



Action Needed: Give Paychex or Advantage Authorization to File and Pay Indiana State Unemployment Insurance Tax

If the Indiana Department of Workforce Development (IN DWD) doesn't receive this authorization, Paychex will be unable to view or correct returns or payments that have been filed on your behalf. Please follow these steps to submit your authorization:

1. Go to the [ESS Uplink](#) website and enter your user ID and password.
 - If you don't have your user ID and password, you can select the **First Time User** link and sign up there.
2. Once you're logged in, select **Manage Users**. You can also select **Maintain Accounts** from the left-hand navigation bar and then **User Information**.
3. In the User Maintenance screen, under the **External Account Authorizations (Agent)** section select the **arrow** to the far right in the section heading.
 - Click the **Add Agent** button
4. The Agent Search screen will appear, enter the 6-digit Paychex agent ID **100111** (Paychex Inc Ny) or the Advantage ID **101697** (Advantage Payroll Services Inc), depending on which platform you process payroll on, select **Search**.
5. To select the agent from the list, select **Next** the right of the agent's email.
6. In the Authorization Level field, select **Wage Records**
7. **Check** the box to certify you have the authority to assign an agent to your account, then select **Next**.
8. A pop-up box showing **User Added Successfully** will appear showing the user and their access level once you have completed these steps.

For more detailed information, please refer to the [Employer Self Services Resource page](#). If you have additional questions, please contact your payroll specialist.