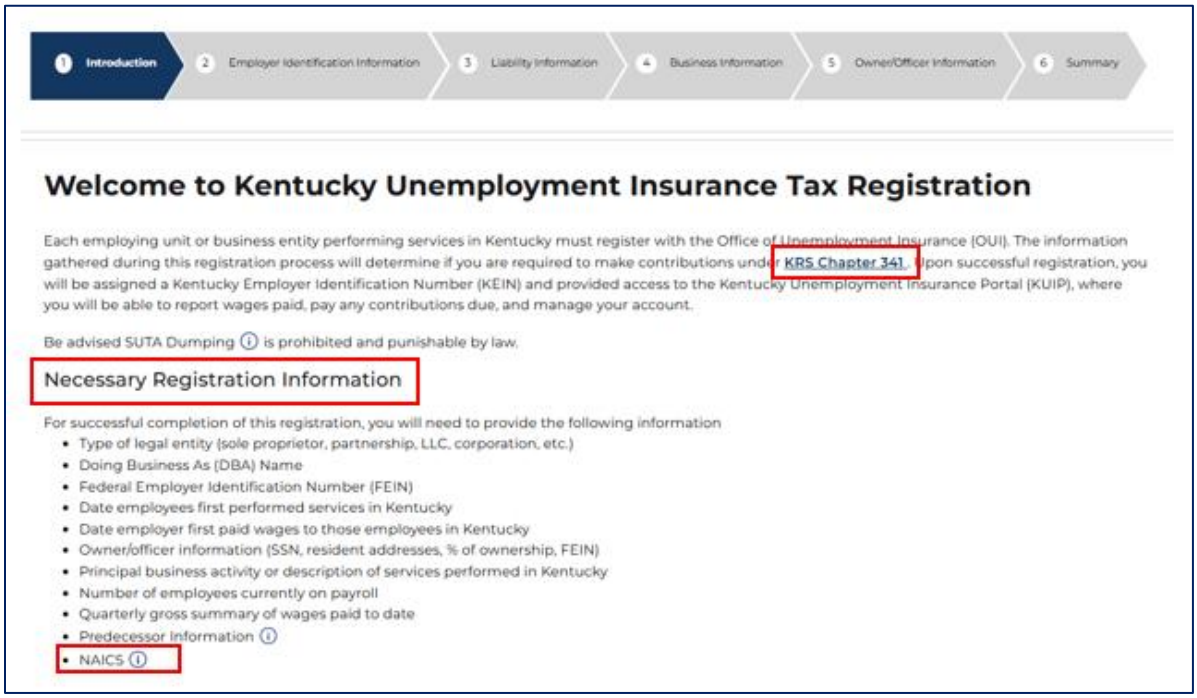
Review the introductory material on the **Welcome screen** and the **Necessary Registration Information** list. This is information you will need to complete the registration process.

The **tracker** at the top of the screen will show where you are in the registration process. There are six steps where you will enter required information necessary to approve your application and determine your UI contributions.

- Introduction
- Employer Identification Information
- Liability Information
- Business Information
- Owner/Officer Information
- Summary Review and Submit

Note: *click the **hyperlinks** to review important information like KRS references*.

Note: *hover your mouse over the **tool tips** ("i" in the circle) to read additional information such as definitions and examples.*



3. Complete the Introduction Screen

Answer the questions and **fill in** the required information to complete the **Introduction** screen.

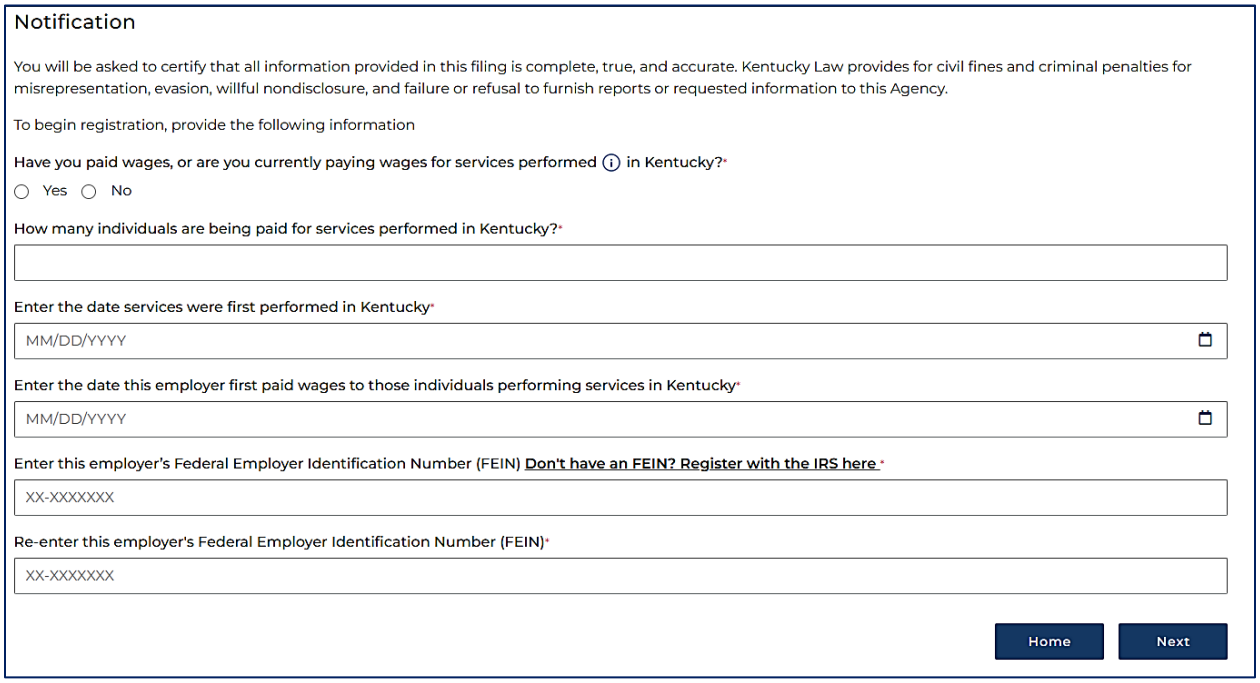
Information to provide:

- Have you paid wages, or are you currently paying wages for services performed in Kentucky?
- How many individuals are being paid for services performed in Kentucky?
- Enter the date services were first performed in Kentucky.
- Enter the date this employer first paid wages to those individuals performing services in Kentucky.
- Enter (and re-enter) the employer's Federal Employer identification Number (FEIN).

Once you have entered this information, click **Next**.

Note: *once you click Next on this screen, your registration will be in **Pending status** and you will be able to complete the process in the future. If you exit the process before clicking Next on this screen, you will be required to start over.*

Note: *The system will keep your pending registration active for 30 days. If not, completed within 30 days, you will be required to start over.*



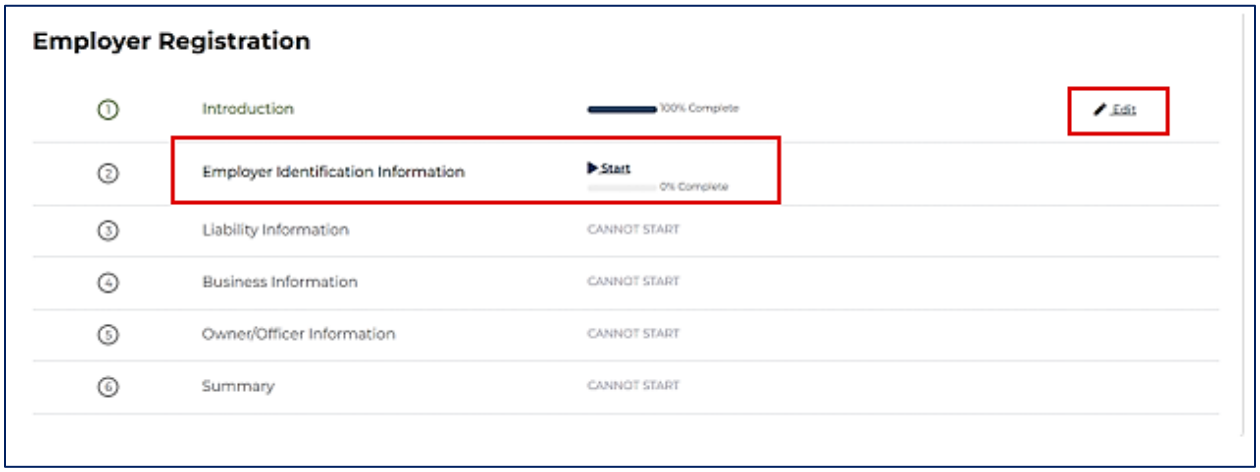
Employer Identification Information (Step 2)

4. **Start Employer Identification Information Section**

   Confirm the **Introduction** section is 100% complete.

   Click the **Start** link to begin the **Employer Identification Information** section.

Note: *this is the main **Employer Registration menu** and will be shown as each section is completed during the process. To go back and make changes to any section, click the **Edit** link.*

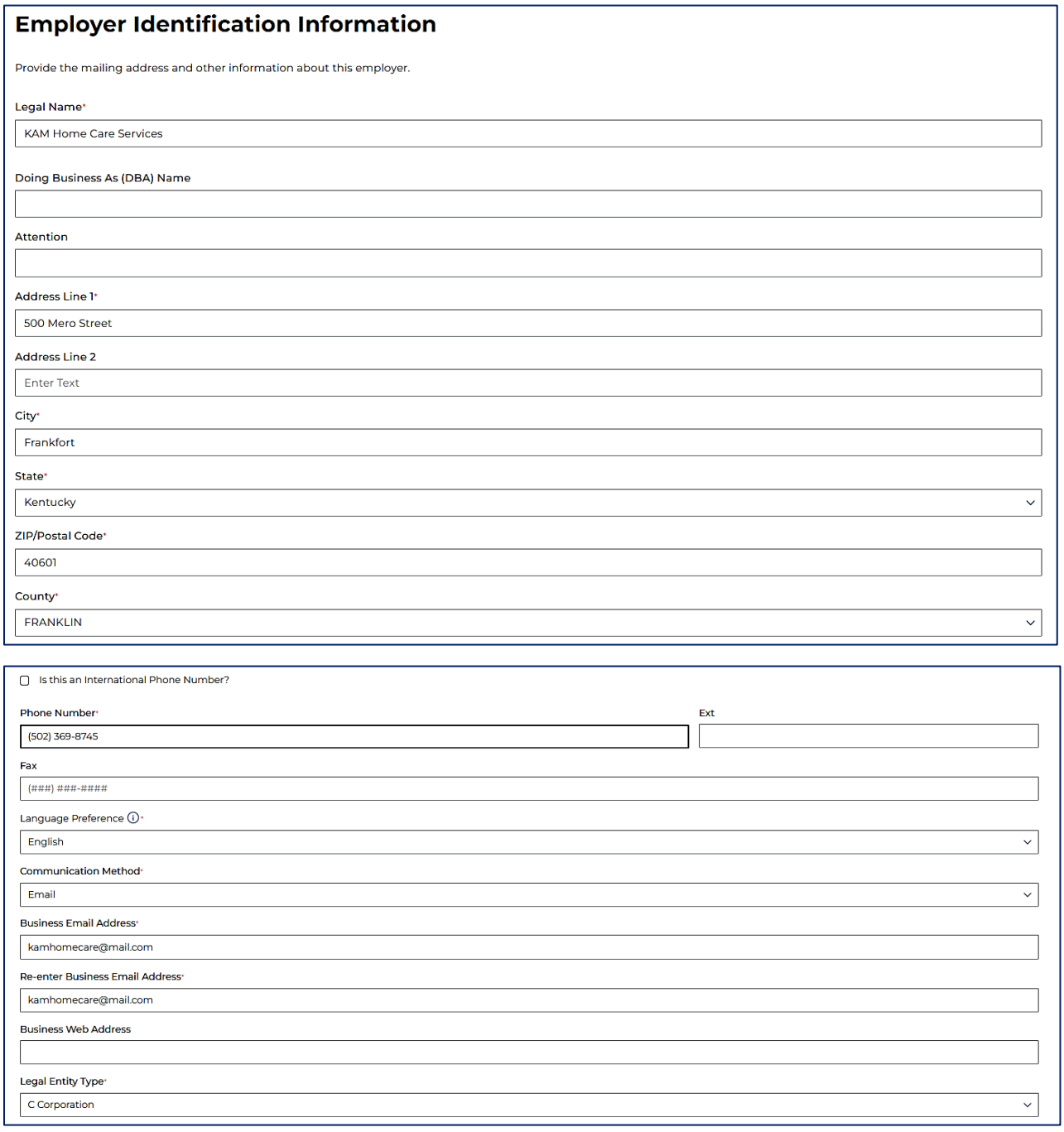


5. Employer Identification Information Screen

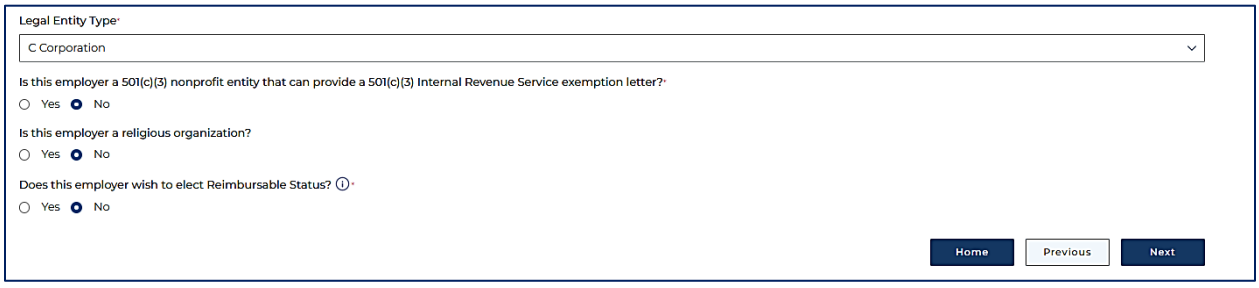
Complete the information. Required information is identified with a red asterisk *.

- Legal Name*
- Doing Business Name
- Address*
- County*
- Phone Number*
- Fax Number
- **Language Preference***: allows the user to choose the language for all written correspondence. Options include English and Spanish.
- **Communication Method***: Email or US Mail
- Business Email Address*
- Business Web Address

- **Legal Entity Type***: select from the **drop-down menu**. **Entity Types** include: Sole Proprietor, C Corporation, C Corporation-Subchapter S, Partnership, LLC-Sole Proprietorship (Form 1040), LLC-Partnership (Form 1065), Estate, Governmental Entity, Limited Partnership, LLC-C Corporation (Form 1120), School, LLC-S Corporation (Form 1120-S), Trust, University, LLC-Wholly Owned by another entity.



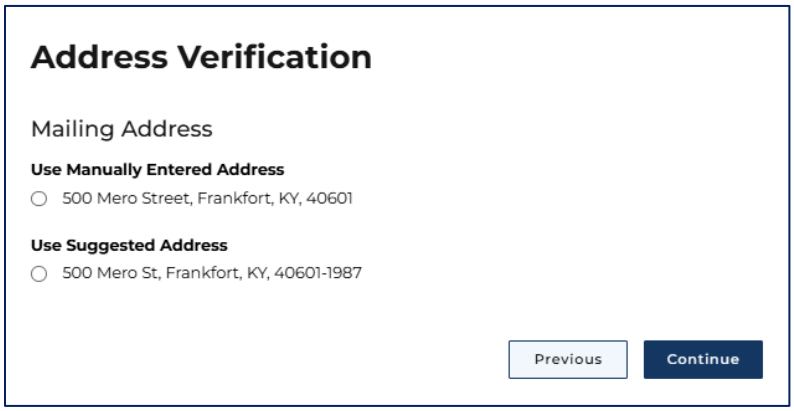
Note: *the selection of **Entity Type** will determine the remainder of the screens through the registration process. KUIP will provide the required screens based on your selection.*



Note: *some selections may require an **upload** of supporting documentation. For example, Yes to "Is this employer a 501(c)(3) entity".*

When done, click **Next**.

You will be prompted to complete the **Address Verification** popup window. *KUIP interfaces with the US Postal Service database to verify addresses.* Make your selection and click **Continue**.

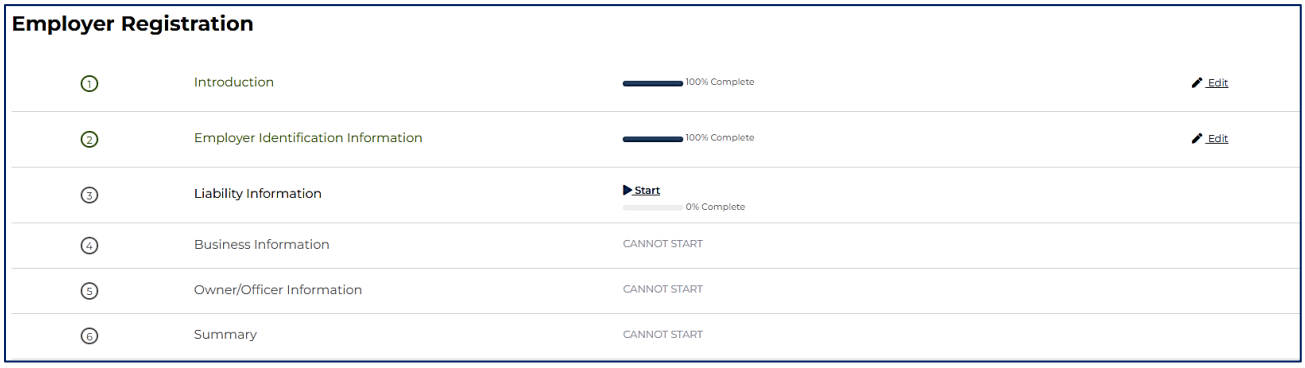


Liability Information (Step 3)

6. Start Liability Information Section

Confirm the **Employer Identification Information** section is 100% complete.

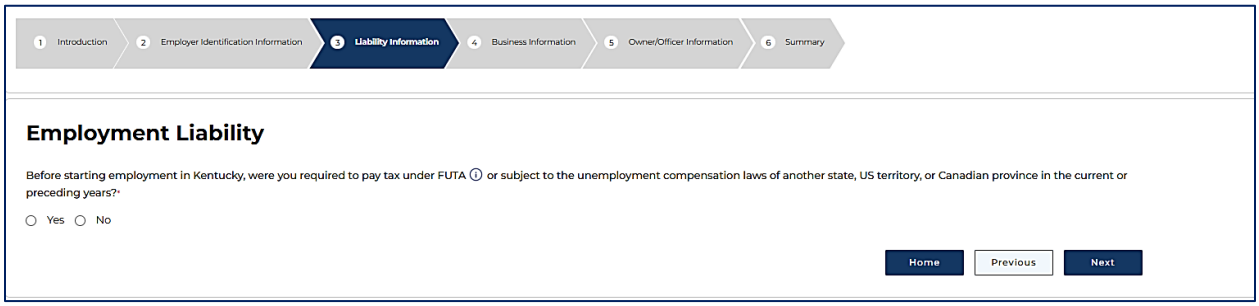
Click the **Start** link to begin the **Liability Information** section.



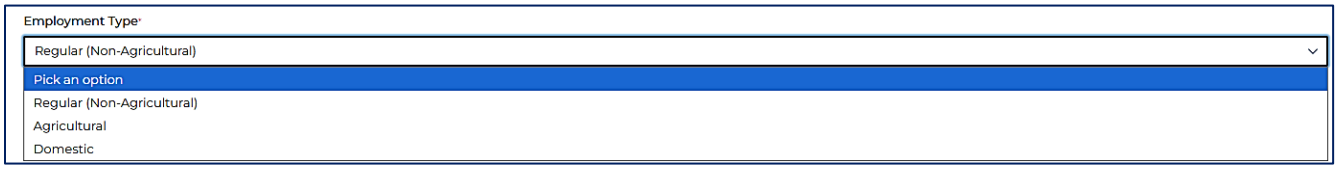
7. Employment Liability

Answer **Yes** or **No** to the question *"Before starting employment in Kentucky, were you required to pay tax under FUTA or subject to the unemployment laws of another state, US territory, or Canadian provide in the current or preceding years? **"*

If **Yes** is selected, click **Next.** You will be directed back to the **Employer Registration main menu**. This section is completed.



If you answered **No** to the question, select your **Employment Type** from the drop-down menu and complete the associated questions.



Employment Types include:

- **Regular (Non-Agricultural):** any service performed for wages or under any contract of hire that is not Agricultural or Domestic.
- **Agricultural**: all services performed on a farm in connection with raising or harvesting any agricultural or horticultural commodity. It also includes employment in connection with packaging, processing, storing, or delivering to market any agricultural or horticultural product in an unmanufactured state, provided the operator(s) produced more than half of the product.
- **Domestic**: services performed in a private home, local college club, or local chapter of a college fraternity or sorority for a person who paid cash remuneration of $1000 or more in the current calendar year or the preceding calendar year to individuals employed in such domestic service in any calendar quarter.

Each employment type has its own requirements for the number of employees and wages paid in a quarter during the current or preceding year.

Regular (Non-Agricultural): $1,500 in a quarter or at least one worker for 20 weeks *(weeks do not have to be consecutive but must be in the same calendar year).*

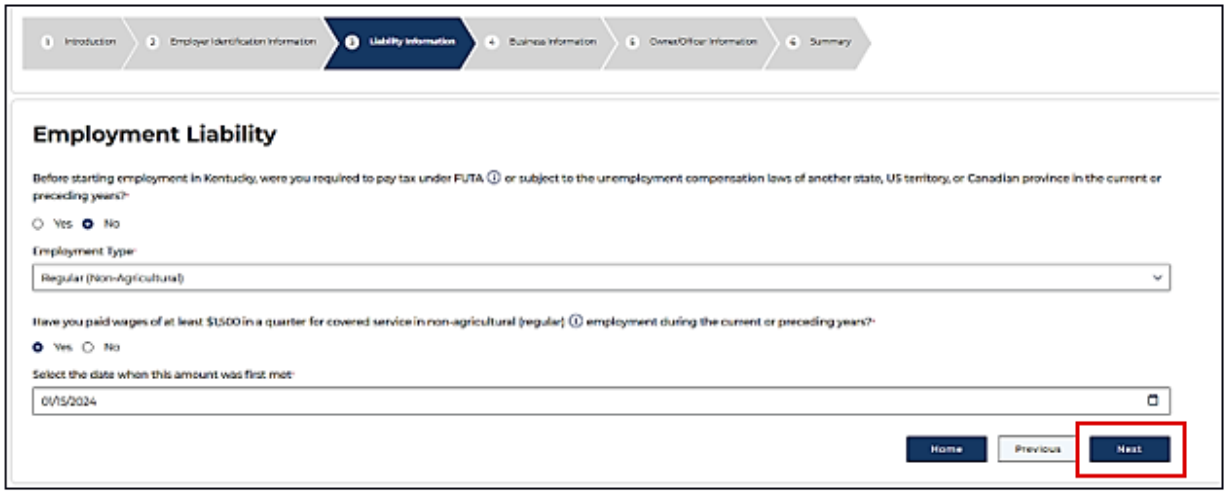
Agricultural: $20,000 in a calendar quarter or at least 10 workers for 20 weeks.

Domestic: $1,000 in a calendar quarter.

8. Employment Liability Criteria Met

Select **Yes** if the Employment Type criteria are met. **Enter the date** when the amount was first met.

Once done, click **Next**. You will be directed back to the **Employer Registration Main Menu**.



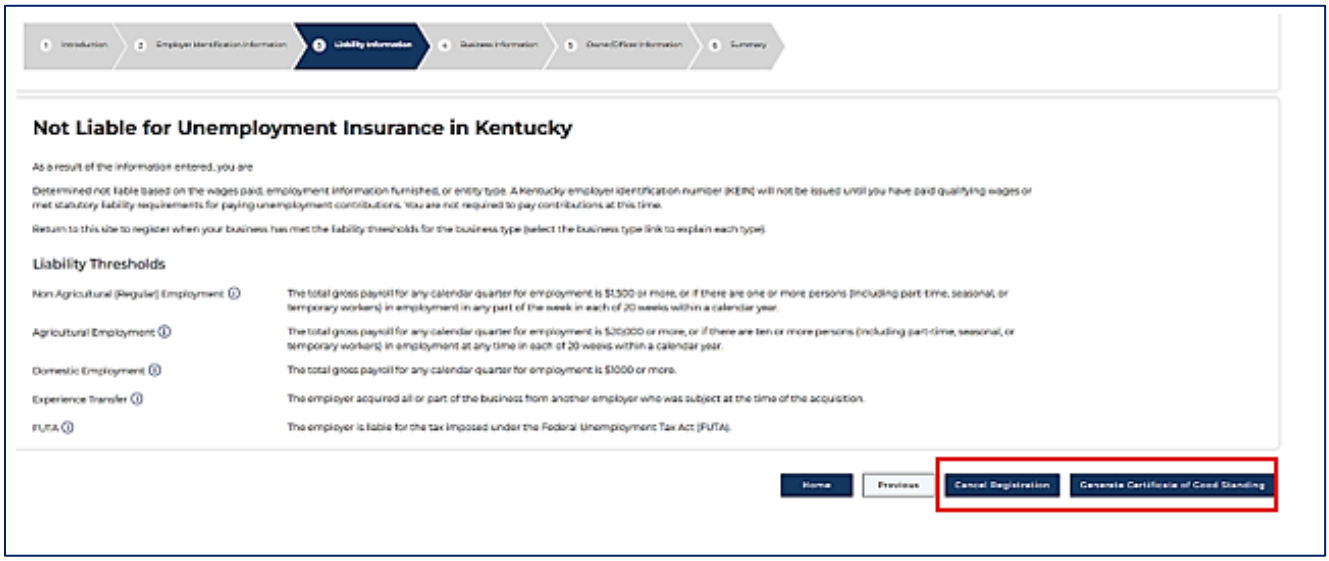
9. Employment Liability Criteria Not Met

Select **No** if you have not met the wage or time criteria for your employment type. Then select **Next**.

You will be directed to the **Not Liable for Unemployment Insurance in Kentucky** screen.

Click **Generate Certificate of Good Standing** if necessary.

Click **Cancel Registration**.



Business Information (Step 4)

10. Start Business Information Section

Confirm the **Liability Information** section is 100% complete.

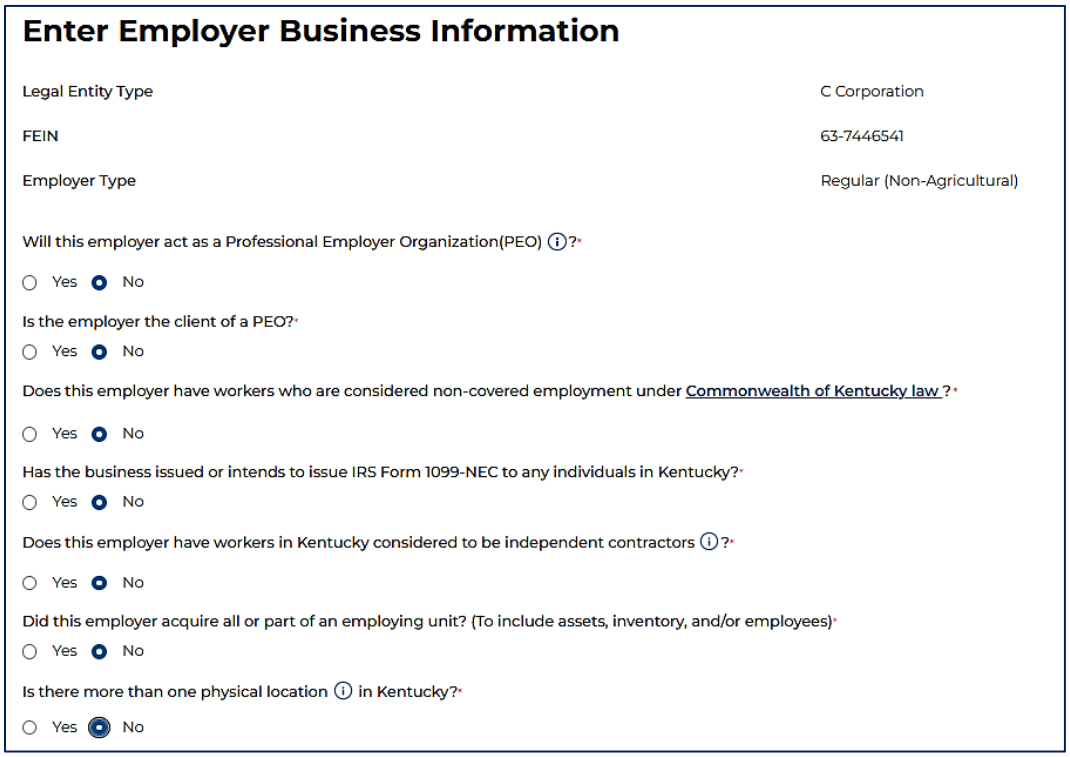
Click the **Start** link to begin the **Business Information** section.

11. Enter Employer Business Information

Verify the Legal Entity Type, FEIN, and Employer Type at the top of the screen.

Select **Yes** or **No** for the seven questions. Answering Yes to certain questions will lead to system messages or additional screens to be completed in the registration process.

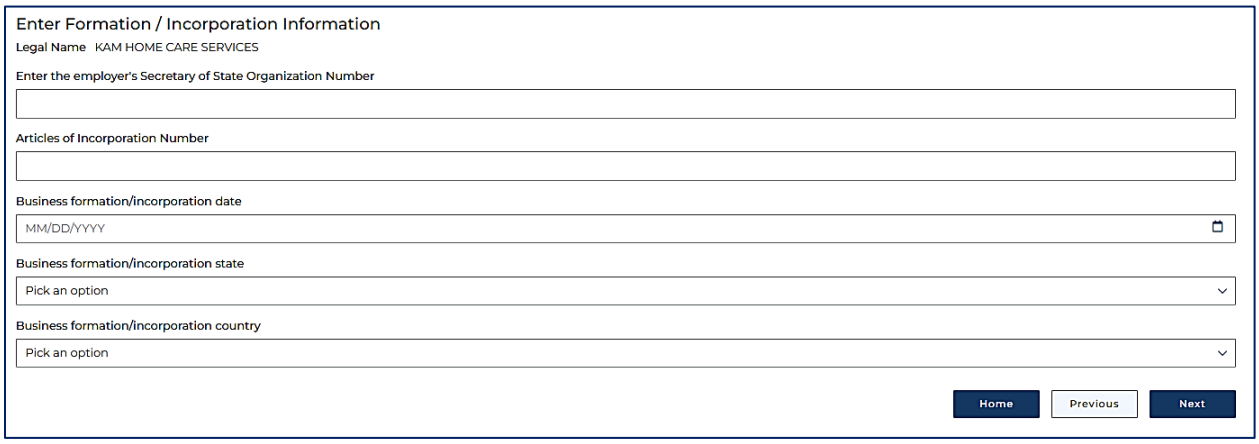
- Will this employer act as a Professional Employer Organization?
    - If **Yes** is selected, you will receive the following **message**: "To register as a PEO in Kentucky, you must register as a TPA with an organization type of PEO. **Exit employer registration**."
- Is the employer the client of a PEO?
    - If **Yes** is selected, you will receive the following **message**: "A PEO must register their PEO clients from the TPA Home Page. Contact your PEO to create the PEO Client KEIN. **Exit employer registration**."
- Does this employer have workers who are considered non-covered employment?
- Has the business issued or intends to issue IRS Form 1099-NEC to any individuals in Kentucky?
- Does this employer have workers in Kentucky considered to be independent contractors?
- Did this employer acquire all or part of an employing unit? (To include assets, inventory, and/or employees)
    - If **Yes** is selected, you will be required to complete the Experience Transfer screens. KUIP will automatically direct you to those screens during the registration process.



12. Enter Formation/Incorporation Information

Enter your Secretary of State Organization Number, Articles of Incorporation Number, Business formation/incorporation date, Business formation/incorporation state, and Business formation/incorporation country.

Once entered, click **Next**.



13. Enter Physical Location Address

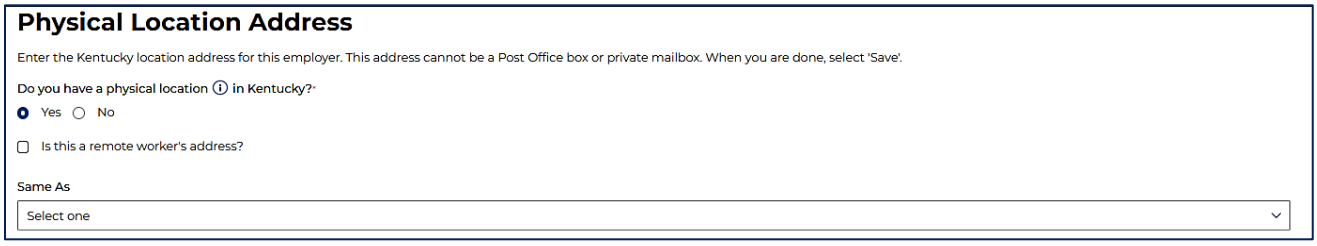
Select **Yes** or **No** to the following question: *Do you have a physical location in Kentucky?*

Note: *you must have a physical location in Kentucky.*

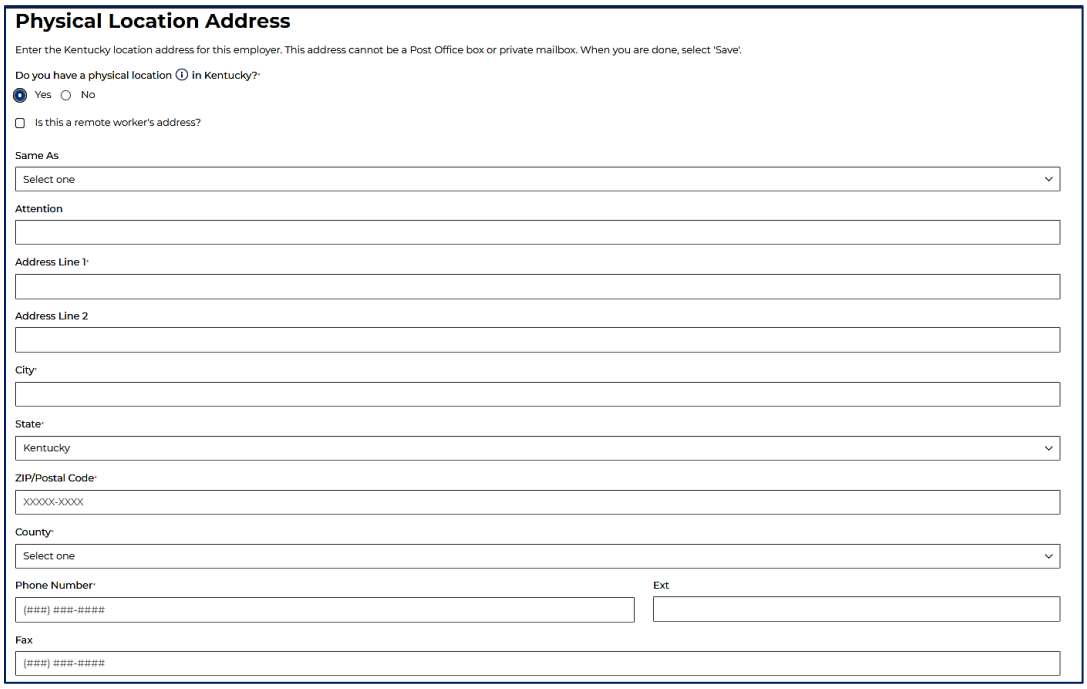
The Physical Address is where services are being performed and workers receive direction. If the business has multiple Kentucky locations, the physical address should be the primary business site.

Select the **checkbox** if the physical address is a remote worker's address.

If the **Physical Address** is the same as the Mailing Address (entered in Step 1), select **Mailing Address** from the **Same As drop-down menu**.



If the **Physical Address** is different from the Mailing Address, **enter** the address information in the fields provided.

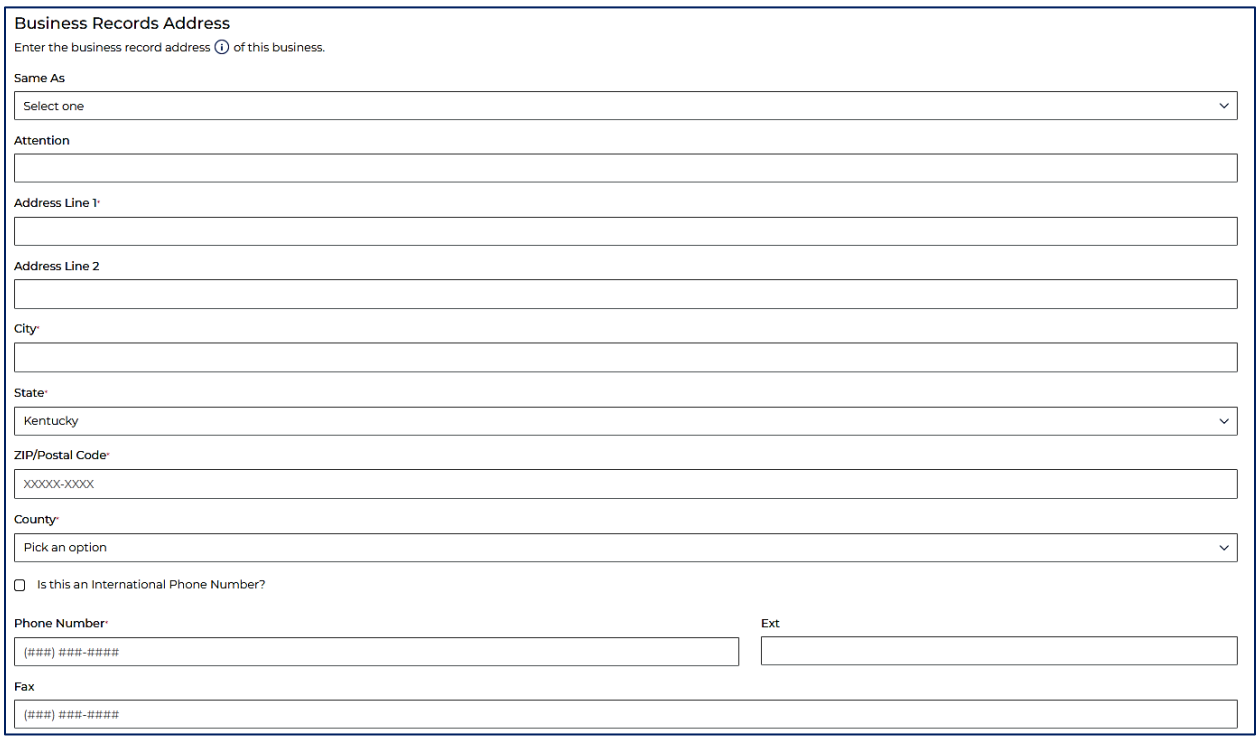


14. Enter Business Records Address

Enter the **Business Records Address**. This address is the location where the business/payroll records are stored and/or maintained and may be reviewed by the KY Office of Unemployment Insurance (OUI).

If the Business Records Address is the same as either the Mailing Address or the Physical Address, select the address from the **Same As drop-down menu**.

If the Business Records Address is different, **enter** the address information into the provided fields.



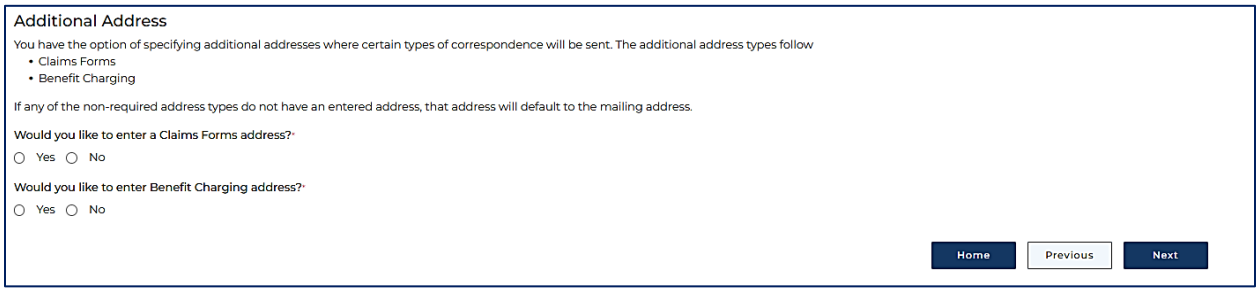
15. Specify Additional Addresses

You have the option to specify your **Claims Forms** and **Benefits Charging** addresses.

If these **addresses are different** than those already entered, select **Yes** and **enter** the address information.

If you do not wish to specify these additional addresses, select **No**. These addresses will default to the mailing address.

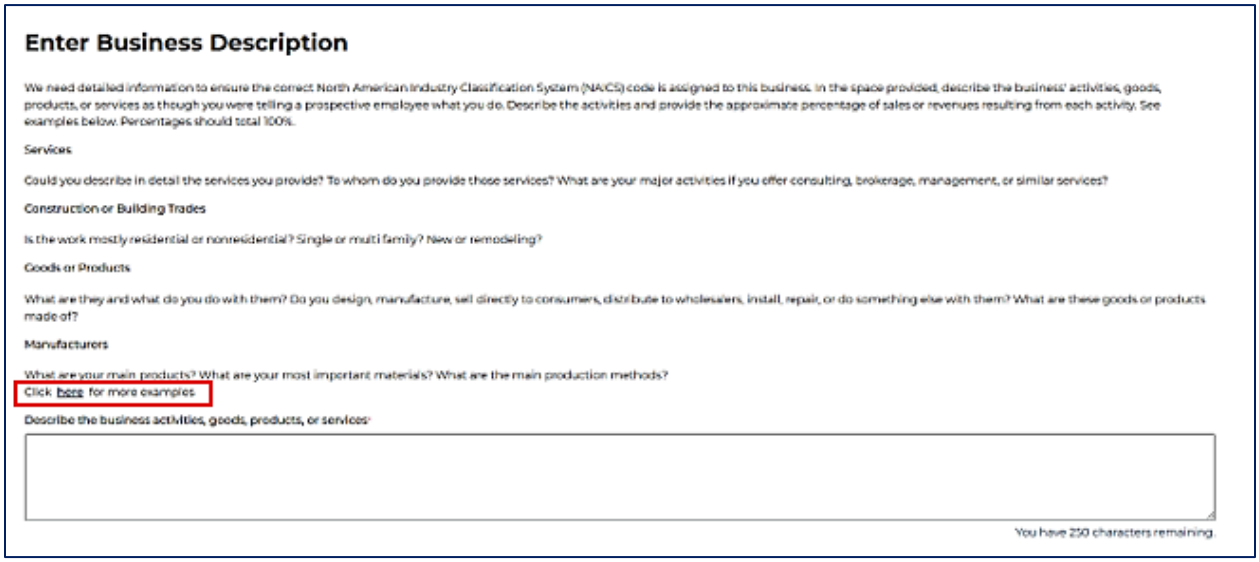
When done, click **Next**.



16. Enter Business Description

You will be required to enter detailed information to ensure the correct North Americal Industry Classification System **(NAICS)** code is assigned. This information will be used by OUI to determine your UI contribution rate.

In the space provided, **describe** the activities you perform and provide an approximate percentage of sales/revenues resulting from each activity. There are examples provided. You can also **click the hyperlink** above the entry box that says, “Click here for more examples.”



17. Select NAICS Classification

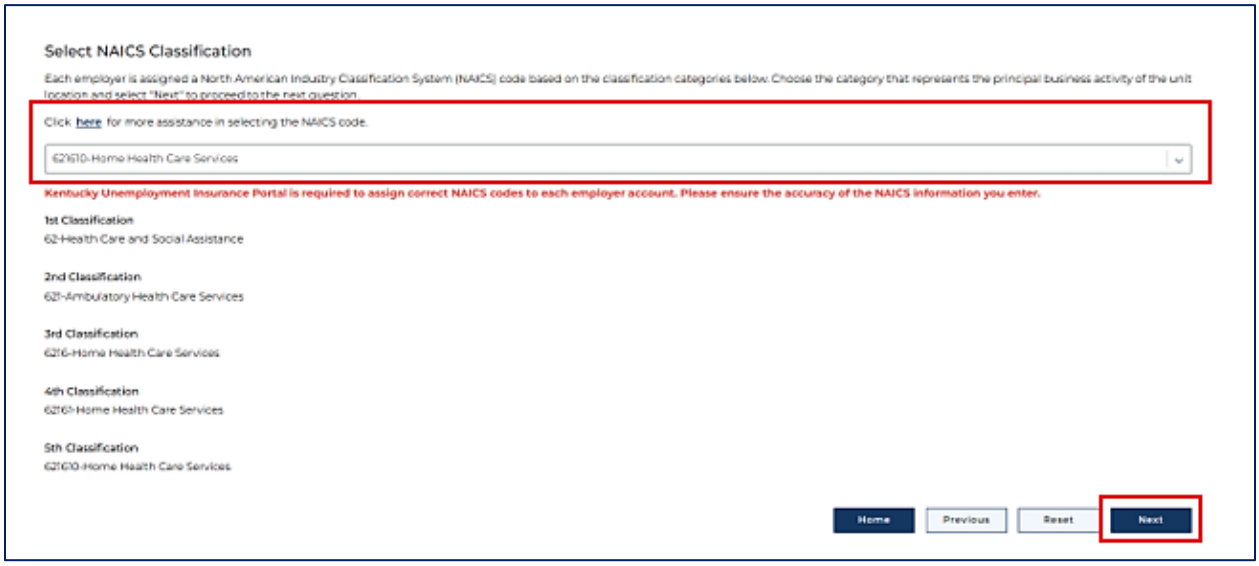
Select the **NAICS code** from the **drop-down menu** or perform a **search by keyword**. Once you have determined the most appropriate code, **select the code**.

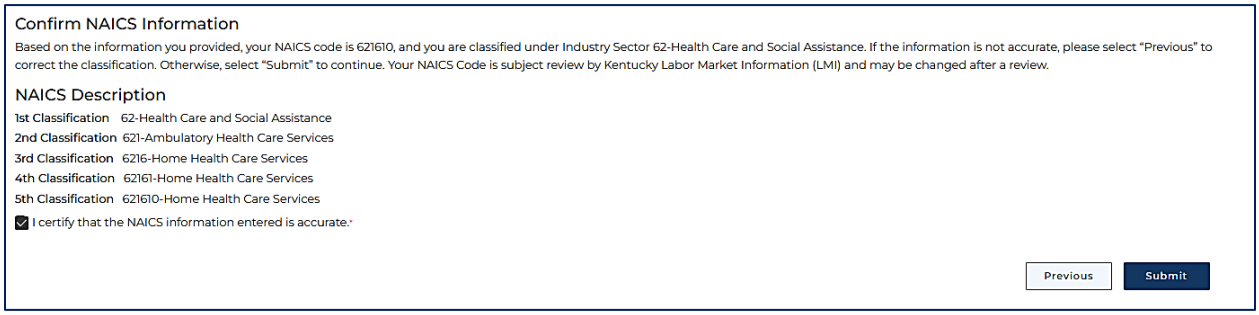
One you have selected the NAICS code, click **Next**.

After clicking Next, you will be asked to **confirm** your NAICS code selection.

Click the **checkbox** to certify the NAICS information is accurate.

Click **Submit**.





You have now completed the Business Information section.

Owner/Officer Information (Step 5)

18. Start Owner/Officer Information Section

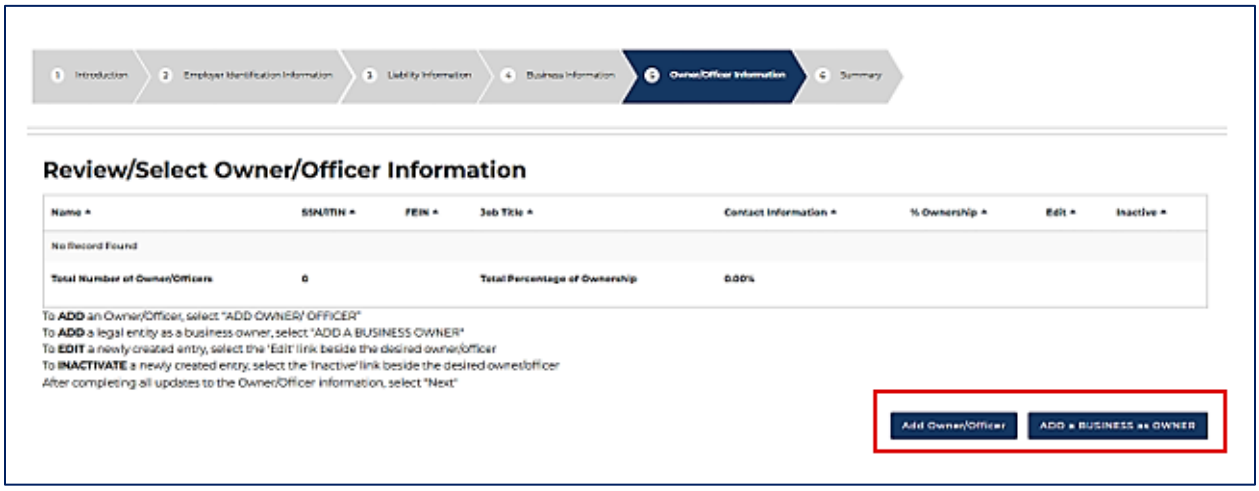
Confirm the **Business Information** section is 100% complete.

Click the **Start** link to begin the **Owner/Officer Information** section.

19. Add Owner/Officer

Click the **Add Owner/Officer** button to add an owner or officer of the business.

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



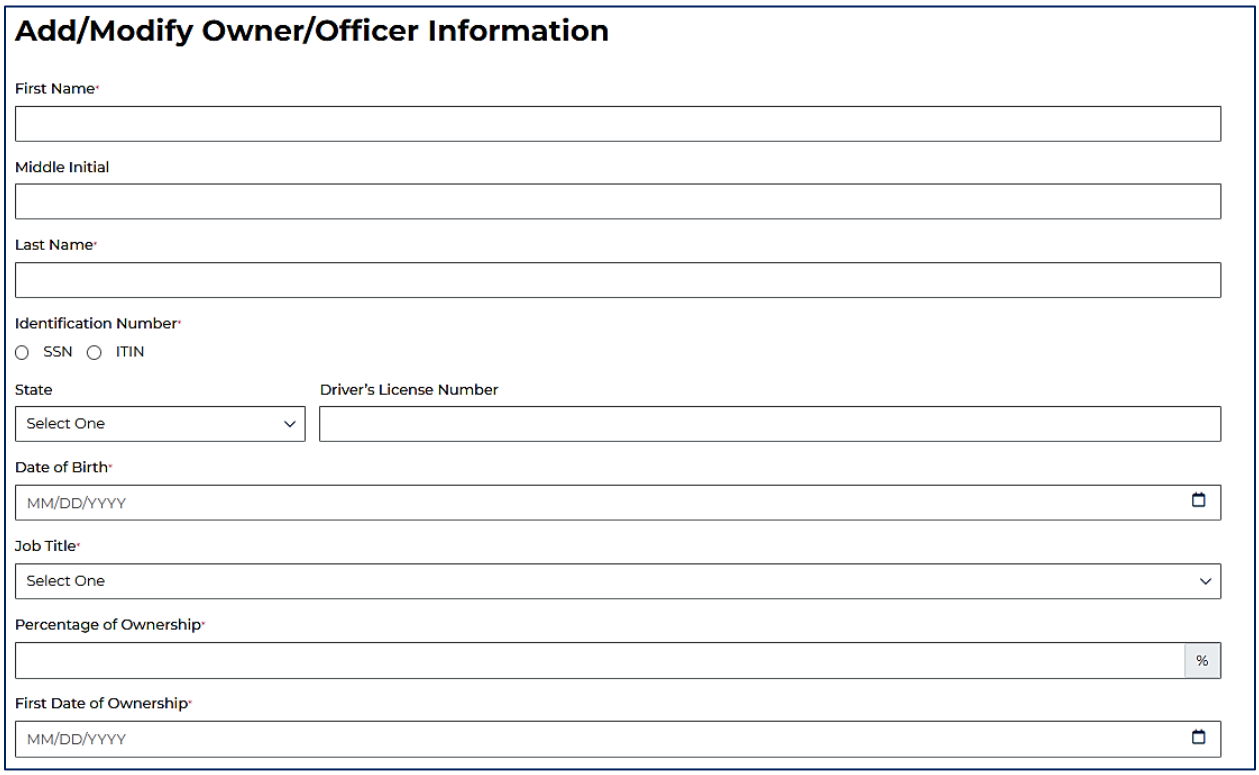
20. Enter the Owner/Officer Information

Enter the owner or officer's Name, Identification Number, State, Driver's License Number, and Date of Birth.

Select the **Job Title** from the drop-down menu.

Enter the **Percentage of Ownership**.

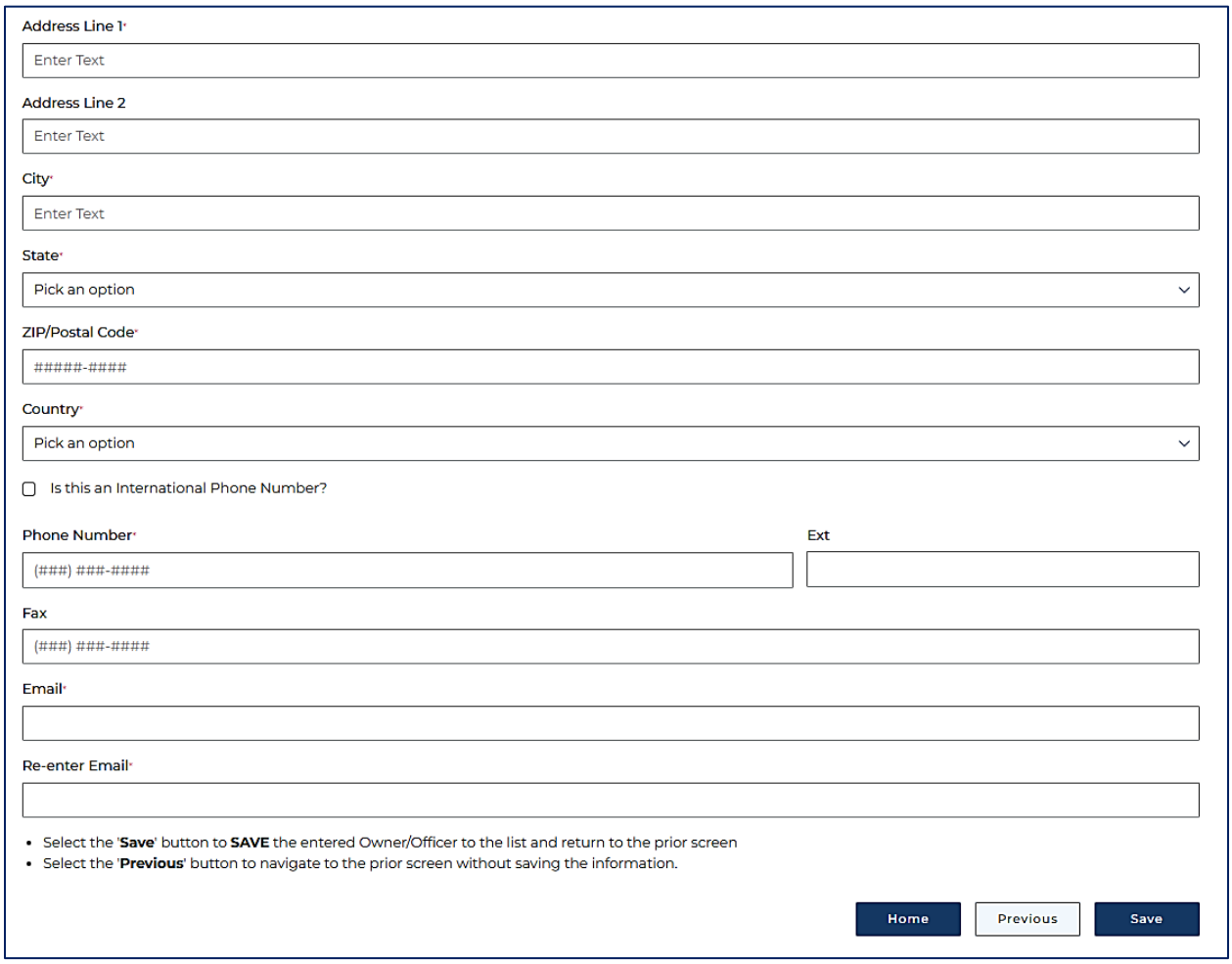
Enter the **First Date of Ownership** using the calendar icon or by entering manually.



21. Enter the Owner/Officer Address

Enter the owner or officer's address, phone number, and email.

Click **Save.**



22. Add Additional Owners or Officers

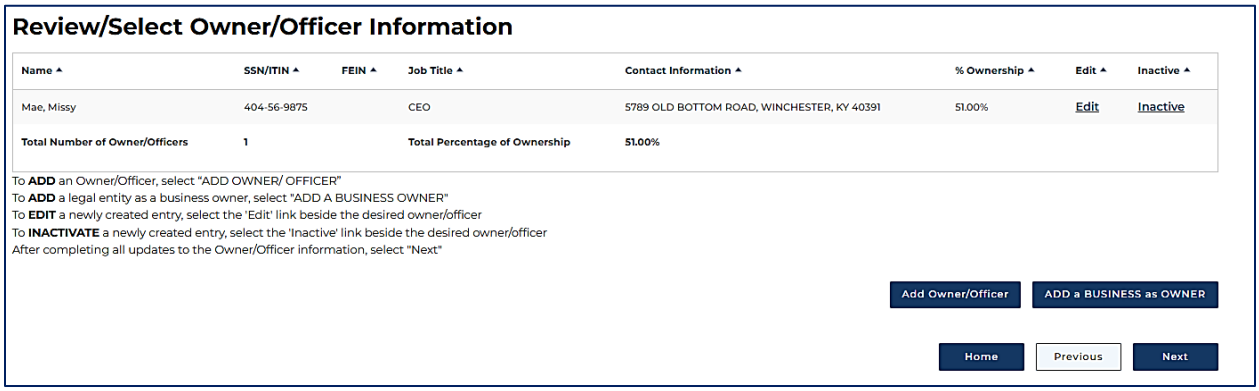
The owner/officer just added is now shown in the **Owner/Officer table.** This table shows their Name, SSN/ITIN or FEIN, Job Title, Contact Information, and % Ownership.

If this information needs to be updated, click the **Edit** link in the Edit column. To Inactivate the newly entered owner/officer, select the **Inactive** link beside that owner/officer.

Continue to add owners and officers.

Note: *Total percent of ownership cannot exceed 100%.*

Once complete, click **Next**.



This section is now complete.

Summary (Step 6)

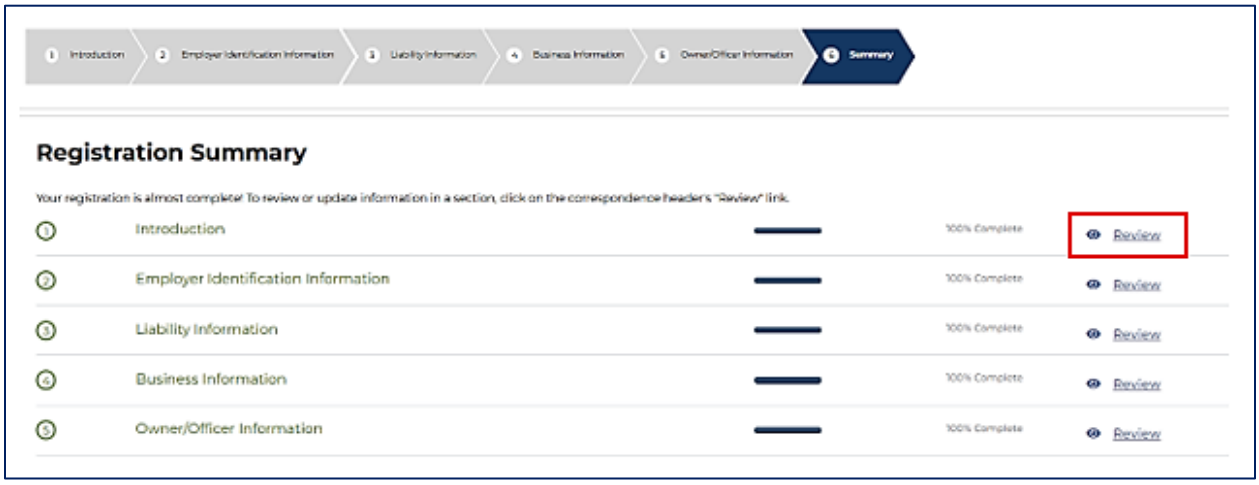
23. Start Summary Section

Confirm the **Owner/Officer Information** section is 100% complete.

Click the **Start** link to begin the **Summary** section.

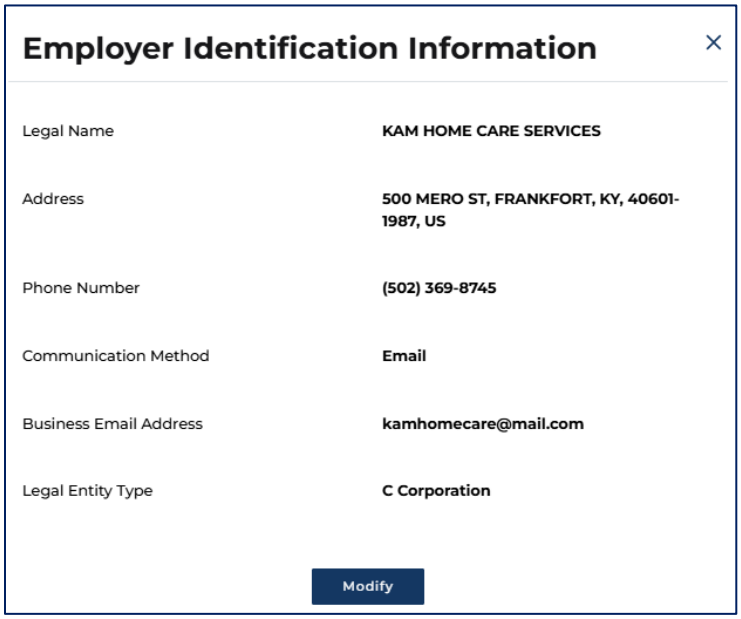
24. Review Registration Information

To review or update the information entered for each step of the registration process, click the **Review** hyperlink beside the section.



This will open a **pop-up window** displaying the information entered for that section.

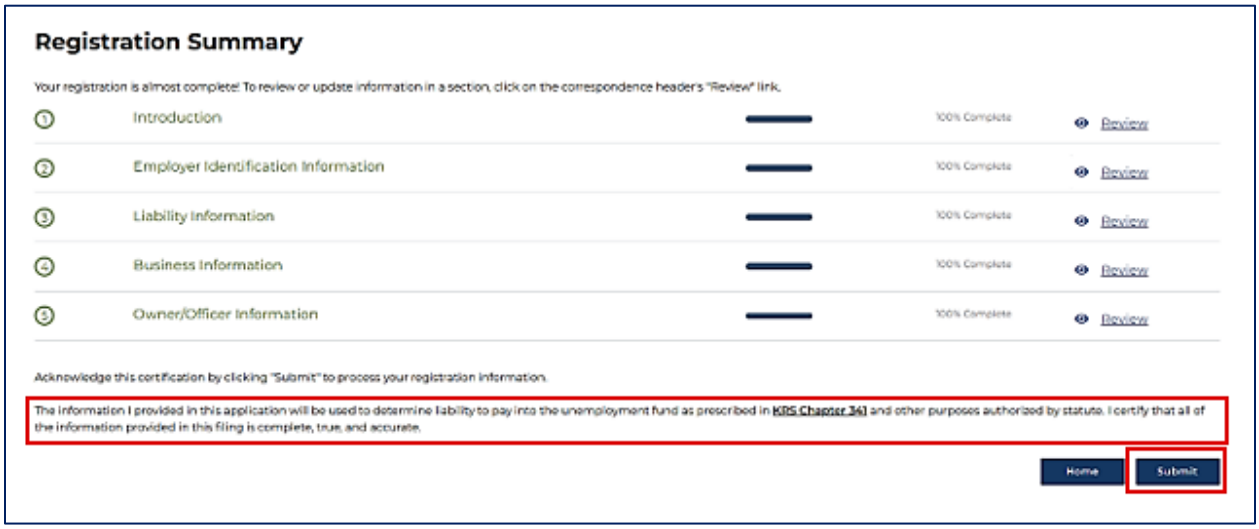
To update information, click the **Modify** button. If all the information is correct, click the "**X**" to close the window.



Note: *if you update or modify information for a section, you will be required to proceed through all the remaining sections to confirm the information entered is still correct.*

25. Acknowledge and Submit

Once you have confirmed all the information is correct, read the **Acknowledgement** statements at the bottom of the screen and click **Submit**.

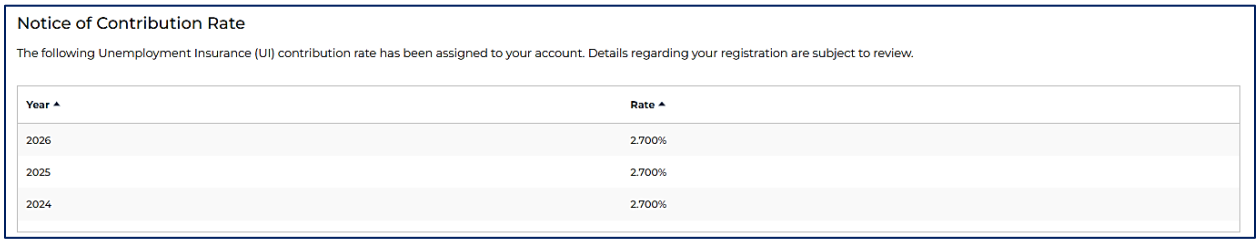


26. Registration Status

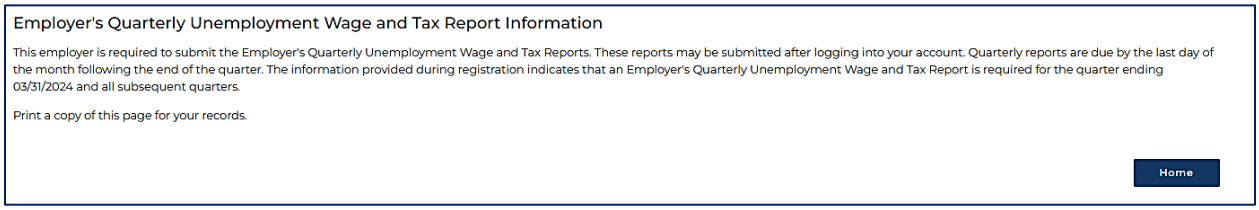
You have now successfully completed registration as a new employer for KY UI. There are three important sections on the confirmation page.

UI Kentucky Employer Identification Number or KEIN. This number is your unique identifier for KY UI and will be necessary when communicating with KY UI or any associated Third Party Administrators (TPAs).

Notice of Contribution Rate. This section identifies the UI contribution rate assigned to your account for each year. This rate will be used to determine your quarterly contribution payments due.



Employer's Quarterly Unemployment Wage and Tax Report Information. This section provides information about submitting quarterly wage and tax reports.



Click **Home** to navigate to your **Employer Home Page**.

For more information on how to navigate your Employer Home Page and the Employer Account Profile, see the ***Employer Home Overview*** and ***Employer Profile Walkthrough*** videos.

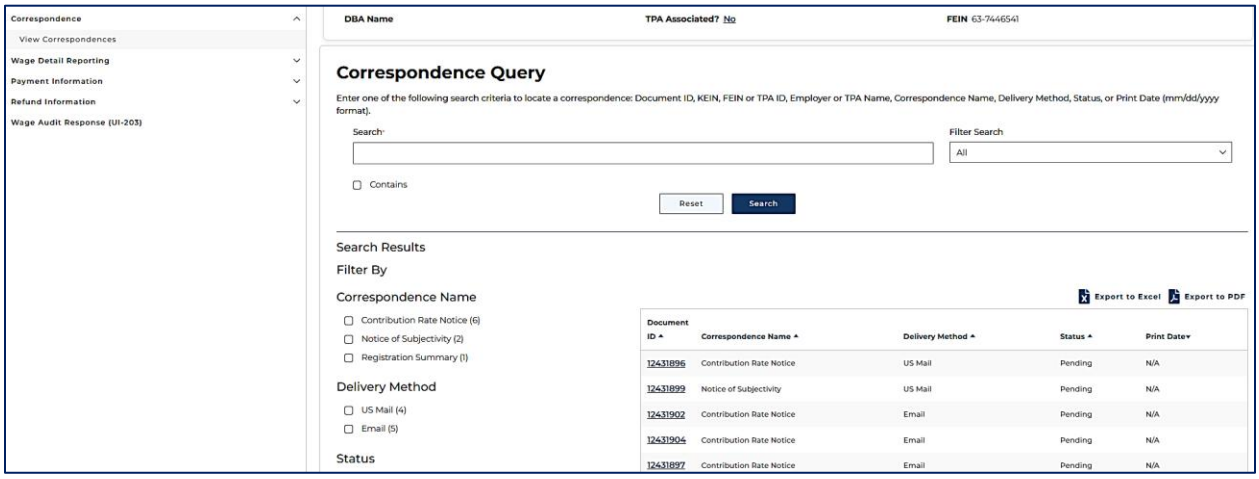
Registration Correspondence

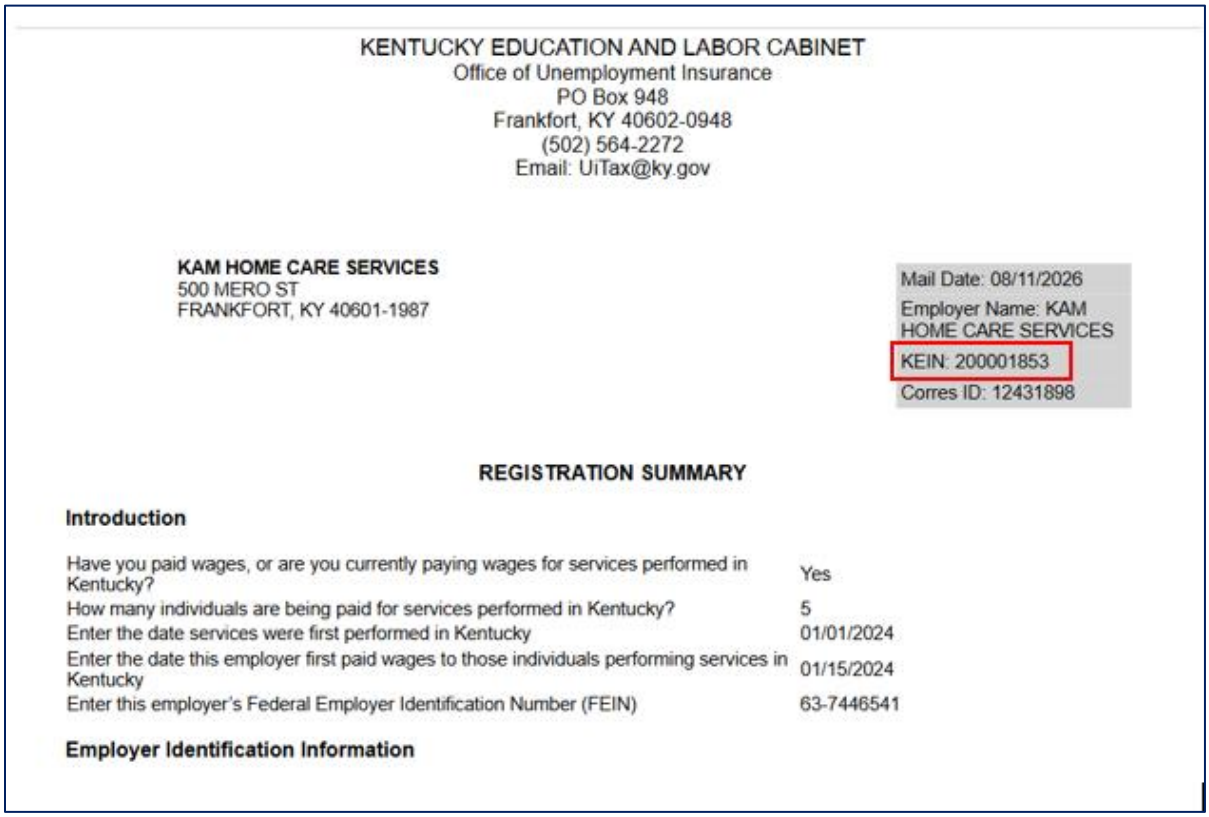
27. Registration Correspondence

Following successful registration, correspondence will be generated and will be available the day after your registration is submitted.

You will receive a **Registration Summary**, **Notice of Subjectivity**, and **Contribution Notices**. If you selected **Email** as your primary method of communication, you will be notified via email that you have correspondence available in KUIP. You will then log in and navigate to **Correspondence** in the **Left Navigation Menu**.

For correspondence with **Appeal Rights**, you will also receive these by **US Mail** at the mailing address provided. For registration, these include the Contribution Rate Notices and Notice of Subjectivity.




KENTUCKY EDUCATION AND LABOR CABINET
Office of Unemployment Insurance
PO Box 948
Frankfort, KY 40602-0948
(502) 564-2272
Email: UiTax@ky.gov

KAM HOME CARE SERVICES
500 MERO ST
FRANKFORT, KY 40601-1987

Mail Date: 08/11/2026
Employer Name: KAM HOME CARE SERVICES
KEIN: 200001853
Corres ID: 12431898

REGISTRATION SUMMARY

Introduction

Have you paid wages, or are you currently paying wages for services performed in Kentucky?	Yes
How many individuals are being paid for services performed in Kentucky?	5
Enter the date services were first performed in Kentucky	01/01/2024
Enter the date this employer first paid wages to those individuals performing services in Kentucky	01/15/2024
Enter this employer's Federal Employer Identification Number (FEIN)	63-7446541

Employer Identification Information

To learn more about locating and viewing correspondence, see the ***Locate and View Correspondence Job Aid***.