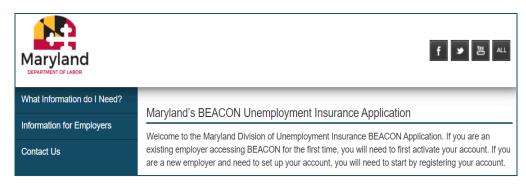


BEACON Account Activation for Employers with an UI Account

These instructions are for employers who have a Maryland unemployment insurance (UI) account. If you do not have an UI account, refer to the <u>BEACON New Employer</u> 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/).



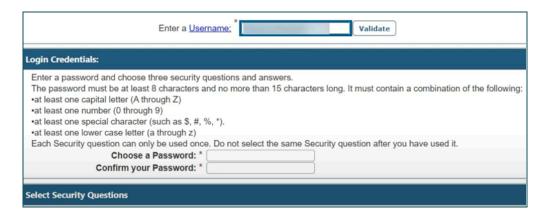
Select "I need to activate my account."



- 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);
 - o gross wages reported on your most-recently filed UI tax report; or,
 - o activation code (sent by mail).



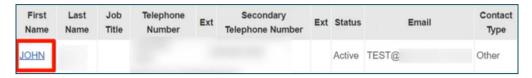
- Enter the Captcha code and select "Login."
- On the **Create Account screen**, enter a **username** and select "Validate." Choose your **password**, **security questions**, and **answers**. Then, select "Next."



 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.



 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."



 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.



Select "Finish" on the Activation Completed screen to complete the process.



For more, see <u>Account Activation and Registration</u> (at <u>MDunemployment.com</u>)