

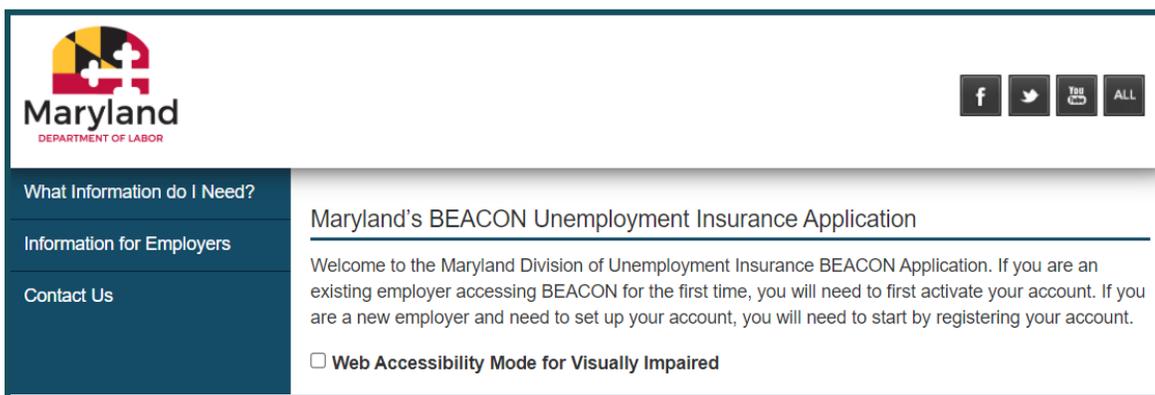
# BEACON Account Activation for Employers with an Unemployment Insurance Account

**Note: This document is intended for an employer who has a Maryland unemployment insurance (UI) account. An employer who does not have a Maryland UI account should refer to the instructional guide entitled, [BEACON New Employer Account Registration](#).**

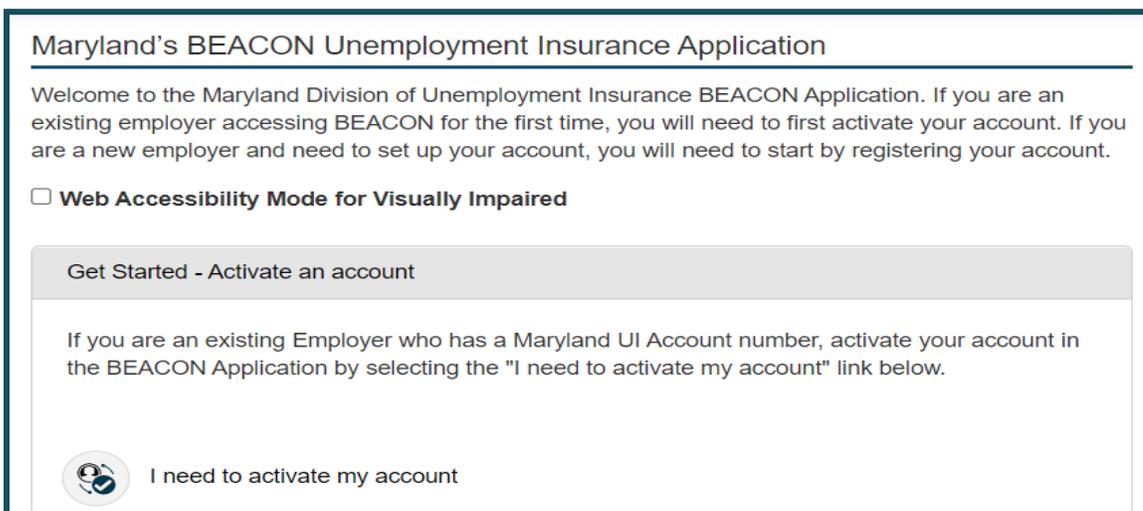
**BEACON** is the Maryland Division of Unemployment Insurance (the Division) UI system, which integrates benefits, appeals, and tax functions. In BEACON, employers can submit required reports, access tax rates, submit wage reports, pay contributions, file appeals, and much more.

## To activate your UI account:

- Go to the **BEACON** employer website (<https://employer.beacon.labor.md.gov/>)



- Select **"I need to activate my account."**



- You will be taken to the **Employer Account Activation** page. On this screen, enter your **MD employer UI account number**, and **either** the:
  - amount of the last payment you submitted to the Division,
  - gross wages reported on your most-recently filed UI tax report, or
  - activation code sent by U.S. mail.

**Welcome to the Maryland DOL Employer Account Activation Page**

To begin enter your MD Employer Account Number and either the total amount of the last payment you submitted to the agency OR the total gross wages reported on the most recently filed UI Tax Report OR the activation code which was provided via US mail below and select 'Login'.

Employer Account Number:

---

Last Payment Amount:

- After entering your information, input the **Captcha code** and select, **“Login.”**

e a 3 f 4 y ↻ 🔊

Captcha

Employer Account Number is required.  
Please enter valid captcha.

**Login**

- On the **Create Account** screen, enter a **username** and select **“Validate.”** Then, **choose your password, security questions, and answers.** Select **“Next”** to continue.

**Create Account**

**Create Login Credentials**

Enter a user name below. Your user name must be at least 8 characters and no more than 64 characters long. It can contain ANY Alphabets and Numbers.

Enter a Username:

**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: \*

**Select Security Questions**

Select Security Question: \*

Security Question Answer: \*

Confirm Security Question Answer: \*

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

**Address Information**

Your address information is shown below. If the address information is not correct please select the link and update it. Select the 'New' button to add a new address. Select 'Next' once you have completed updating your addresses.

Address	City	State	ZIP/Postal Code	Address type	History	Modified Date	Modified By
	BALTIMORE	MARYLAND	21222-6125	Legal	<a href="#">History</a>	09/23/2020	
	BALTIMORE	MARYLAND	21222-6125	Rate Notice	<a href="#">History</a>	09/23/2020	
	BALTIMORE	MARYLAND	21222-6125	Benefit Information	<a href="#">History</a>	09/23/2020	
	BALTIMORE	MARYLAND	21222-6125	Wage Reporting	<a href="#">History</a>	09/23/2020	
	BALTIMORE	MARYLAND	21222-6125	Benefit Charges	<a href="#">History</a>	09/23/2020	
	BALTIMORE	MARYLAND	21222-6125	Physical	<a href="#">History</a>	09/23/2020	
	BALTIMORE	MARYLAND	21222-6125	Mailing	<a href="#">History</a>	09/23/2020	
	BALTIMORE	MARYLAND	21222-6125	Appeals		09/23/2020	

- Your **contact information will prepopulate** on the next screen. To update the contact information, select the hyperlink under First Name, as shown below. To add a new contact, select **“New.”**

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

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

First Name	Last Name	Job Title	Telephone Number	Ext	Secondary Telephone Number	Ext	Status	Email	Contact Type	History	Modified Date	Modified By
JOHN							Active	TEST@	Other		07/15/2020	CONVERSION

How would you like to receive your communication? Select One ▼

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

**Activation Completed**

The employer account is successfully activated.  
To navigate to the employer portal please click the Finish button.

A video overview of the **employer account activation process in BEACON** is available on [YouTube](#) and on the [Division website](#).