



Dear Valued ADP Client,

Thank you for choosing ADP Unemployment Claims to handle your unemployment insurance matters. The Indiana Workforce Development has a self-service employer portal for employers to communicate with the agency. In order to properly service your unemployment account in the state of Indiana, ADP Unemployment Claims in New Hampshire must be assigned as your agent on the state website. If you have not already done so, please visit the website to register and assign ADP Unemployment Claims as your agent. Instructions on how to assign ADP Unemployment Claims as your agent are on the following page.

To Assign ADP as your agent you will need to have an account established with the agency. If you already have an account please proceed to page 2. If you do not have an account established visit the state website at <https://uplink.in.gov/ESS/ESSLogon.htm>. If you do not already have a user logon you should click New User then follow the steps to create your username and password.

It is important that you assign ADP Unemployment Claims, TPA 113513, online access to your unemployment insurance information as well as assigning the role of correspondence agent. This will notify the state agency to send unemployment related documents directly to ADP, saving valuable time and allowing faster action on your behalf. If ADP Unemployment Claims is not assigned as your agent for correspondence, this will result in a delay in our receipt and processing of your unemployment compensation documents. Any delay in the process may result in unnecessary liability against your unemployment tax account.

Please contact our Client Service Department with any questions regarding our service or how to assign ADP Unemployment Claims as your agent at (855) 537-8499. Once again, thank you for choosing ADP as your unemployment insurance provider.

Sincerely,

Client Service Department
ADP Unemployment Claims



Federal ID: _____ IN Account #: _____

Company Name: _____

Assign ADP Unemployment Claims (113513) as your Agent with Indiana Workforce Development

Indiana Workforce Development requires that each employer register to use online services made available by the agency at <https://uplink.in.gov/ESS/ESSLogon.htm>. The Employer Self Service (ESS) section is called Uplink. This section allows employers to manage their company profile, view historical tax and wage data and give secure access to users (employees and/or outside payroll agents).

Employers utilizing an agent, such as ADP, to manage their unemployment insurance benefit matters must give authorization to their agent for them to receive information directly from Workforce Development. Instruction on how to authorize ADP to receive your information is below.

Step-by-step instructions

To assign ADP Unemployment Claims as the correspondence agent follow these steps in Uplink:

1. Go to: <https://uplink.in.gov/ESS/ESSLogon.htm>
2. In the middle section click Access **Uplink Employer Self Service**.
3. Enter the username and password established during your initial online registration.
4. On the Employer Home Page, click **Profile Maintenance** then click **Assign Agents**.
5. Click the **Search** button next to Agent Details.
6. Enter the **ADP agent ID 113513** in the search box then click **Search**.
7. Select **ADP Unemployment Claims** then click **Next**.
8. In the drop-down box Correspondence Type, select **Benefits**. Be sure to read the Important Information section (right side of page) and check the box in that section.
9. Click the **Assign** button that appears two-thirds of the way down the page. The assigned agent information will appear in the bottom section of the page to show the assignment has been confirmed.

To assign online access to ADP Unemployment Claims, these additional steps must be followed:

1. Click **User Maintenance** (left side of page) then locate the External Account Authorization section at the bottom of the page and select **Add**.
2. Click on **Search**, to the right of the Agent Name entry box.
3. Enter ADP's agent ID of **113513** in the search box then click **Next**.
4. Select ADP Unemployment Claims then click Next.
5. In the drop-down box, **Auth Level** (authorization level) select level **Benefits View**. Be sure to read the Important Information section (right side of page) and check the box in that section, then click **Next**.

For additional support with Uplink, call the Customer Service Center at 800-437-9136.