The Commonwealth of Kentucky

Kentucky Unemployment Insurance Portal (KUIP)

Registering as a PEO in KUIP

Job Aid

TEAM KENTUCKY

UNEMPLOYMENT INSURANCE PORTAL

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Introduction

The objective of this job aid is to outline the process for new Professional Employer Organizations (PEOs) to register in KUIP. The first part of this process, user account set up, can be found in the **Creating a PEO Administrator Account** section of this document.

Following the initial account creation, users can reference the **New PEO Registration Process** section to continue the process of registering a PEO account in KUIP.

Note: *If you have already established your TPA KUIP account using the **Third-Party Administrator User Account Creation and Login Reference Guide**, you can begin with the **New PEO Registration Process section** of this document.*

Registering as a New PEO

Overview

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

PEOs will register as a TPA with an organization type of Professional Employer Organization (rather than Employer Representative). Once the PEO information is entered on the **TPA registration screens**, the PEO will be directed to the **Employer Registration screens** to complete the process.

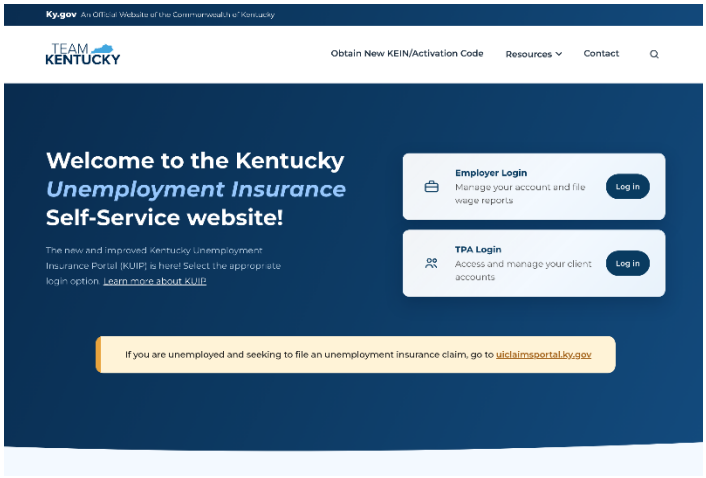
Following registration in KUIP, PEOs will need to register their client employers using the **Client Registration** menu from their **TPA Home Page**. For more information on registering client employers, see the **Registering a New Employer Job Aid** or follow the steps in the **Register PEO as an Employer section** of this job aid using client information.

PEOs must designate a **PEO Administrator**, who is responsible for setting up and maintaining the organization's account. The Administrator will be the individual registering the PEO account. This administrator will add additional administrators and users by following the process for creating secondary users for a TPA/PEO account as outlined in the **Inviting New TPA Users Job Aid**.

Create a PEO Administrator Account

1. Access the KUIP TPA Portal

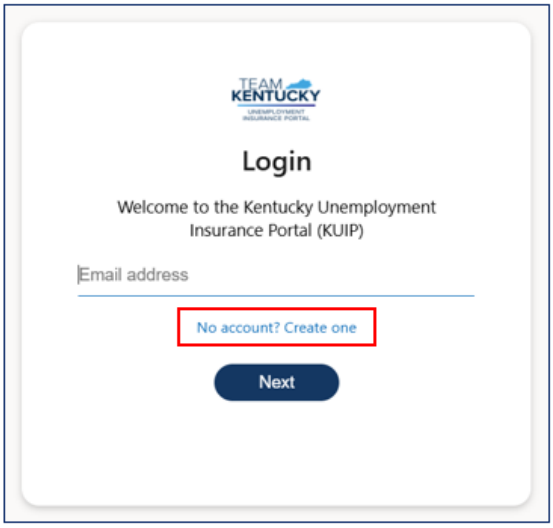
Navigate to the Kentucky Unemployment Insurance Self-Service web page and click the **TPA Login** button to access KUIP.

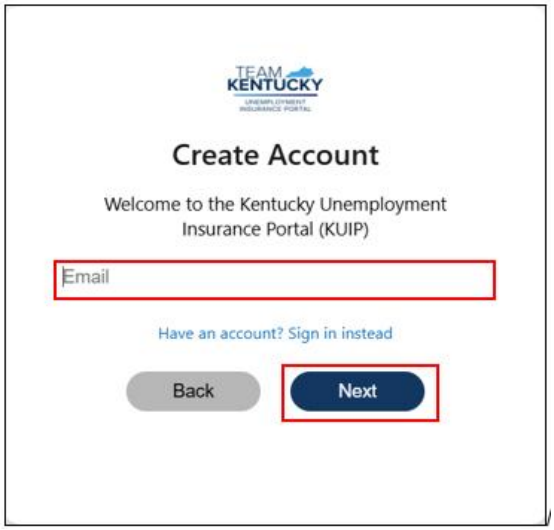


2. Create a TPA Administrator KUIP Account

Enter the PEO administrator's email address.

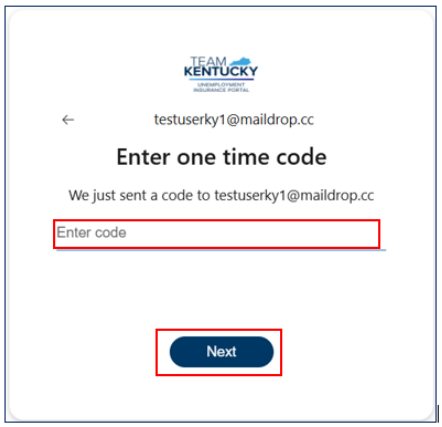
If there is no user account with the provided email, click the **"No account? Create one"** link. The user will be directed to the **Create Account** screen to enter the email and select **Next**.





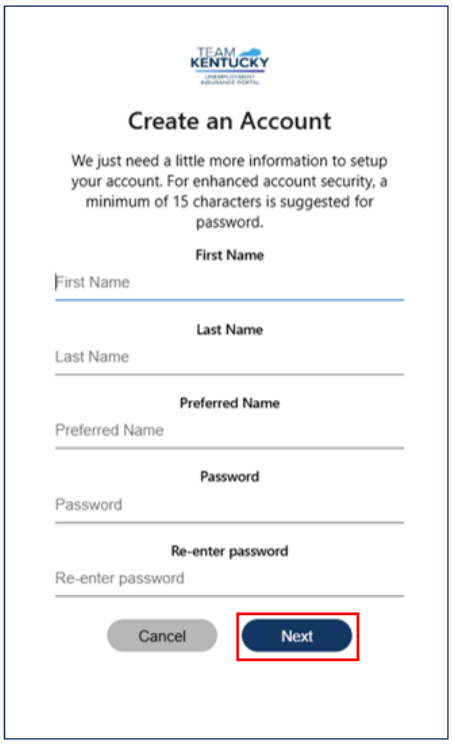
3. Enter One-Time Passcode

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**.



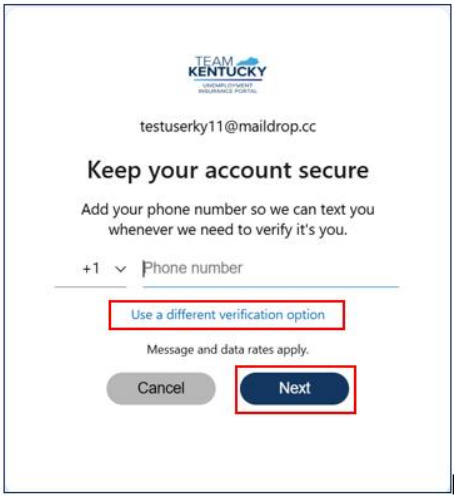
5. Set Up Multi-Factor Authentication (MFA)

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**.

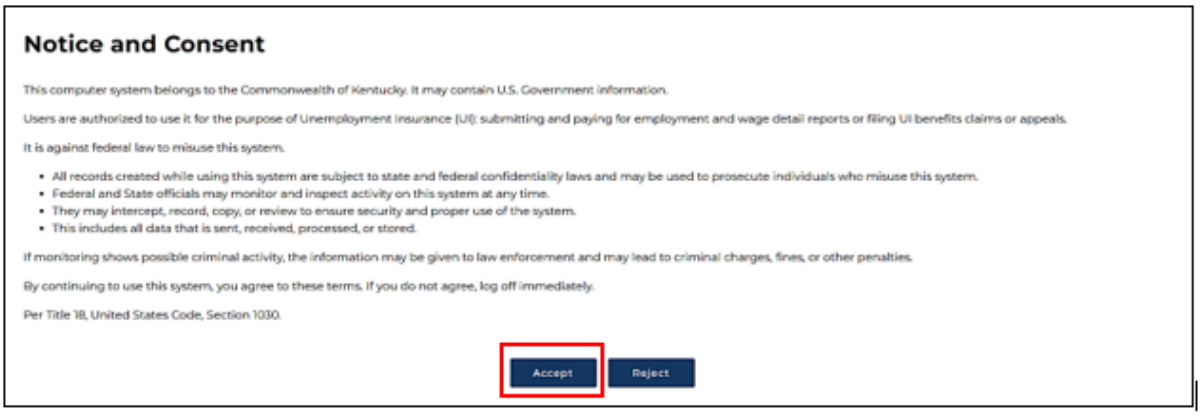


6. Enter the Code

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

7. Notice and Consent

Read and select **Accept** on the Notice and Consent screen. The user will then be directed to the **Register Agent/ Third-Party Administrator** screen to **begin the new TPA registration process.**



Register PEO as a Third-Party Administrator (TPA)

1. Register Agent/Third-Party Administrator

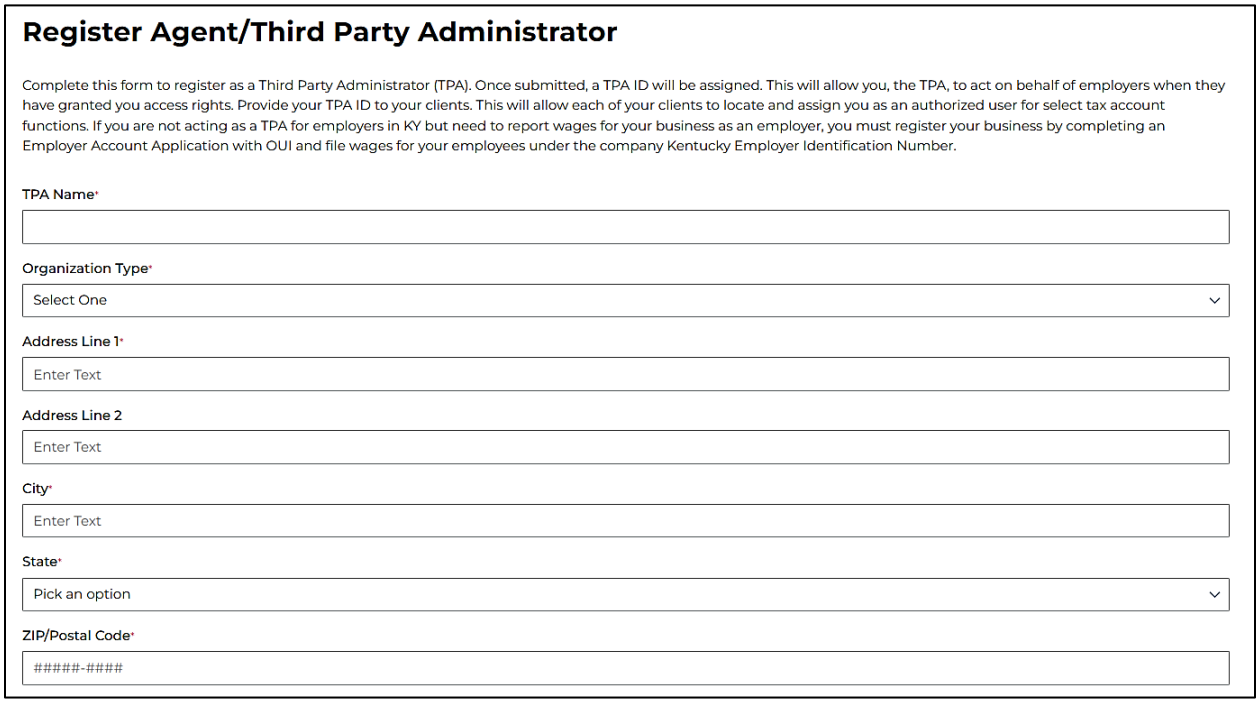
On the **Register Agent/Third Party Administrator** screen, **enter** the TPA's associated information in the fields:

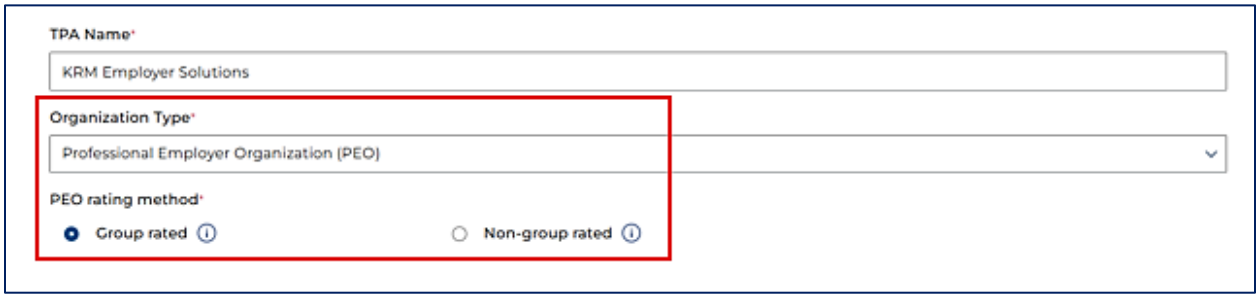
- TPA Name,
- Organization Type: for a PEO, select **Professional Employment Organization**,
- Select **Group Rated** or **Non-group Rated**
    - **Group Rated**: PEO reports wages under the PEOs FEIN. All PEO clients will receive a group experience rate.
    - **Non-group Rated**: PEO reports wages under the Client FEIN. All PEO clients will receive an individual experience rating.
- Address, Street, City, State, ZIP Code,
- County,
- Phone Number,
- Preferred Communication Method (Email or US Mail),
- Email Address.

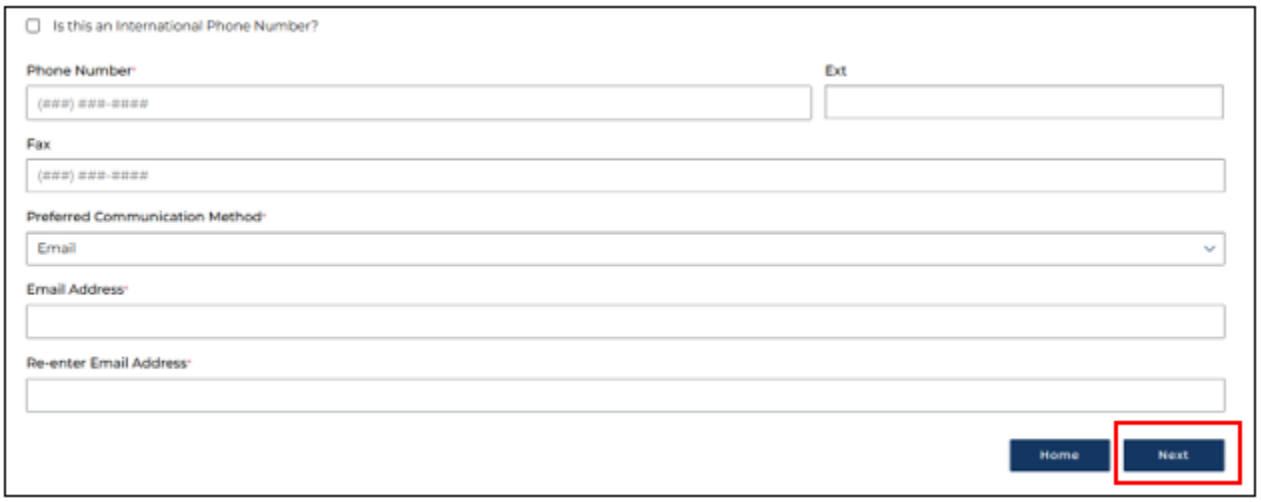
Once all required fields have been entered, select **Next**.

Note: required information is indicated with a red asterisk *

***Note**: 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 **Inviting New TPA Users Job Aid** for the steps to add backup TPA Administrators and TPA Members.*



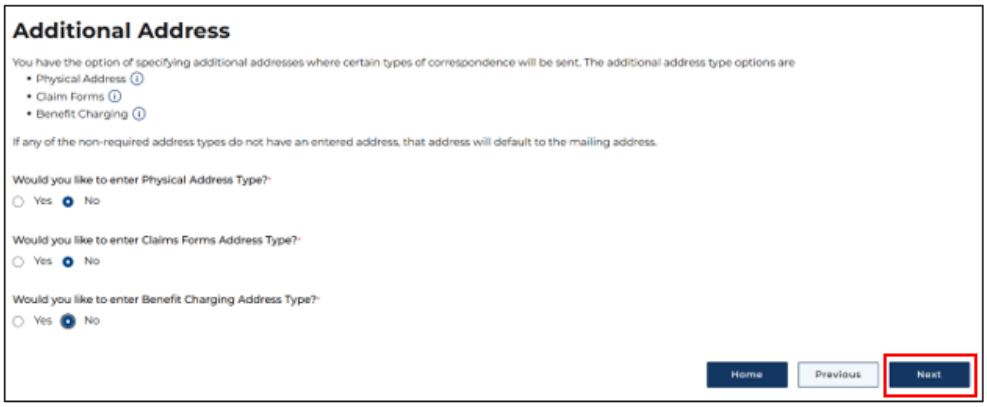




2. Additional Address

On the **Additional Address** screen, select ***Yes*** or ***No*** to enter additional address details for the following address types: Physical Address, Claims Forms Address, Benefit Charging Address. Then, click **Next**.

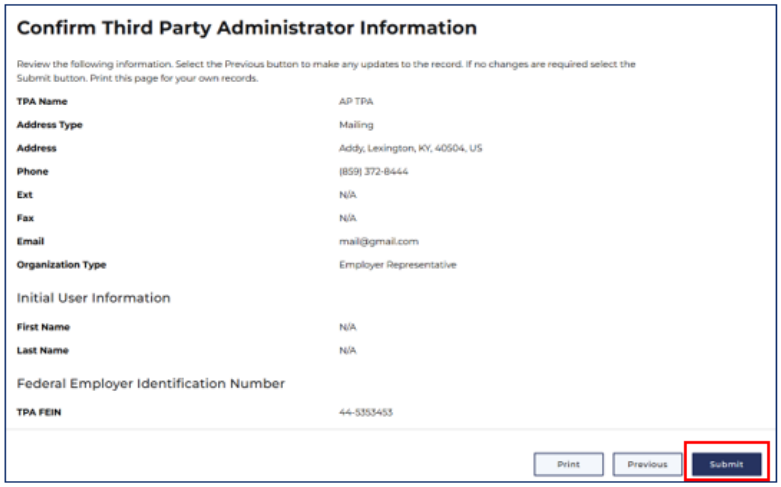
Note*: If no Benefits Charging or Claims Form addresses are added, the correspondence will default to the Mailing Address. If Benefits or Claims information is managed at a different location, the* ***user must enter these addresses*** *at this step to ensure no critical correspondence is missing or misdirected. Select Yes to enter these addresses.*



3. Confirm Third Party Administrator Information

On the **Confirm Third Party Administrator Information** screen, review the details of the TPA Registration for accuracy before clicking **Submit**.

If needed, click **Previous** to return to the previous screen and continue editing the details of the TPA Registration or **Print** to print a copy of the TPA Registration information.



4. PEO Client Upload

Enter the **PEO client FEINs** into the provided fields.

***Note**: Click the **Add** button to add more FEINS when all existing fields are filled.*

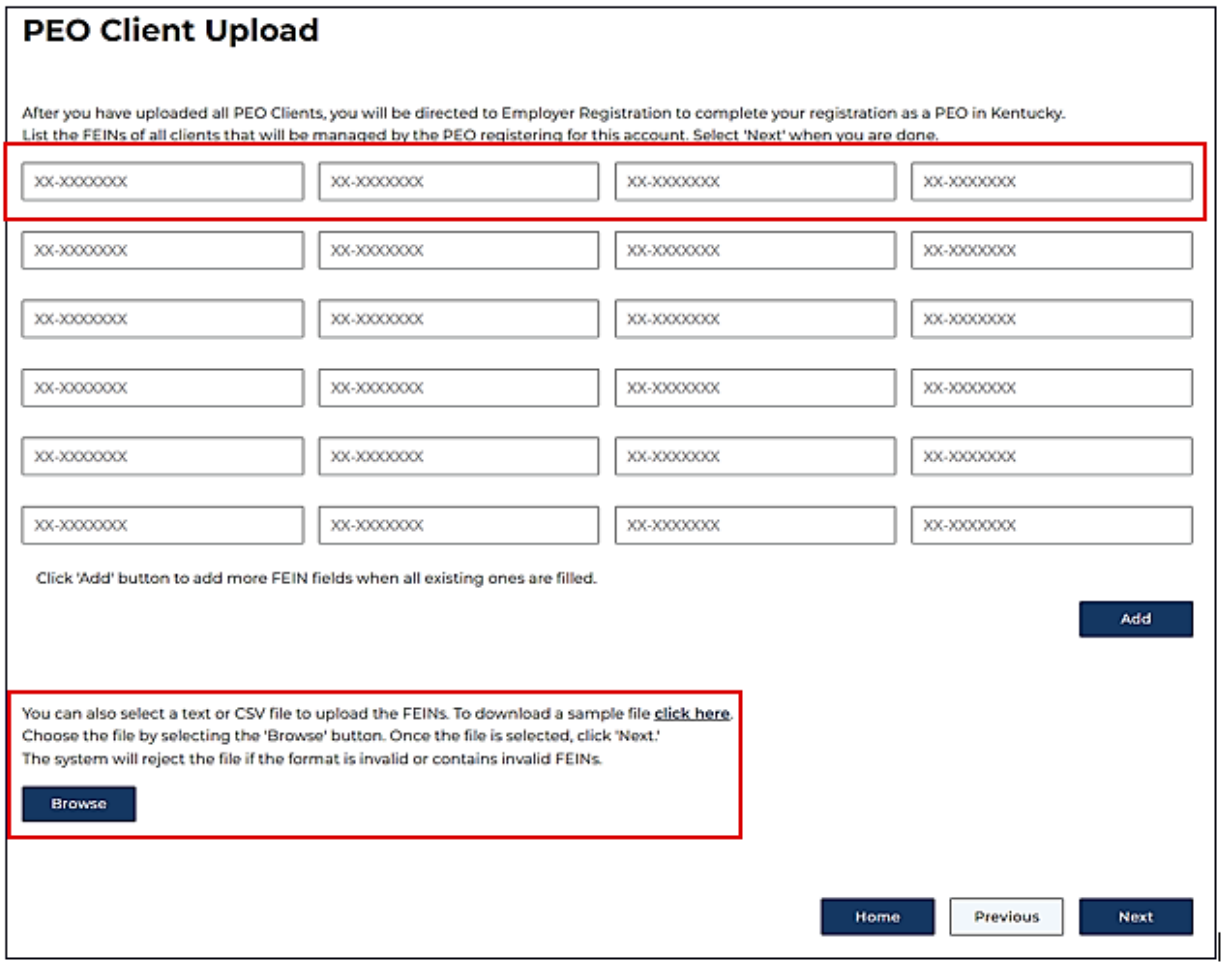
The PEO can also select a **text or CSV file** to upload the FEINs. Click the **Browse** button to select the file to upload.

***Note**: the system will reject the file if the format is invalid or contains invalid FEINs.*

***Note**: to download a sample FEIN file, select the **"click here"** link.*

Once all the FEINs have been added or the FEIN file has been selected, click **Next**.

The PEO will be **directed to the Employer Registration screen** to complete their registration as a PEO.



Register PEO as an Employer

8. Welcome to KY UI Tax Registration

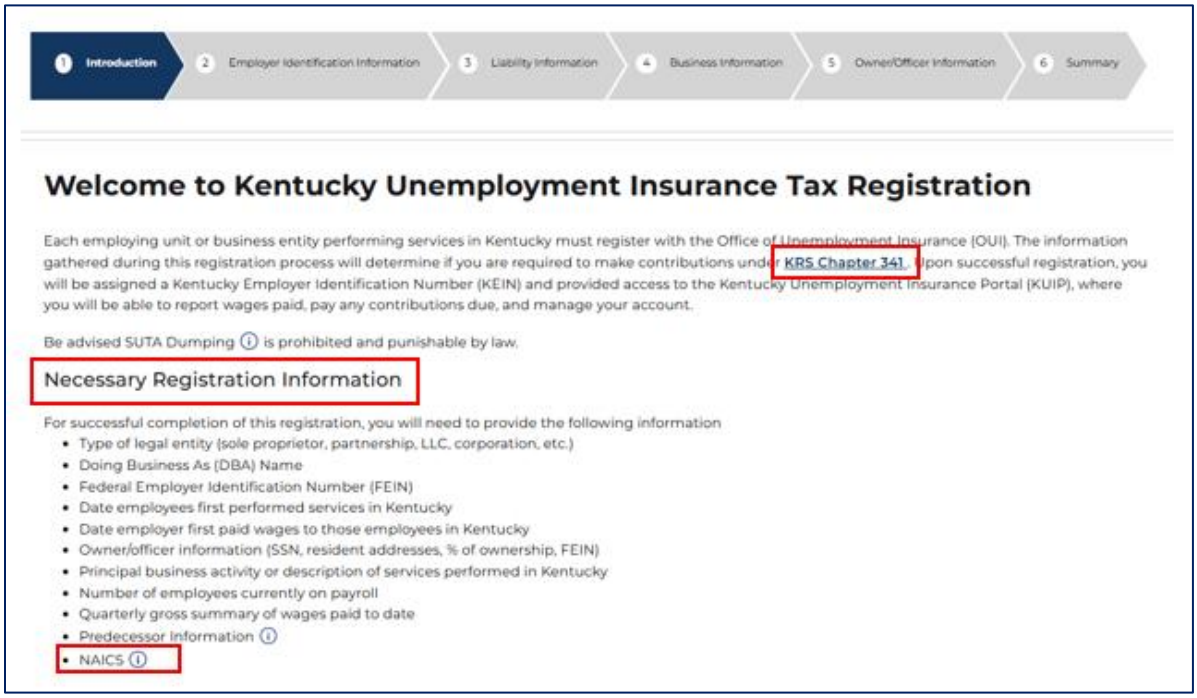
Review the introductory material on the **Welcome screen** and the **Necessary Registration Information** list. This is information you will need to complete the registration process.

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.*



9. Complete the Introduction Screen

Answer the questions and **fill in** the required information to complete the **Introduction** screen. **The PEO will complete the Employer Registration process as the PEO entity *(do not include client information).***

Information to provide:

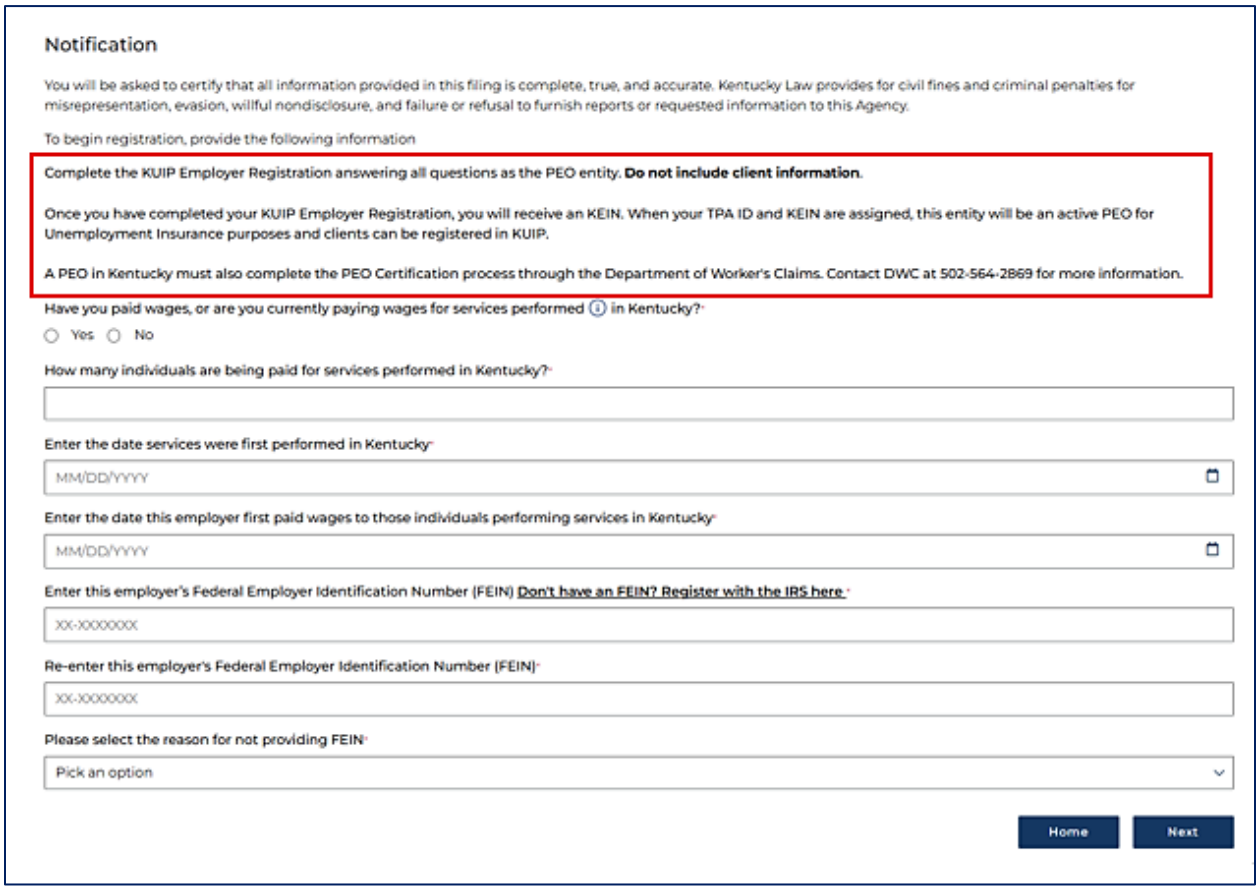
- Have you paid wages, or are you currently paying wages for services performed in Kentucky?
- How many individuals are being paid for services performed in Kentucky?

- Enter the date services were first performed in Kentucky.
- Enter the date this employer first paid wages to individuals performing services in Kentucky.
- Enter (and re-enter) the employer's Federal Employer identification Number (FEIN). **This FEIN must be the same FEIN entered on the TPA registration page for the PEO.**

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

Note: *once the KUIP Employer Registration process is complete, the PEO will receive an* ***employer KEIN*** *and a* ***TPA ID*** *and will have an active status. At this time, the PEO can register clients in KUIP.*

Note: *A PEO in KY must also complete the* ***PEO Certification*** *process through the Department of Worker's Claims. Contact DWC at 502-564-2869 for more information.*

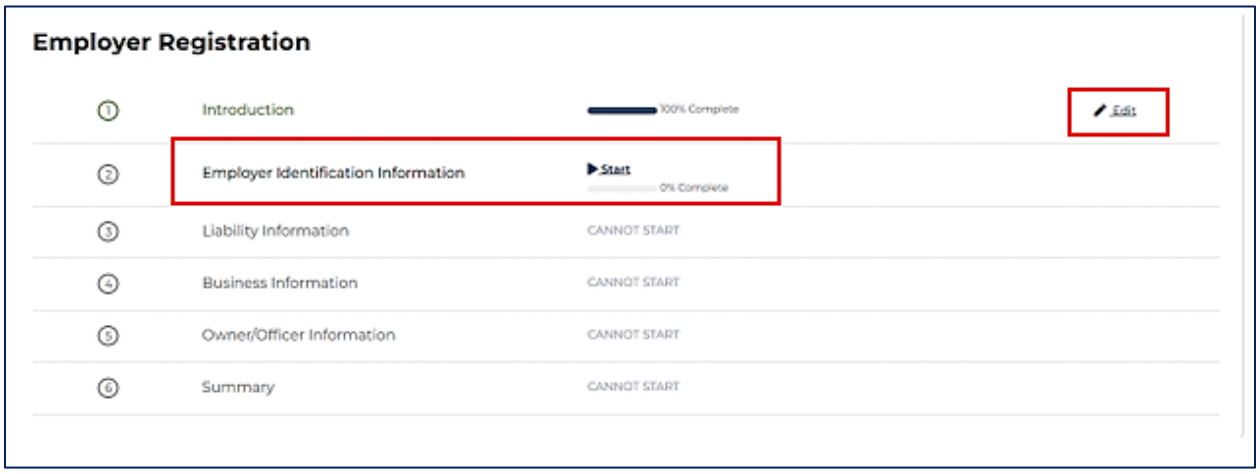


10. Start Employer Identification Information Section

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.*

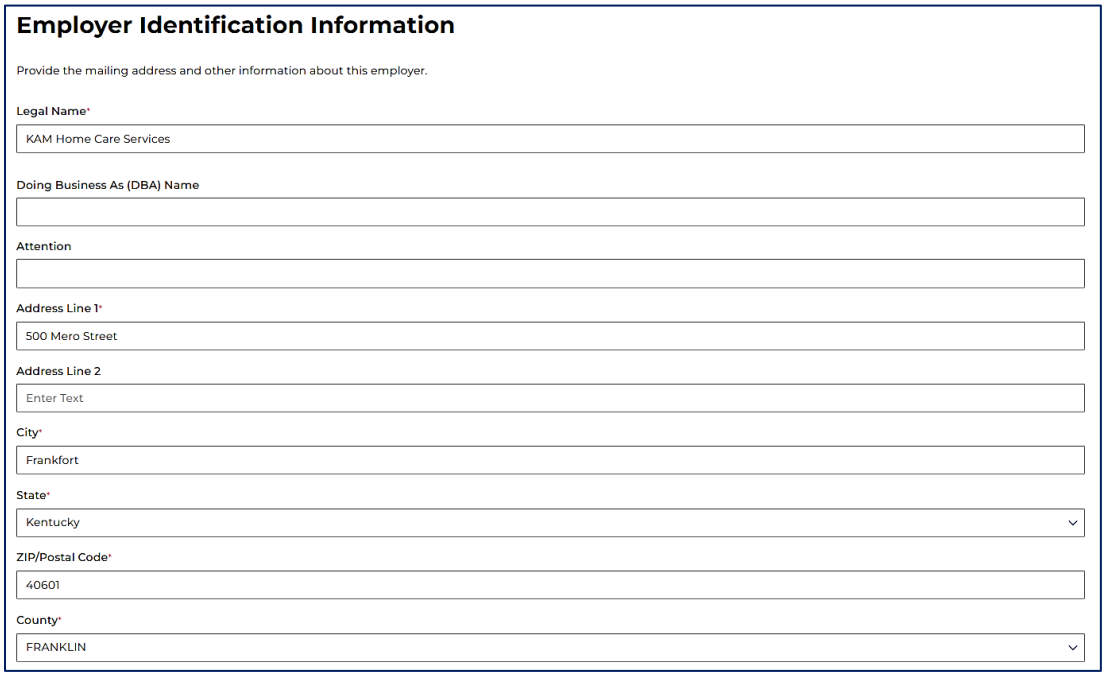


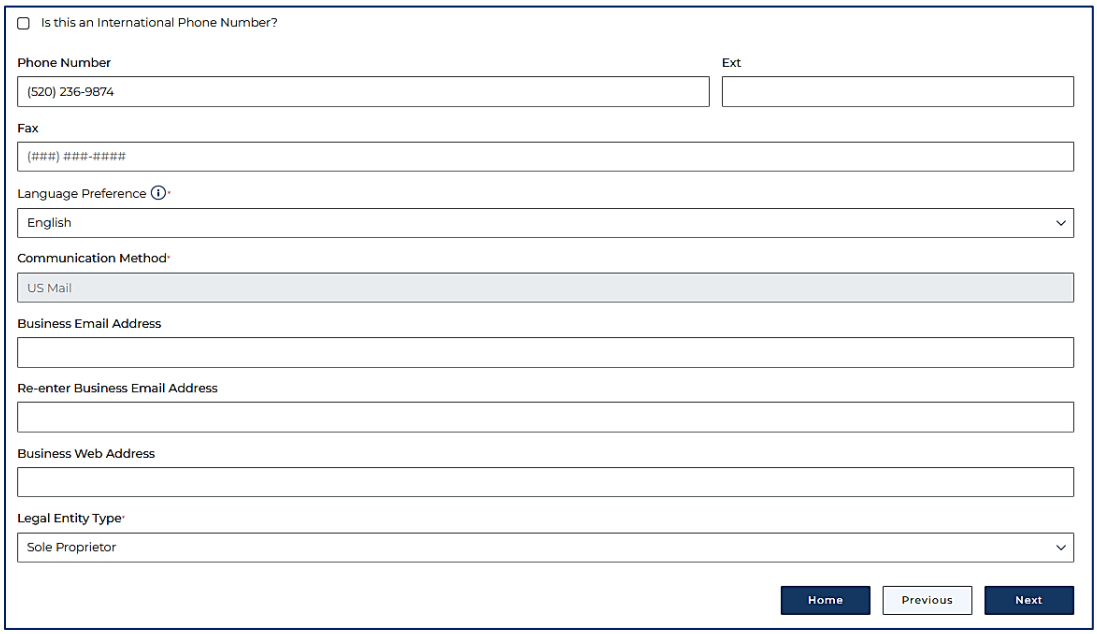
11. Employer Identification Information Screen

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 and 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.

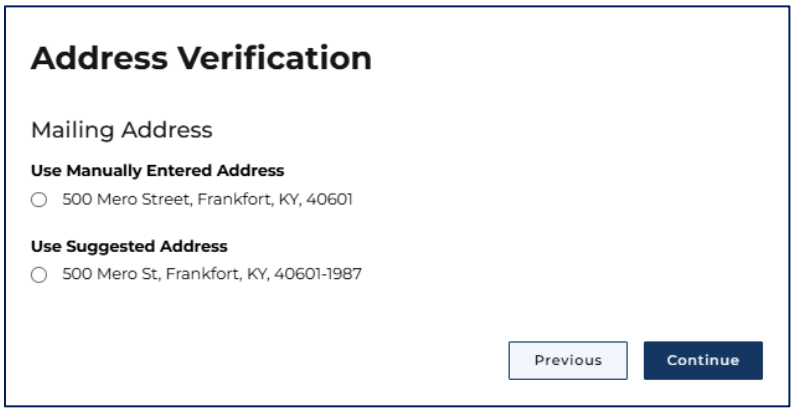




Note: *the selection of **Entity Type** will determine the remainder of the screens through the registration process. KUIP will provide the required screens based on your selection.*

When done, click **Next**.

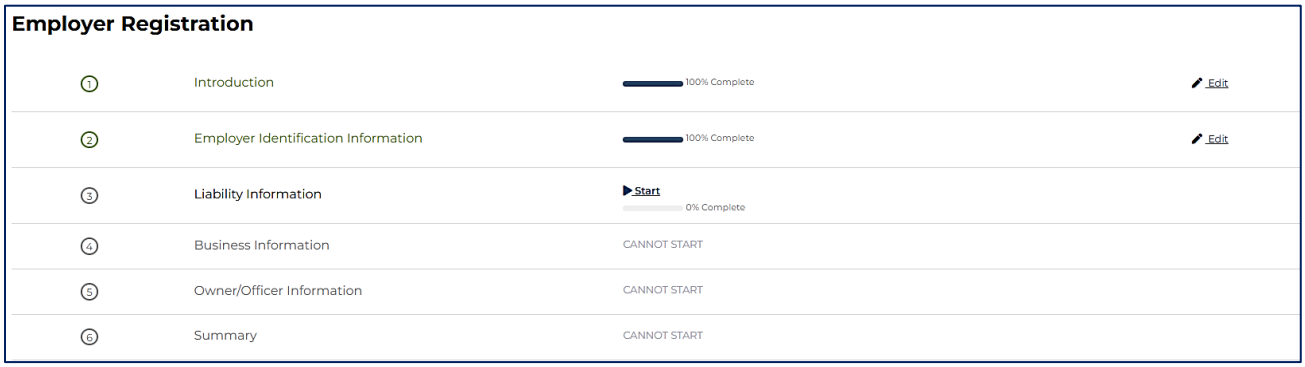
You will be prompted to complete the **Address Verification** popup window. *KUIP interfaces with the US Postal Service database to verify addresses.* Make your selection and click **Continue**.



12. Start Liability Information Section

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

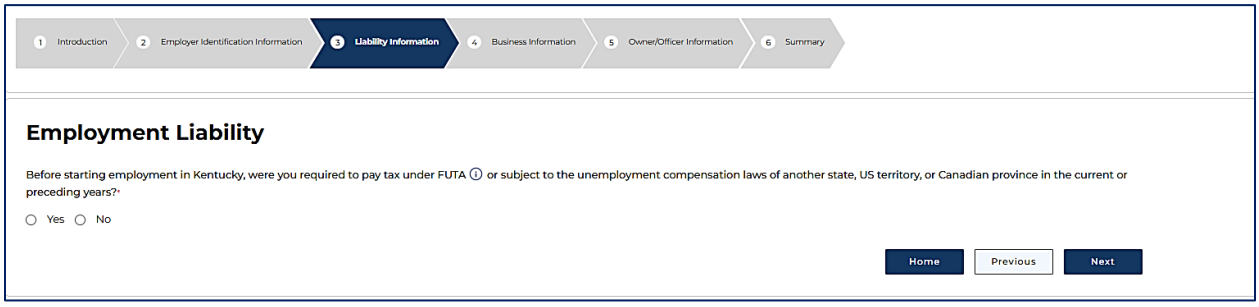
Click the **Start** link to begin the **Liability Information** section.



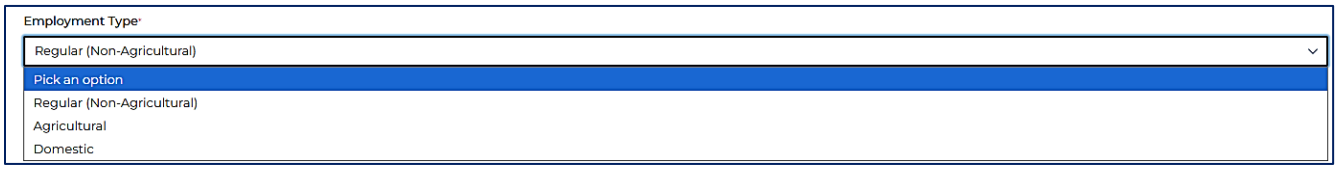
13. Employment Liability

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).*

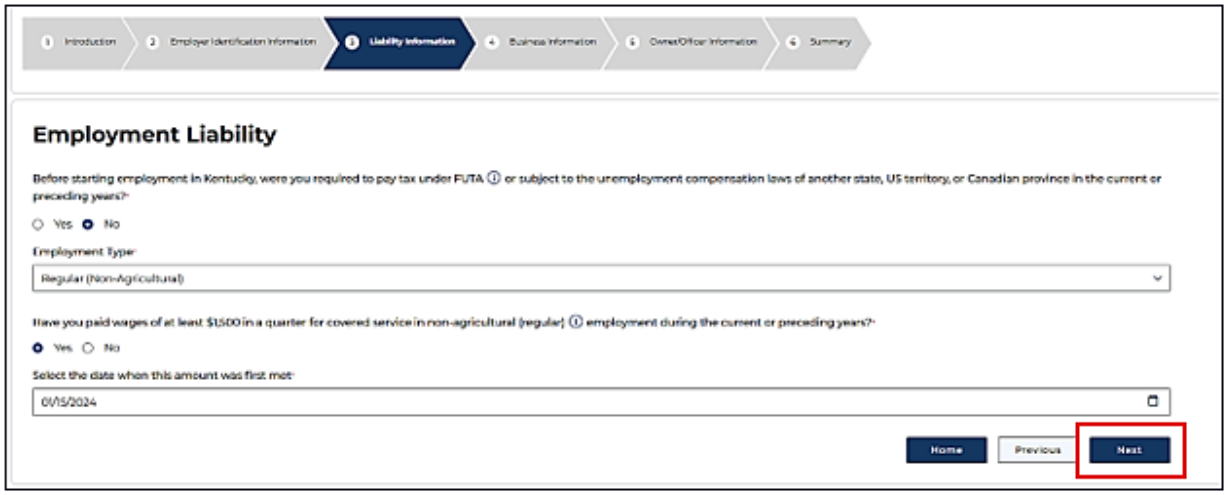
Agricultural: $20,000 in a calendar quarter or at least 10 workers for 20 weeks.

Domestic: $1,000 in a calendar quarter.

14. 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**.



15. Start Business Information Section

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

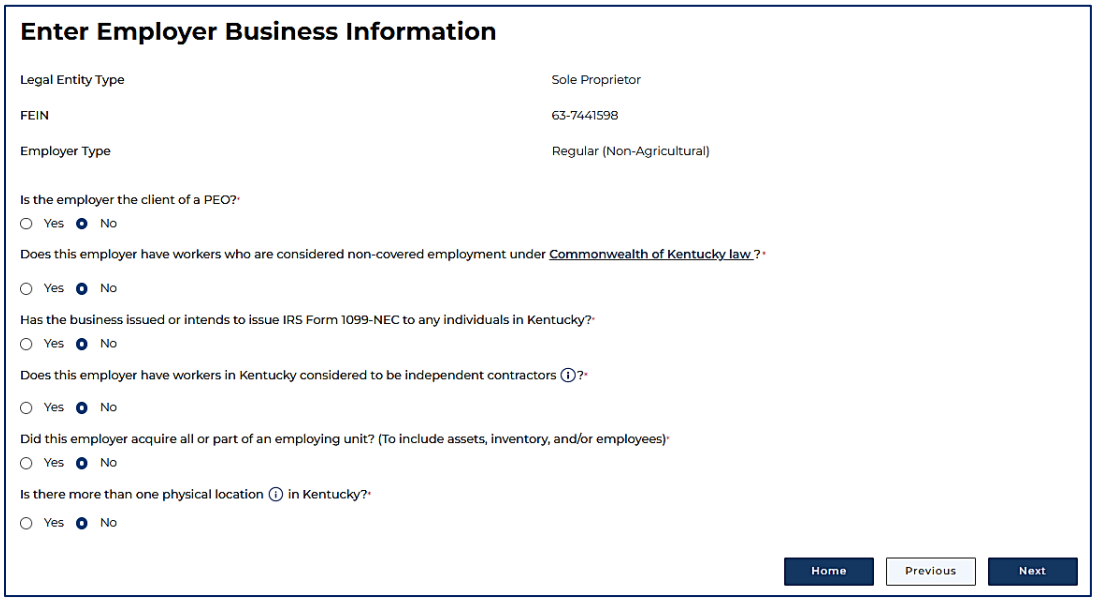
Click the **Start** link to begin the **Business Information** section.

16. 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 six questions. Answering Yes to certain questions will lead to system messages or additional screens to be completed in the registration process.

- 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.

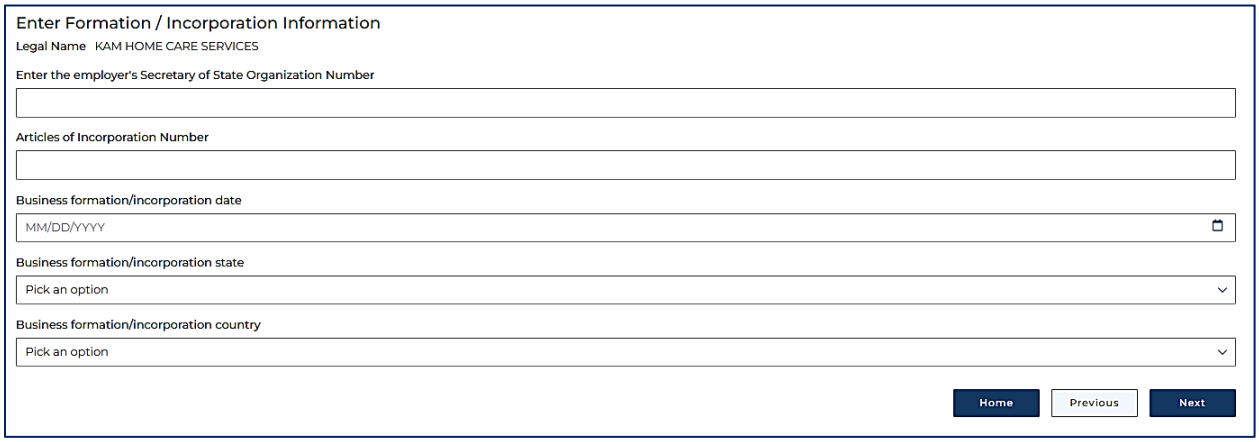


17. Enter Formation/Incorporation Information (only required for certain entity types)

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

***Note**: this information is optional and will only show on the screen for certain entity types.*

Once entered, click **Next**.



18. Enter Physical Location Address

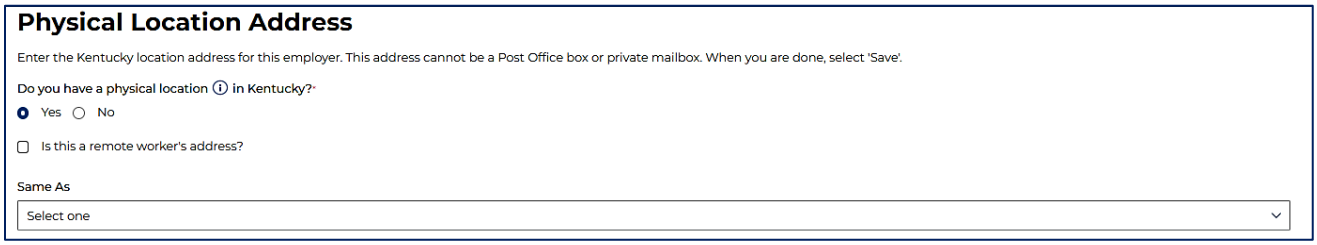
Select **Yes** or **No** to the following question: *Do you have a physical location in Kentucky?*

Note: *you must have a physical location in Kentucky. The address cannot be a Post Office box or private mailbox.*

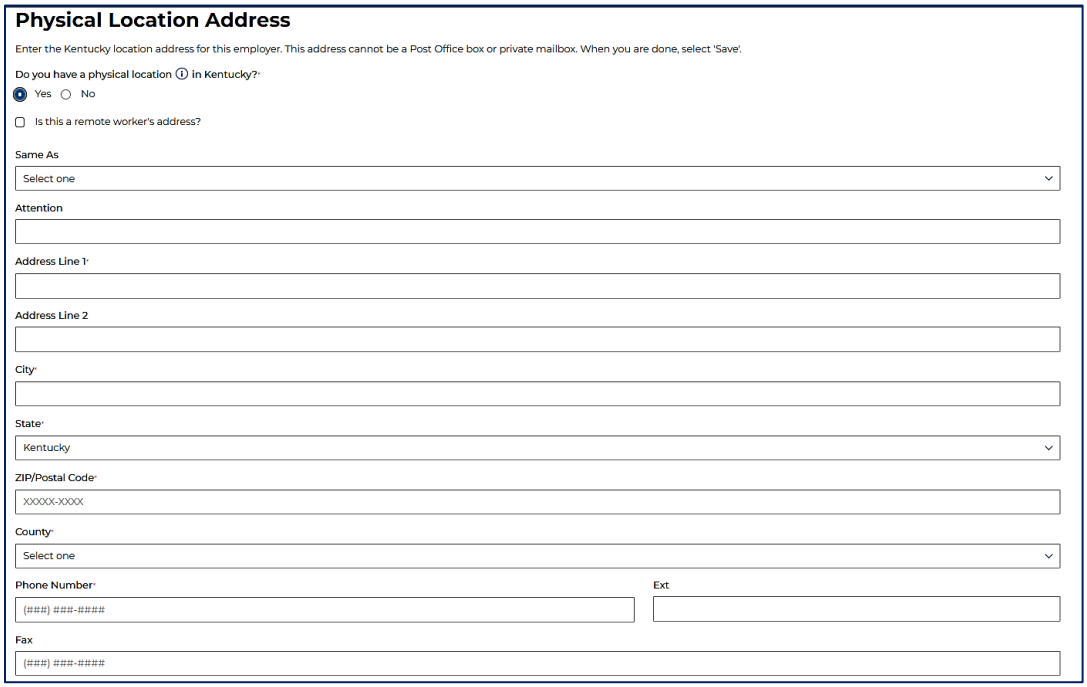
The Physical Address is where services are being performed and workers receive direction. If the business has multiple Kentucky locations, the physical address should be the primary business site.

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.

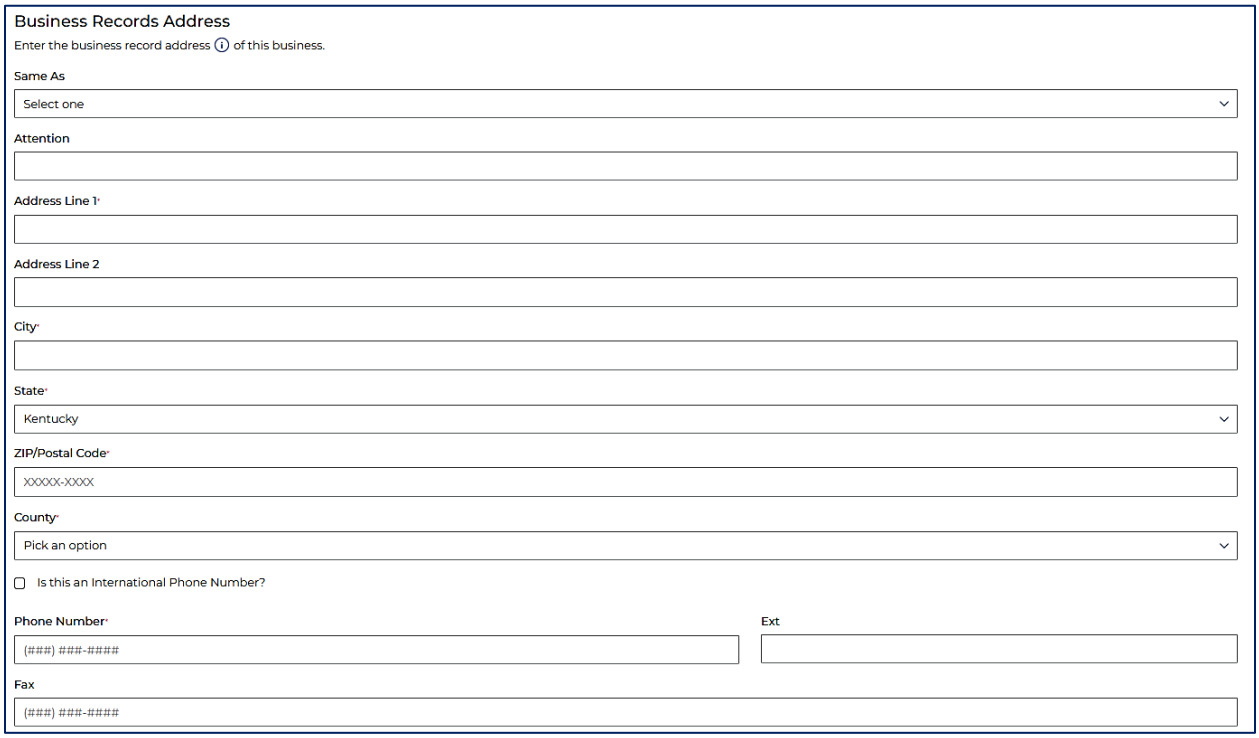


19. Enter Business Records Address

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.



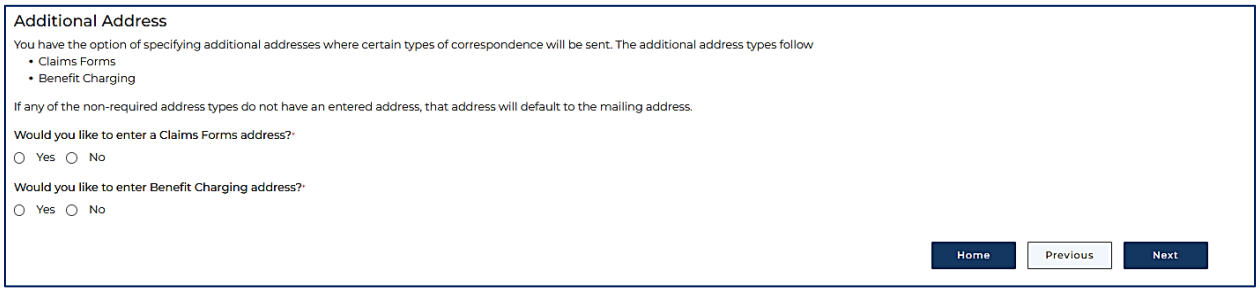
20. Specify Additional Addresses

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.

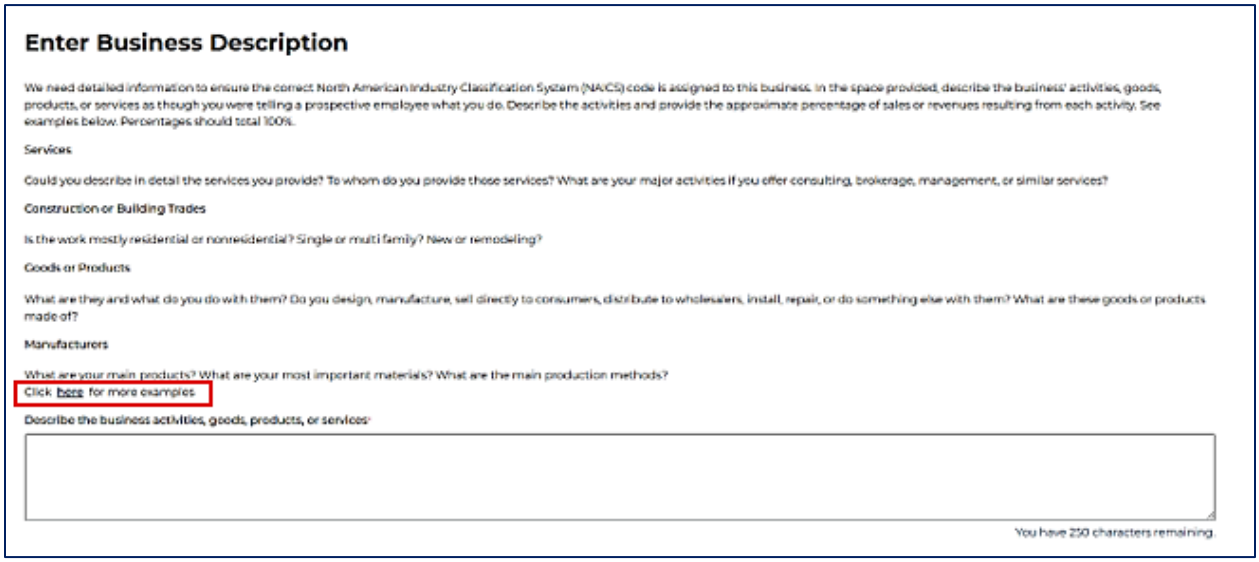
When done, click **Next**.



21. 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."

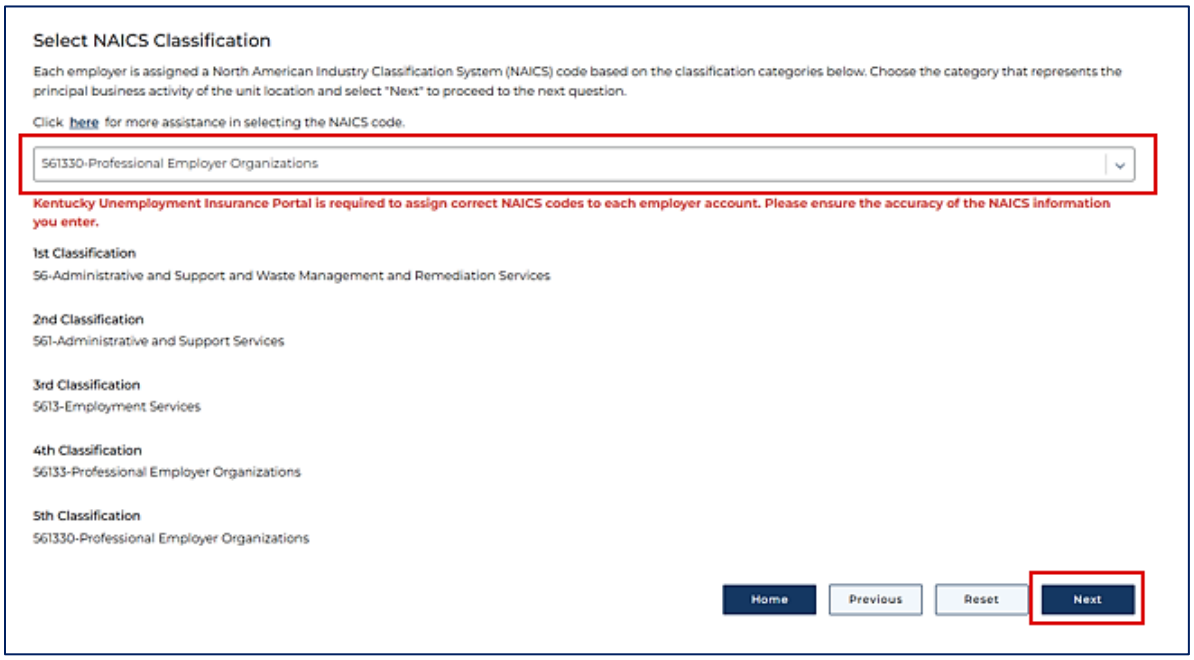


22. Select NAICS Classification

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**.

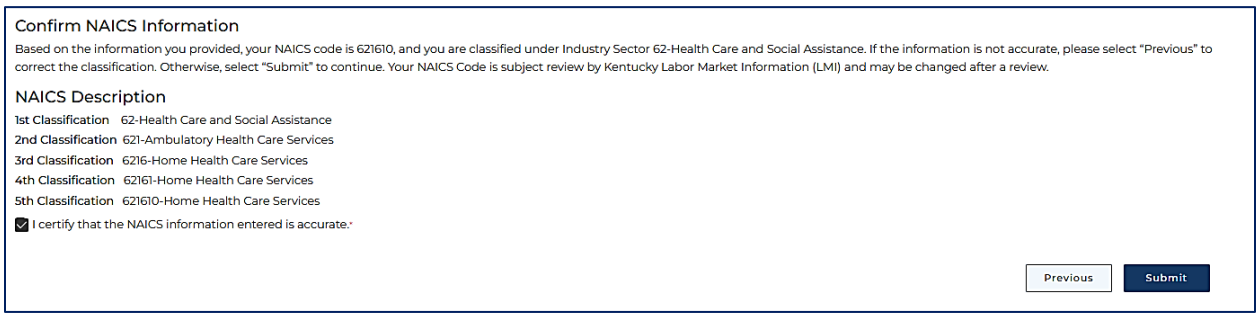
***Note**: the NAICS code for PEOs is **561330** Professional Employer Organizations.*

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.

23. Start Owner/Officer Information Section

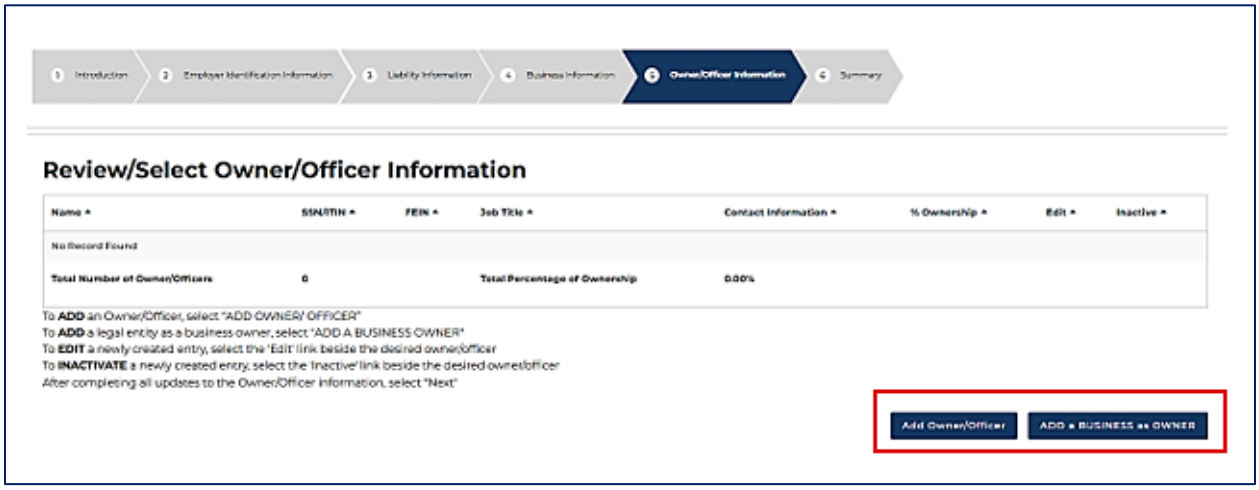
Confirm the **Business Information** section is 100% complete.

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

24. 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. *This selection will only be provided for specific entity types.*



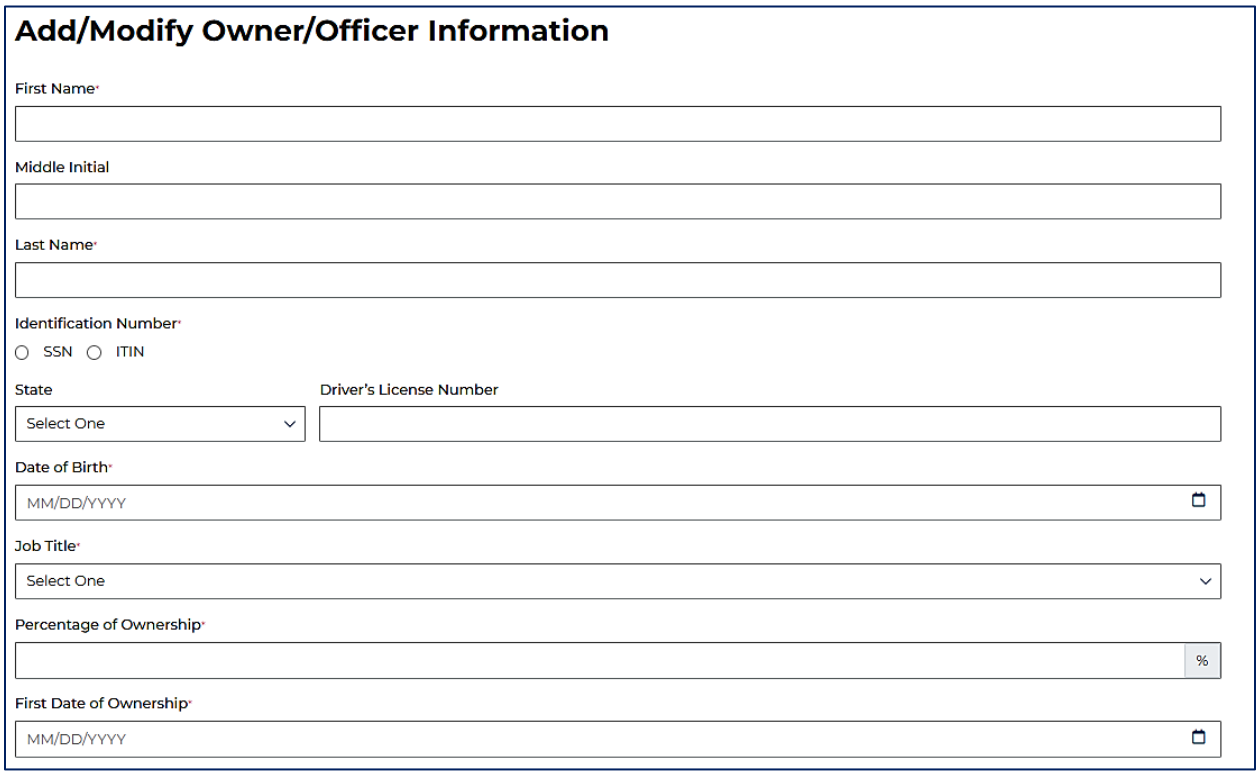
25. Enter the Owner/Officer Information

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**.

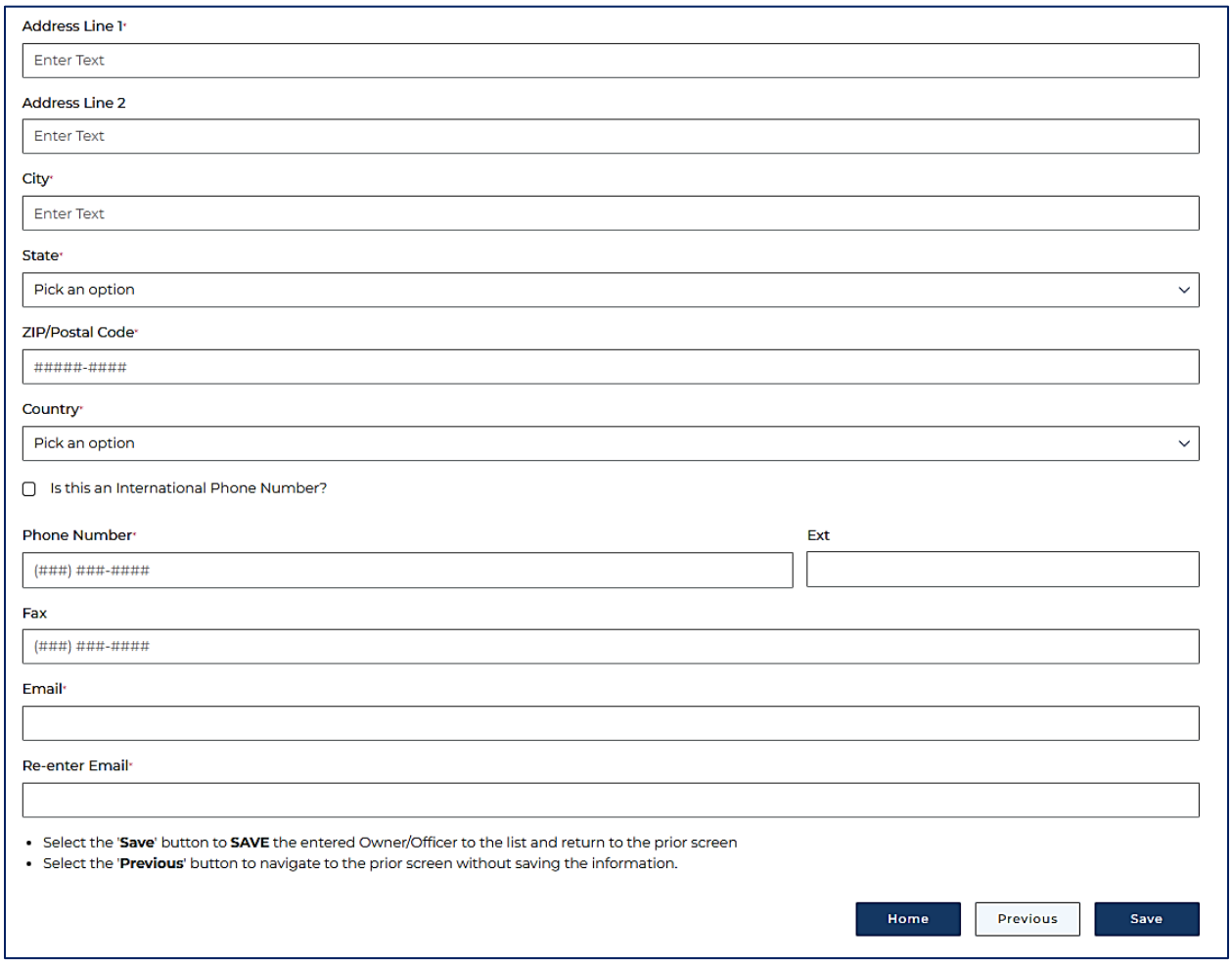
Enter the **First Date of Ownership** using the calendar icon or by entering manually.



26. Enter the Owner/Officer Address

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

Click **Save.**



27. Add Additional Owners or Officers

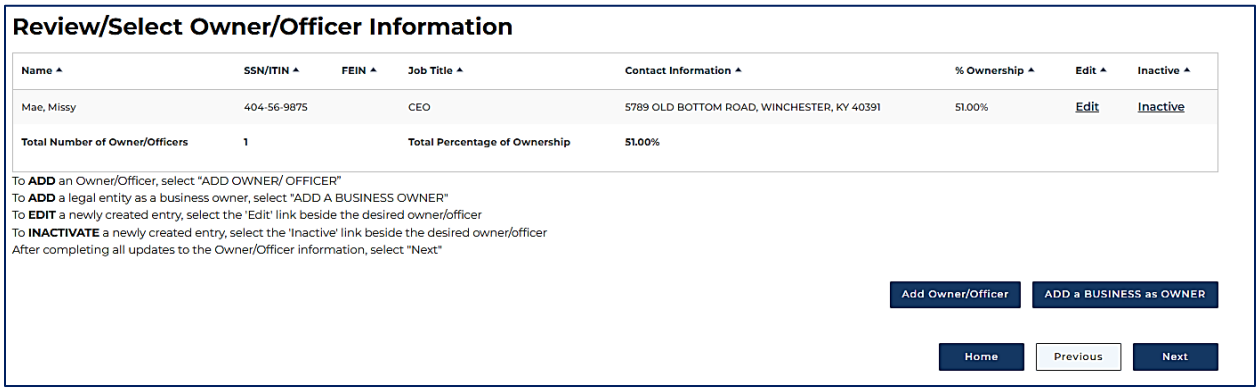
The owner/officer just added is now shown in the **Owner/Officer table.** This table shows their Name, SSN/ITIN or FEIN, Job Title, Contact Information, and % Ownership.

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.

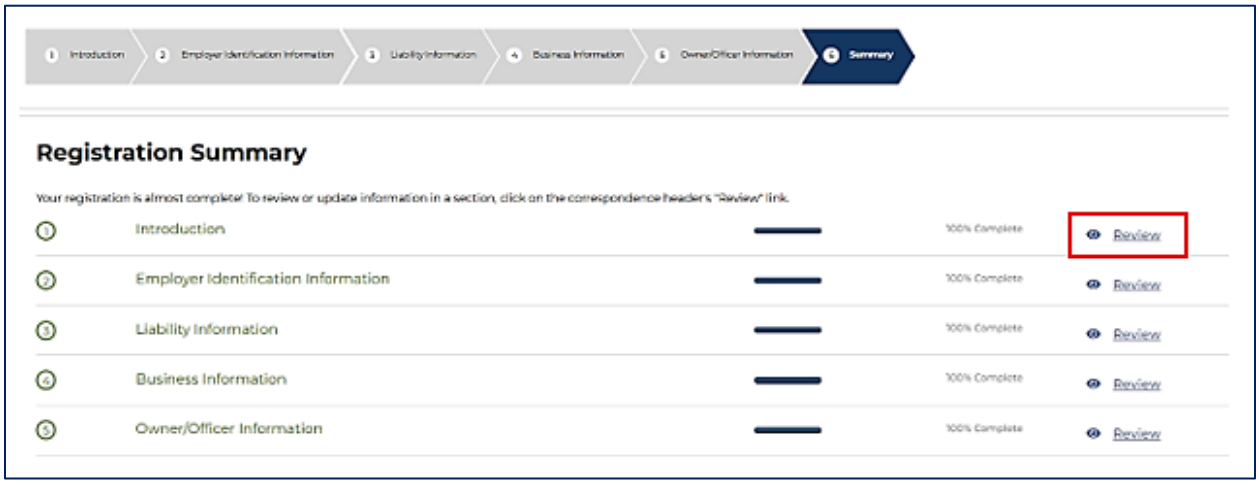
28. Start Summary Section

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

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

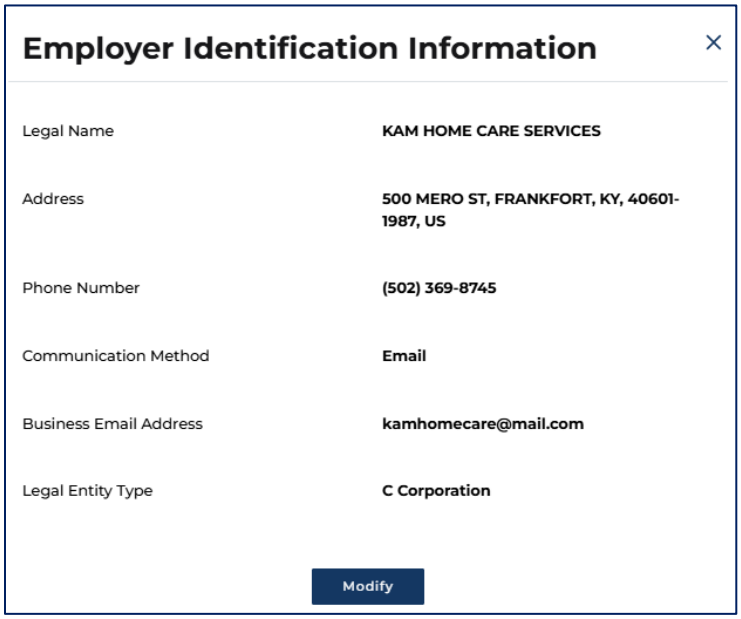
29. Review Registration Information

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.

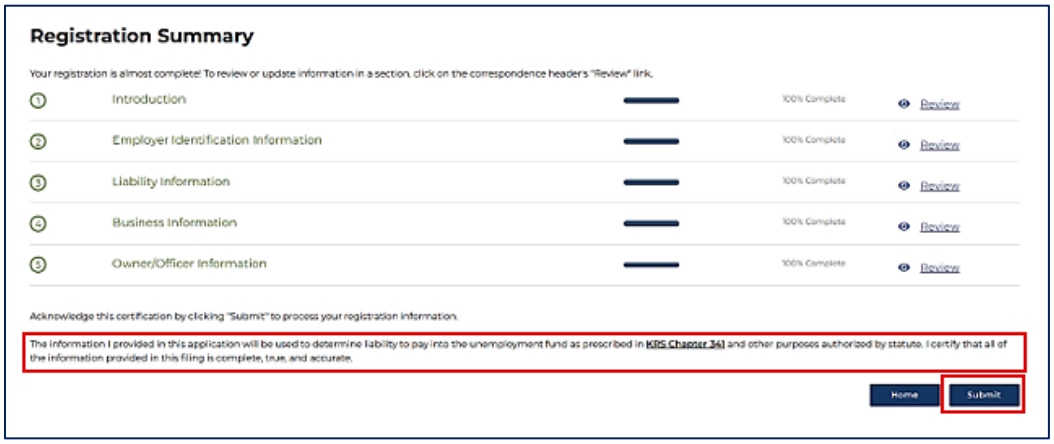
To update information, click the **Modify** button. If all the information is correct, click the "**X**" to close the window.



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.*

30. 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**.



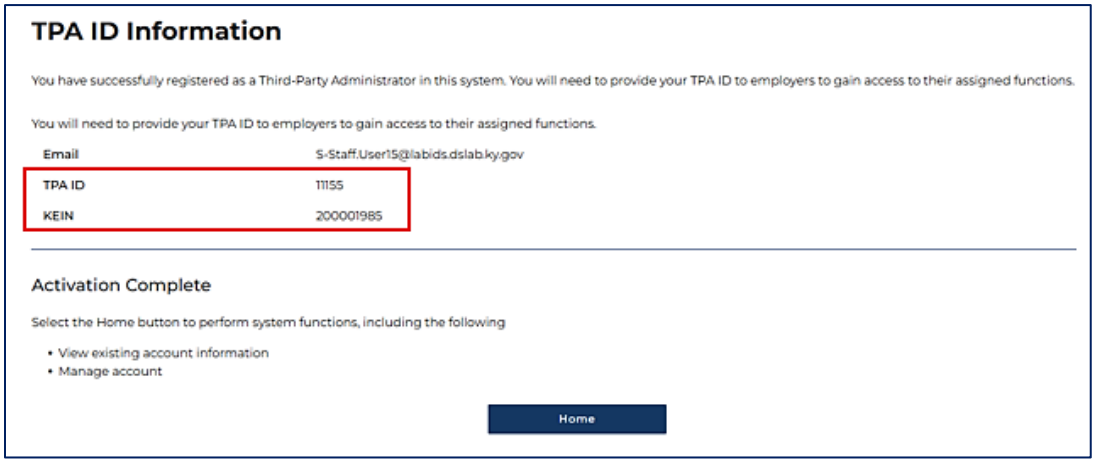
32. TPA ID Information

After clicking **Submit**, the **TPA ID** Information screen is displayed and alerts the user that the TPA has been successfully registered. The screen provides the **TPA ID** and the **employer KEIN** (for the PEO).

Review the details displayed on the screen and **be sure to record the TPA ID** and **Employer KEIN** for future reference.

Note: The TPA will need to provide the TPA ID to their employers.

Click **Home** to navigate to the **TPA Home** screen.



Registration Correspondence

33. TPA Registration Correspondence

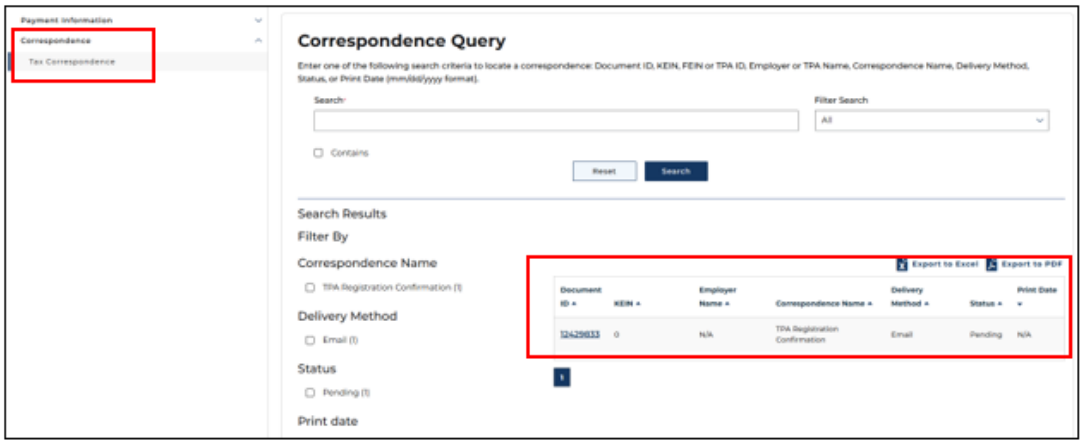
Once the TPA account is registered, a **TPA Registration Confirmation Notice correspondence** should be available in KUIP beginning the day after registration.

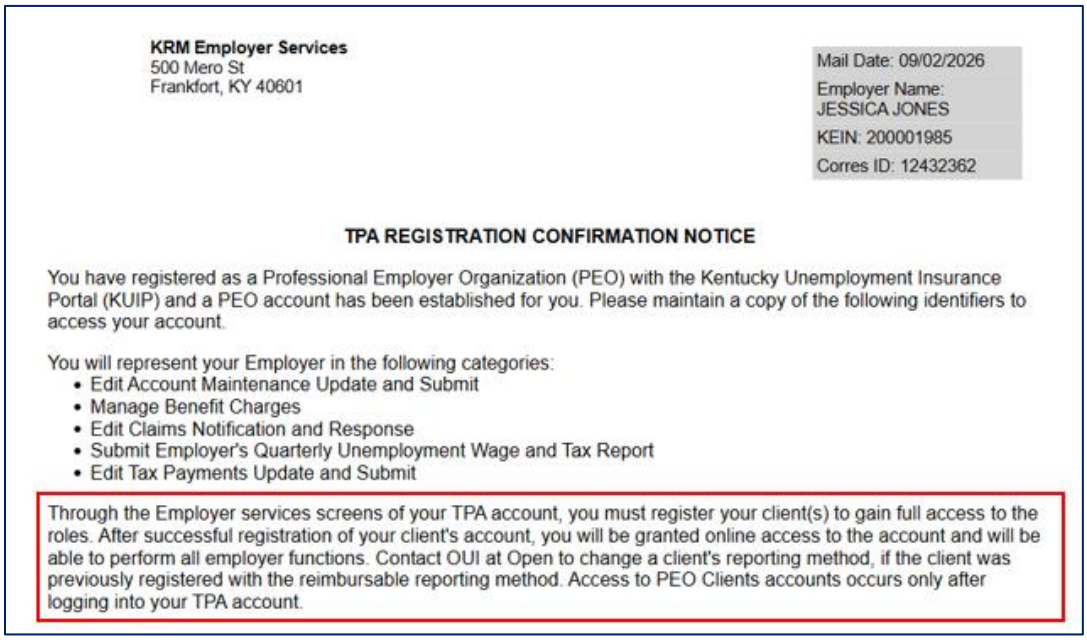
Navigate to **Correspondence** in the Left Nav menu and select **View Correspondence**.

A list of available correspondence will populate in the **Search Results** area.

Select the **TPA Registration Confirmation Notice Document ID** to open the correspondence in a new browser window.

Note: this correspondence lists the User ID (email) to log into KUIP and the TPA ID.





KRM Employer Services
500 Mero St
Frankfort, KY 40601

Mail Date: 09/02/2026
Employer Name: JESSICA JONES
KEIN: 200001985
Corres ID: 12432362

TPA REGISTRATION CONFIRMATION NOTICE

You have registered as a Professional Employer Organization (PEO) with the Kentucky Unemployment Insurance Portal (KUIP) and a PEO account has been established for you. Please maintain a copy of the following identifiers to access your account.

You will represent your Employer in the following categories:
- Edit Account Maintenance Update and Submit
- Manage Benefit Charges
- Edit Claims Notification and Response
- Submit Employer's Quarterly Unemployment Wage and Tax Report
- Edit Tax Payments Update and Submit

Through the Employer services screens of your TPA account, you must register your client(s) to gain full access to the roles. After successful registration of your client's account, you will be granted online access to the account and will be able to perform all employer functions. Contact OUI at Open to change a client's reporting method, if the client was previously registered with the reimbursable reporting method. Access to PEO Clients accounts occurs only after logging into your TPA account.

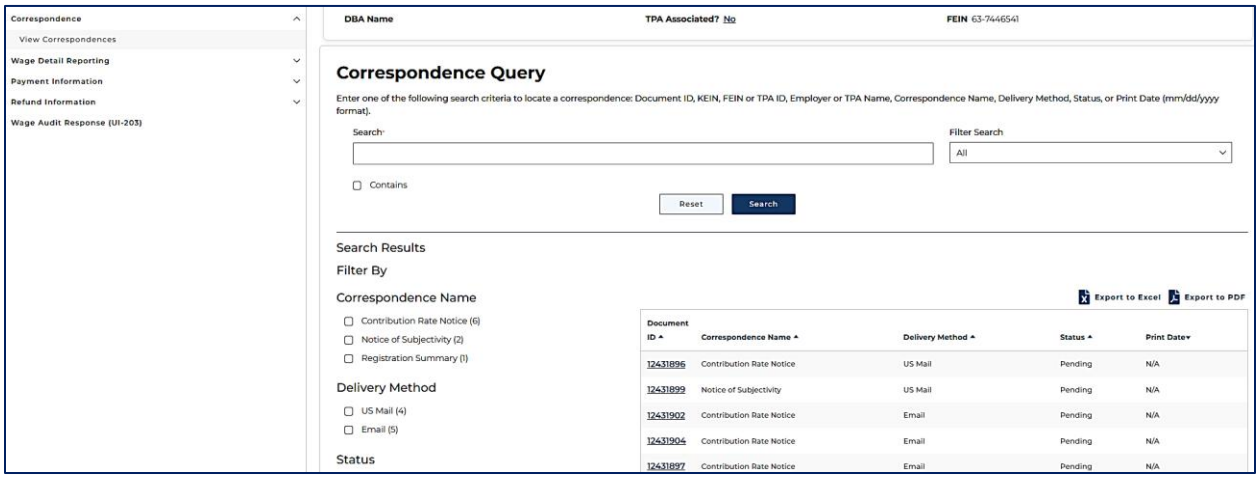
***Note**: per the correspondence, as a PEO, **you must register your client(s)** to gain full access to the roles. You will register the clients from the **Client Registration** menu of your TPA Home Page after logging into your TPA account.*

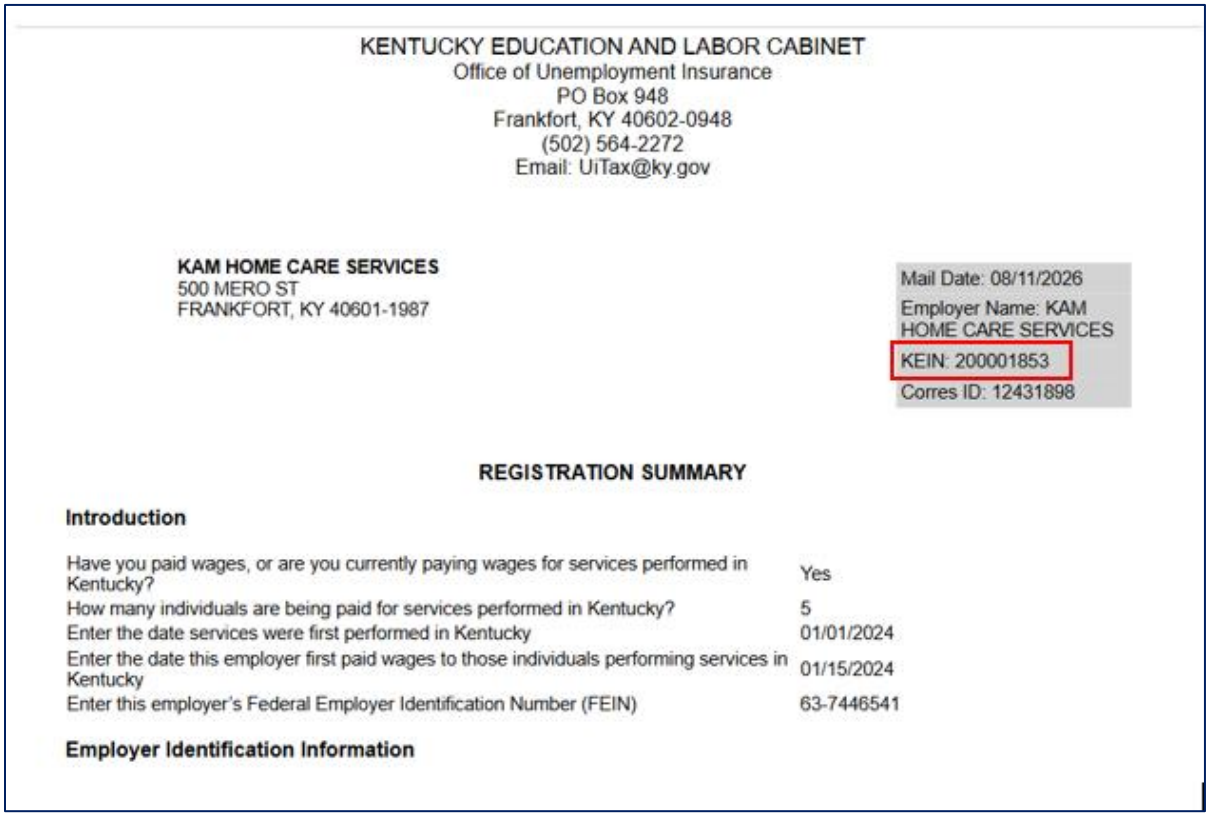
31. Employer Registration Correspondence

Employer correspondence will include 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*** *or* ***Video***.