



Unemployment Compensation

Assigning ADP 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 www.in.gov/dwd. 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 to receive information directly from Workforce Development. Instruction on how to authorize ADP to receive your information is below.

Step-by-step instruction

Access the online system at: www.in.gov/dwd, assign ADP UCS as the correspondence agent by following these steps in Uplink:

- 1) In the **Online Services** section (right) click **Employer Self Service**.
- 2) In the middle section click **Click Here to 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 ADP in the search box then click **Search**.
- 7) Select ADP UCS with telephone number 888-612-6544 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 UCS, 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 in the *Agent Name* search box then click **Next**.
- 4) Select ADP UCS with the telephone number 888-612-6544, then click **Next**.
- 5) In the drop-down box, **Auth Level** (authorization level) select level **Profile View/Quarterly View**. Be sure to read the *Important Information* section (right side of page) and check the box in that section, then click **Next**.

You have completed the agent assignment process.

For additional support regarding Uplink, please call the
Customer Service Center at 800-891-6499.

