Registering your business for an UpLink account

Please note: Internet Explorer is the only compatible search engine at this time.

New Employers

1. You can access ESS through the DWD website by clicking on the employer self-service for unemployment insurance link near the bottom of any screen, https://uplink.in.gov/ESS/ESSLogon.htm
2. To begin your new account process you first need to create your username and password. Click the 'New User' button, or the link on the navigation pane, to start the account creation process.

3. On the next screen indicate you are registering as an Employer and select the option button to indicate you do not have an existing UI Account number.
4. You will be taken through screens to create your username and password after which you can log into the system from the logon screen.
5. You will be asked to enter your FEIN and then complete several screens with information about your business. During this process you will receive your SUTA account number.

6. We strongly suggest that you print all confirmations for your records.

Existing Employers

1. You can access ESS through the DWD website by clicking on the employer self-service for unemployment insurance link near the bottom of any screen, https://uplink.in.gov/ESS/ESSLogon.htm
2. To gain access to your existing UI account, you first need to create your username and password. Click the 'New User' button, or the link on the navigation pane, to start the process.

3. On the next screen indicate you are registering as an Employer and select the option button to indicate YES you have an existing Indiana DWD account number.
4. You will be taken through screens to create your username and password after which you will be taken directly to your Summary Screen.
5. You will be asked to enter your FEIN, existing Indiana DWD account number, and the total gross wages posted to your account in the most recently reported quarter. If you are registering near the due date for the quarter, there may be a report in transit, so if you get an error message that the data does not match our records, please try the next most recent quarter.
6. After you have accessed your UI account, you will then be able to maintain account information online.
7. We strongly suggest that you print all confirmations for your records

Assigning Paychex/Advantage TPA Access

1. Click 'Maintain Users' on the left, and select 'Add External User.
2. Search for 'Paychex Inc, NY 100111' or 'Advantage Payroll Services, Inc 101697'

3. Change Authorization Level to 'Administrator'