

Applying for an Account Number

A Step-by-Step Guide

NEBRASKA

Good Life. Great Connections.

Getting Started

Go to dol.nebraska.gov/UIConnect.

From the home page, click on the “Apply” button under **New Accounts**.

NDOL HOME

WORKER SERVICES

EMPLOYER SERVICES

SIDES E-RESPONSE

EMPLOYER GUIDE OVERVIEW

FTP FILE SPECS

TAX FORMS

REPORT CHANGES

ONLINE TUTORIAL

CONTACT US

FAQ

Twitter YouTube Facebook

Welcome to UIConnect

UICONNECT is your link to Nebraska Unemployment Insurance (UI) Programs. This website provides employers the tools and resources needed to conduct UI Tax and Benefit functions, including registration for SIDES E-Response.

Log In to UIConnect

Nebraska and Out of State Employers

Enter your 10 digit Employer Account Number and password.

OR

Enter your Login ID and password.

Apply for a Nebraska Employer Account Number

If you employ one or more persons in Nebraska and you do not have a ten (10) digit Nebraska Employer Account Number, click on Apply to complete an application for an Unemployment Insurance Account Number.

Complete a Benefit Payment Audit

If you received a Benefit Payment Audit (Form BPC 270.08) in the mail, click on COMPLETE to register for a Login ID, sign into your account and submit the audit.

Short Time Compensation Program(STC)

If you are a Nebraska liable employer or a Third Party Administrator of a Nebraska liable employer and would like to apply for STC, modify or terminate an STC plan, or submit a weekly certification, use the buttons to the right.

To file your weekly certification, click on link to the right

Important Links

NEW!!! Log in to UIConnect to register for SIDES E-Response. Already registered? Submit employee separation information or view eligibility determination documents via SIDES E-Response [here](#).

Report a new employee to the Nebraska State Directory of New Hires [here](#).

Report Unemployment Insurance Fraud [here](#).

ACCOUNT LOGIN

Employer Account Number
OR Login ID Number

Password

LOGIN

[New User / Forgot Password](#)

NEW ACCOUNTS

APPLY

BENEFIT PAYMENT AUDIT

COMPLETE

Short Time Compensation

Apply/Modify/Terminate

COMPLETE

Weekly Certification

COMPLETE

Required Information

Before proceeding with the application, make sure that you have the information needed to complete the application. Once you have gathered the necessary information, proceed to the next screen.

In order to complete this application you will need to have all business information including but not limited to:

- **Business Names**
 - Trade Names
 - Doing Business As Names
- **All Physical Location Addresses in Nebraska**
- **Owners, Partners and Officers**
 - Names
 - Social Security Numbers
 - Addresses
- **Nebraska gross payrolls from the first date wages were paid through the current date**
- **UI Tax Contact for employer account and quarterly tax filing**
 - Name
 - Email Address
 - Phone Number
- **UI Benefits Contact for employee separation information**
 - Name
 - Email Address
 - Phone Number
- **UI Benefits Contact for earnings verification information**
 - Name
 - Email Address
 - Phone Number

CANCEL

CONTINUE

NEBRASKA

Good Life. Great Connections.

Step 1: Business Information

Fill in the fields about your organization's name, address, contact information, and physical location and answer the questions show on the screen, then proceed to step two.

*** Required Fields** – Error messages will identify incomplete fields and stop the user from advancing to the next step

APPLICATION FOR UNEMPLOYMENT INSURANCE ACCOUNT NUMBER

STEP 1 STEP 2 STEP 3

Organization Name, Address, etc.

*Legal Name
(Individual, Partnership, Corporation, LLC Name)

Attention

Trade Name
(Doing Business As - List All Names)

SAVE

*Mailing Address

*Phone Number

Business Website

*City

*State

*Zip Code

Plus 4

*The physical location of this business in **Nebraska** is: select one

The same as the mailing address above

No physical location in Nebraska - please explain

Different from mailing address, click on ADD to provide ALL physical addresses **ADD**

If Out of State employer, are services of workers performed in Nebraska? Yes No

*Are you an employee leasing company/PEO? Yes No

If yes, your client's Nebraska workers and wages must be reported under their established Nebraska Unemployment Insurance account or you must complete this application with your client's information to establish an account in Nebraska.

CANCEL **NEXT STEP**

Step 2: Employer Organization Selection

Under Organization Information, an employer can choose up to two Organization types for correct liability status. Screens will change according to organization selected.

Notice that text boxes are available to complete for business activity and services performed. This detail is necessary to assist in determining tax rates and industry type.

For more information about organization type and liability status, please read the Employer's Guide to Unemployment Insurance available on dol.nebraska.gov/UITax

APPLICATION FOR UNEMPLOYMENT INSURANCE ACCOUNT NUMBER

STEP 1 | **STEP 2** | STEP 3

*Federal Identification Number
47-7777777 OR

*Date You First Paid Wages in **Nebraska**
01/01/2018 (mm/dd/yyyy)

Check here if Applied For

*Are you liable for the payment of Federal Unemployment Taxes(FUTA)? Yes No

***Organization Information**

Individual/Sole Proprietor
 Partnership
 Corporation
 Limited Liability Company (LLC)

Taxed As: Single Member(LLC)
 Partnership(LLC)
 Corporation(LLC)

Non-Profit Organization - 501(c)(3)
 Non-Profit Organization - not 501(c)(3)
 Governmental
 Domestic
 Agriculture

***Identification of Owners, Partners, and Officers**

*Social Security	*First Name	Middle Initial	*Last Name	Title	*Address
000-00-0001	Officer		One	CEO	123 A St. City, NE
000-00-0002	Officer		Two	President	123 A St. City, NE

ADD MORE

This information is critical to determine your tax rate.

*Describe the primary business activity in Nebraska (Retail, Service, Agriculture, Construction, Manufacturing, etc)
Construction.

*Describe the major products produced/sold or service performed in Nebraska (Groceries, Clothing, Food Service, Health Care, Grain, Livestock, Roofing, Landscaping, Auto Parts, Computer Software, etc)
Construct new homes.

*Did you acquire the business of a predecessor? Yes No

CANCEL **PREVIOUS STEP** **NEXT STEP**

Step 3: Wage & Contact Information

Some of the information shown on this screen may vary depending on the answers provided in Step 2.

Regardless of the selection from Step 2, you will be required to provide wage data and preferred contact information for:

- Unemployment Insurance Tax Information
- Employee Separations Information
- SIDES Earnings Verification Information

The contacts for the above information can be the same person or can be separate as necessary.

APPLICATION FOR UNEMPLOYMENT INSURANCE ACCOUNT NUMBER

STEP 1 STEP 2 **STEP 3**

Wage Information

For the following question, include both full and part-time workers, corporate officers, students, and salespersons. If operating as a sole proprietorship, do not include wages paid to the owner, the owner's 1) spouse, 2) children under the age of 21, 3) mother, or 4) father. If operating as a partnership, do not include wages paid to the partners.

Enter your Nebraska gross payrolls for the quarters listed below. Show only wages paid for work performed solely or primarily in Nebraska.
First Paid Wages: 01/01/2018

2018	Wages Paid
*Qtr 1	1000.00
*Qtr 2	1500.00
*Qtr 3	1500.00
Projected Wages	
Qtr 4	1500.00

Have you had 1 or more full or part-time workers for 20 weeks or more in any calendar year? Yes No

If yes, what is the first day of 20th week?
(mm/dd/yyyy)

Contact for Unemployment Tax Information

*Name	Title	*Phone Number	*Email Address
John Doe	Accountant	402-555-1234	email@email.com

Contact for Employee Separations Information

If same contact information as Unemployment Tax Information, [click here](#)

*Name	Title	*Phone Number	*Email Address
HR Department	HR	402-123-4567	email@email.com

Contact for SIDES Earnings Verification Information

If same contact as Unemployment Tax Information, [click here](#)
If same contact as Employee Separations Information, [click here](#)

*Name	Title	*Phone Number	*Email Address
Officer One	CEO	402-789-1011	email@email.com

If a current or former employee files an unemployment insurance claim and certifies for weekly benefits, a request for earnings verification may be requested. This request for earnings verification will be issued using SIDES E-Response. For more information regarding SIDES E-Response, please visit [nesides.com](#)

CANCEL **PREVIOUS STEP** **SUBMIT**

Confirmation

After submitting the application, you will be directed to a confirmation screen that you can print for your records. An email confirmation will also be sent to you.

APPLICATION FOR UNEMPLOYMENT INSURANCE ACCOUNT NUMBER

Application Confirmation. - [Click here to Print](#) 🖨️

Congratulations John Doe of EMPLOYER ONE! You have completed your application for a Nebraska Department of Labor - Unemployment Insurance Employer Account Number. You will receive an email immediately at email@email.com to confirm your submission. If necessary, a representative from our office will contact you to review your application. *Thank you for using UICONNECT.*

Employer Account Registration

Organization Name, Address, etc.

Legal Name:	EMPLOYER ONE
Trade Name:	
Attention:	HR
Mailing Address:	123 A ST
Phone Number:	402-555-1234
City:	CITY
State:	NE
Zip Code:	68888
Zip +4:	
Business Website:	

Physical Location(s)

Physical location is the same as the mailing address.

Identification of Owners, Partners, and Officers

Organization Information

Organization Type 1:	Corporation(LLC)
Organization Type 2:	
Federal ID Number:	47777777
Date First Paid Wages:	01/01/2018

Miscellaneous Company Information

Liable for FUTA?:	Y
PEO/Leasing Company?:	N
If Out of State employer, are services of workers performed in Nebraska?:	
Nature of Business:	Construction.
Principal Activity:	Construct new homes.
Acquire Predecessor?:	N