

### Pennsylvania UCMS Set-Up

In order to effectively audit and remit payment for your unemployment benefit charges, please add and authorize First Nonprofit and PeopleSystems as Third Party Administrators (TPAs) on the [PA Unemployment Compensation Management System \(UCMS\)](#). This will ensure that we receive unemployment correspondence and reimbursing billing statements to manage your unemployment program.

The steps are as follows:

1. Log in to your UCMS account, if you do not have a UCMS account you will need to register for an account.
2. Select: "Employer Profile" from the Navigation Menu on the left side of the screen
3. Select: "Profile Maintenance". Select: "Addresses" tab. Select "Edit". The address to be used for the **Mailing Address** and **Statement of Account Mailing Address** are provided below.

Mailing Address	<a href="#">[Edit]</a>	Statement of Account Mailing Address	<a href="#">[Edit]</a>
C/O PeopleSystems PO BOX 4816 Syracuse, NY 13221 United States		C/O PeopleSystems PO BOX 4816 Syracuse, NY 13221 United States	

4. Go back to "Profile Maintenance". Select "E-mail" tab. Confirm that your notification preference is set to "via **US Mail**". You can review any correspondence from the State by clicking on the Correspondence tab on the UCMS.
5. **To Authorize First Nonprofit as TPA**
  - Go back to "Profile Maintenance"
  - Select: Manage Representatives
  - Select: Add New Representative
  - Enter: Representative Identifier – **9123214019** (for First Nonprofit)
  - Enter: Effective Date – (current date)
  - Select: Service Function – **Delinquencies and Account Discrepancies**
  - Select: Submit
6. **To Authorize PeopleSystems as TPA:**
  - Go back to "Profile Maintenance"
  - Select: Manage Representatives
  - Select: Add New Representative
  - Enter: Representative Identifier – **9769588366** (for PeopleSystems)
  - Enter: Effective Date – (current date)
  - Service Function: **Contribution Rate Information**
  - Select: Submit

Should you have any questions, please contact:

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