

The Commonwealth of Kentucky

**Kentucky Unemployment  
Insurance Portal (KUIP)**

**Passive Role Assignment  
TPA Account Setup**

**Job Aid**

TEAM   
**KENTUCKY**

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UNEMPLOYMENT  
INSURANCE PORTAL

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## Introduction

The objective of this job aid is to outline the process for Third-Party Administrators (TPA) who **participated in the Passive Role Assignment** activity to set up their TPA account. The first part of this process can be found in the **Creating a TPA Administrator Account** section of this document.

## TPA Account Set Up (Passive Role Assignment)

### Overview

KUIP requires each TPA organization representing Kentucky employers to have its own unique account within the system.

Following the Passive Role Assignment (PRA) process prior to KUIP Go-Live, the TPA account will be established by the Office of Unemployment Insurance. Employers listed in the PRA spreadsheet (*without any identified issues*) will be linked with this TPA account.

*Note: if any employers cannot be associated through the PRA process, the TPA can still request authorization directly from those employers to perform specific actions on their account. See the **TPA: Associate Employers Job Aid** for instructions to complete this process.*

## Create a TPA Administrator Account

TPAs must have a designated **TPA Administrator**, who is responsible for setting up and maintaining the organization's account. The TPA Administrator will be established by the Office of Unemployment Insurance based on the information provided in the PRA spreadsheets.

As part of the PRA process, the **TPA Administrator will receive an email** with an invitation to set up their KUIP account.

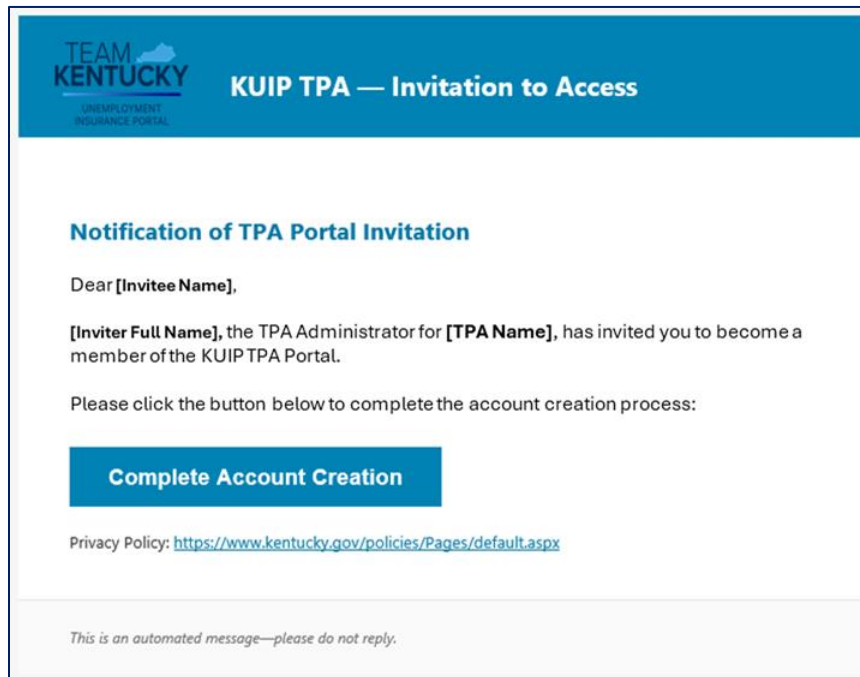
Once this account is set up, the TPA Administrator will be able to access their TPA account in KUIP.

# Kentucky Unemployment Insurance Portal

## TPA Account Set Up (PRA)

### 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.

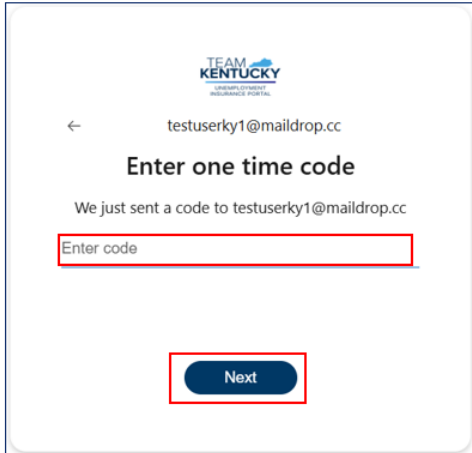


### 2. Create a TPA Administrator KUIP Account

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

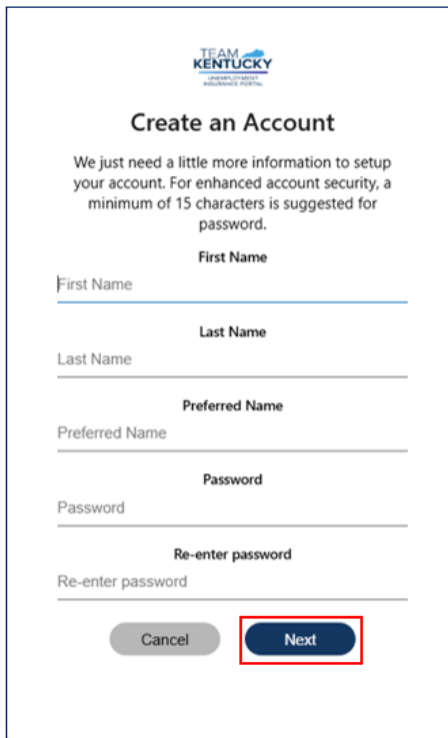
### 3. Enter One-Time Passcode

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



### 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**.



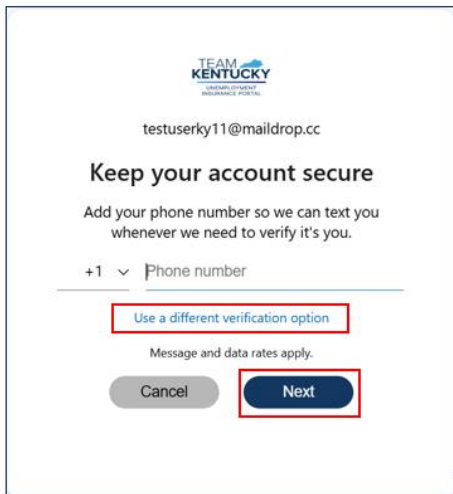
## 5. Set Up Multi-Factor Authentication (MFA)

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.

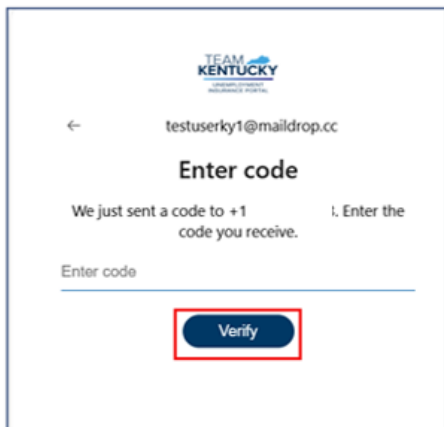
For **Email**, click the **Use a Different Verification Option** to display alternative MFA options.

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



## 6. Enter the Code

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



# Kentucky Unemployment Insurance Portal

## TPA Account Set Up (PRA)

### 7. Notice and Consent

Read and select **Accept** on the Notice and Consent 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.

AcceptReject

### 8. TPA Home Page

The user will then be directed to the **Third-Party Administrator Home** screen to **access their TPA Account**.

TPA ID 10759

TPA Name Your UI Solution Provider

TPA Status Active

Status No Action Required

Notification Center

Wage Reporting

Submit quarterly wage reports. Access or adjust previous submissions.

File Bulk ReportView Wage History

You do not have an outstanding balance for your clients.

You do not have any outstanding wage reports for your clients.

Account Details

FEIN 63-7145628

Email kimberlykulp.practice@gmail.com

Phone Number (502) 658-9746

TPA ID 10759

Mailing Address 500 Metro St, Frankfort, KY, 40601

Status Active

TPA Type Employer Representative

View TPA ProfileUser MaintenanceEmployer SearchCorrespondence Search

## TPA Administrator Next Steps

### 1. Record the TPA ID:

This ID will be necessary for support from the Office of Unemployment Insurance.

### 2. Invite backup TPA Administrator(s) and Members

Once the TPA Administrator has established their account, they must add a secondary or backup TPA Administrator.

A backup Administrator is essential to manage the account in the event the primary TPA Administrator is unavailable or cannot access the account for any reason.

See the [Inviting New TPA Users Job Aid](#) for the steps to add backup TPA Administrators and TPA Members.

### 3. Associate New Employers *(and those that weren't included in PRA)*

Follow the instructions in the [TPA: Associate Employers Job Aid](#) for the process of inviting new employers to associate with the TPA.