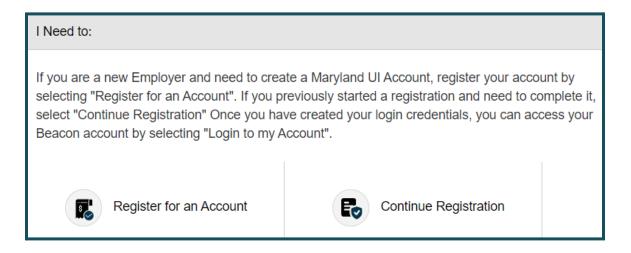
## **BEACON New Employer Account Registration**

Note: This document is intended for a new employer who does not have a Maryland unemployment insurance (UI) account. An employer who has a Maryland UI account should refer to the instructional guide entitled, BEACON Account Activation for Employers with an Unemployment Insurance Account.

**BEACON** is the Maryland Division of Unemployment Insurance's (Division) modernized 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 register for a Maryland UI account:

- Go to the BEACON employer website (<a href="https://employer.beacon.labor.md.gov/">https://employer.beacon.labor.md.gov/</a>)
- If you are a new employer who does not have a Maryland UI account, select "Register for an Account."



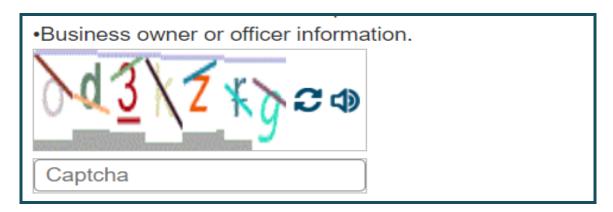
You will be taken to the Employer Registration Portal.



## You will need the following information to register:

Contact Information	Date Wages Will Be/Were First Paid for Services Performed in Maryland	Federal Employer Identification Number (FEIN)	State in which the Business was Formed	Date of Business Formation/ Incorporation
Business Entity Type	Business Name, including:  Legal Trade Doing Business As (DBA)	IRS 501(c) 3 Exemption Letter (if Applying for Non-Profit)	<ul> <li>Mailing         Address</li> <li>Address of         Where         Work is         Performed         in MD</li> <li>Benefit         Charge         Statement         Mailing         Address</li> </ul>	Business Owner/Officer Information

• On the same screen, enter the Captcha code and select "Next."



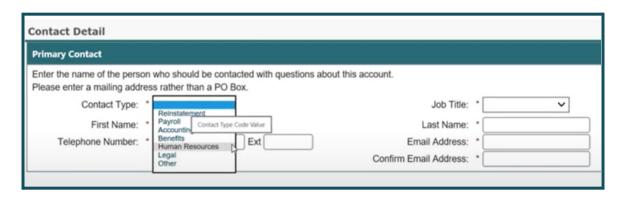
• On the next screen, create your username and select "Validate." Then, choose your password and security questions. Select, "Next" to continue.



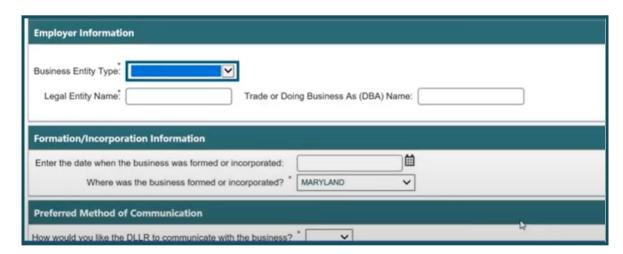
- You will have the option to print a copy of your credentials. Select "Next" to continue.
- Provide a **point of contact** for the business. Select "Add" to enter your information.



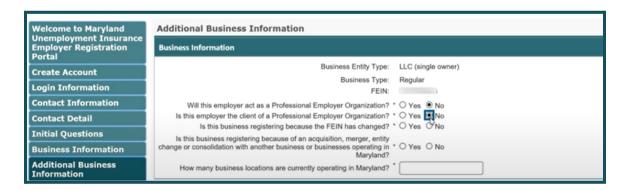
• Enter information for the **primary contact**, **including name**, **job title**, **email address**, and etc. Select "Next" to continue.



- Confirm the contact information and select "Next."
- Answer the initial questions and select "Next."
- Enter the requested business information and select your preferred communication method. Select "Next" to continue.



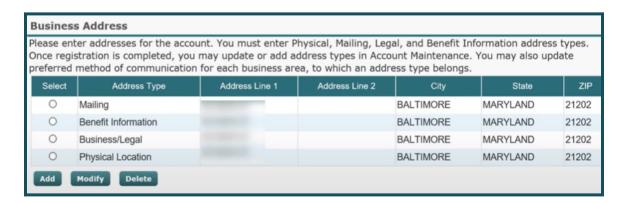
Enter additional information about your business and select "Next."



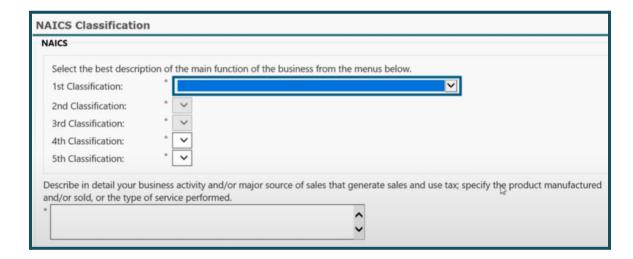
 Add your address types: physical; mailing; legal; and benefit information. Select "Add" to add a new address. If the same address is used for multiple address types, check the applicable box under Update Other Address Types, as shown below. After you enter each address type, select "Save."



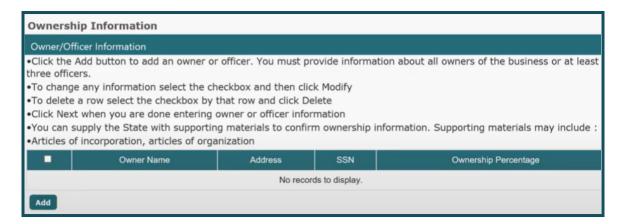
Confirm the address information and select "Next" to continue.



Enter the NAICS classification information and select "Next" to continue.



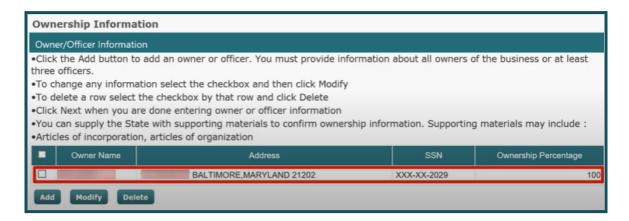
Select "Add" to enter the ownership information.



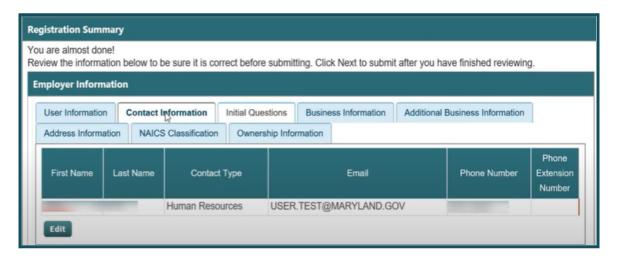
 Enter the owner/officer information and the additional information requested and select "Next" when finished.



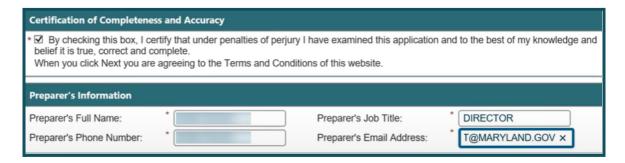
• To enter **information for more than one employer**, select "Add" and repeat the process. Review the owner information and select "Next" to continue.



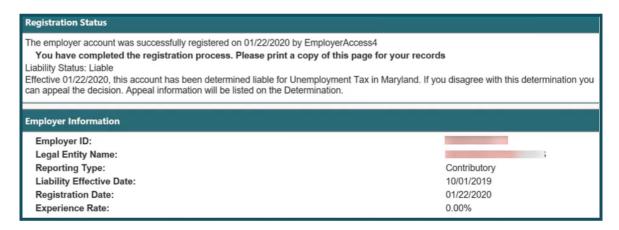
• Review the information contained in each of the tabs shown below. Select "Edit" to change incorrect information.



• On the same screen, select the box to certify that the application is true, correct, and complete. Enter the preparer's information and select "Next" when finished.



• Your Maryland UI employer account is registered.



A video overview of the **Maryland UI account registration process in BEACON** is available on **YouTube** and on the **Division website**.