



## BEACON Account Activation for Employers with an UI Account

These instructions are for employers **who have a Maryland unemployment insurance (UI) account**. If you **do not have an UI account**, refer to the [BEACON New Employer Account Registration](#).

**NOTE: BEACON** is Maryland's UI system, which allows employers, third-party agents, and claimants to complete several UI tasks and access information.

- **Activate your UI account** on the **BEACON** employer website ([employer.beacon.labor.md.gov/](http://employer.beacon.labor.md.gov/)).

- Select **“I need to activate my account.”**

- You will be taken to the **Employer Account Activation** page. Enter your **MD employer UI account number** and **either** the:
  - amount of your last payment (to Maryland Division of Unemployment Insurance);
  - gross wages reported on your most-recently filed UI tax report; or,
  - activation code (sent by mail).

- Enter the **Captcha code** and select **“Login.”**
- On the **Create Account screen**, enter a **username** and select **“Validate.”** Choose your **password, security questions, and answers**. Then, select **“Next.”**

Enter a Username:

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**Login Credentials:**

Enter a password and choose three security questions and answers.  
 The password must be at least 8 characters and no more than 15 characters long. It must contain a combination of the following:

- at least one capital letter (A through Z)
- at least one number (0 through 9)
- at least one special character (such as \$, #, %, \*).
- at least one lower case letter (a through z)

Each Security question can only be used once. Do not select the same Security question after you have used it.

Choose a Password: \*

Confirm your Password: \*

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**Select Security Questions**

- An **address for the business will prepopulate** on the next screen. Select “New” to add an address or select a link under the Address section to update the address displayed. Select “Next” to continue.

Address	City	State	ZIP/Postal Code	Address type	History
	BALTIMORE	MARYLAND	21222-6125	Legal	<a href="#">History</a>

- Your **contact information will populate** on the next screen. Update the information by selecting the link under the First Name section. To add a contact, select “New.”

First Name	Last Name	Job Title	Telephone Number	Ext	Secondary Telephone Number	Ext	Status	Email	Contact Type
<a href="#">JOHN</a>							Active	TEST@	Other

- On the same screen, use the **dropdown menu to choose your preferred communications method**. Additional fields will display, depending on your choice. Select “Next” to continue.

**Contact Information**

First Name	Last Name	Job Title	Telephone Number	Ext	Secondary Telephone Number	Ext	Status	Email	Contact Type	History	Modified Date
<a href="#">JOHN</a>							Active	TEST@	Other		07/15/2020

How would you like to receive your communication?

- Select “**Finish**” on the **Activation Completed** screen to complete the process.

**Activation Completed**

The employer account is successfully activated.

For more, see [Account Activation and Registration](#) (at [MDunemployment.com](#))