![Maryland Department of Labor logo]

BEACON Employer & Third-Party Agent Resource Document

The Maryland BEACON unemployment insurance (UI) system allows employers, third-party agents, and claimants to perform several UI tasks and access information, online, 24/7. You must create a BEACON account to use the system.

NOTE: A third-party agent is an individual authorized by an employer to act on its behalf.

1. Log in to BEACON

● **Employer BEACON webpage**	● **Third-party agent BEACON webpage**

2. BEACON Features

An employer can:	A third-party agent can:
● update account information (address, contact, and ownership, etc.); ● access tax rates; ● submit and adjust wage reports; ● pay contributions; ● file appeals; ● submit information and documents; ● view correspondence; ● establish a third-party agent, etc.	● submit a Power of Attorney (POA) online and access the client's account; ● file wage reports for clients; ● make contribution payments for clients; ● obtain rate information for clients; ● file appeals for clients.

## 3. Activating/Registering for a BEACON Account

Employers and third-party agents must activate or register for an account to use BEACON.

● An employer or agent who ***does not*** **have a Maryland UI account number must register for an account**.

   ○ To register: go to the **BEACON login page** (see **employer login page** or **agent login page**); select "**Register for an Account**," and follow the prompts.
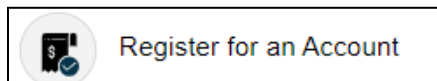
● An employer or agent who has a **Maryland UI account number** must **activate an account**.

- To activate: go to the **BEACON login webpage** (see the **employer login page** or **agent login page**); select **"I need to activate my account"**; and follow the prompts.

I need to activate my account
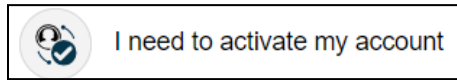
For instructions, see **BEACON Account Activation and Registration for Employers and Third-Party Agents**.

4. **BEACON Mobile App for Employers**

Employers can use the **MD Unemployment for Employers** to complete **some** (but not all) UI tasks in BEACON (paying UI taxes, submitting wage reports, filing appeals, etc.).

Download the app for free from the **iOS App Store** or **Google Play Store**.

5. **Submitting a Power of Attorney (POA)**

All third-party agents must have an active POA approved by the Division to perform activity for an employer. Employers and agents can submit a **POA authorization form** in BEACON.

Employers - POA Submission Instructions	Agents - POA Submission Instructions
• Login to your BEACON employer portal. • From the left menu, select "Account Maintenance." • Select "Agent Assignment." • Then, Select "Add Agent" and follow the prompts.	• Login to your BEACON agent portal. • From the left menu, select "Account Maintenance." • Select the "Maintain POA icon" and scroll down to the Upload POA field. • Next, enter the employer account ID number and select "Search." • When the employer details populate, upload the POA document. • When the document is uploaded, select "Save." Once approved, the POA status will change to active.

For employer and agent BEACON submission instructions, see the **Designating a Power of Attorney Instructions**.

6. **BEACON Resources**

For more, see the:

- **BEACON System Overview**
- **BEACON Account Activation and Registration for Employers & Third-Party Agents**
- **BEACON Employer FAQs**