



## Pennsylvania UCMS Set-Up

In order to effectively audit and remit payment for your unemployment benefit charges, please add and authorize First Nonprofit and Interstate Tax 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 **Statement of Account Mailing Address** is provided below.

Statement of Account Mailing Address	[Edit]
C/O ITS, Inc./BUCS PO BOX 1490 Mechanicsburg, PA 17055 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 UCMS.
5. **To Authorize First Nonprofit as TPA**
  - Go back to "Profile Maintenance"
  - Select: Manage Representatives
  - Select: Add New Representative
  - Enter: Representative Identifier – **6283326995** (for First Nonprofit)
  - Enter: Effective Date – (current date)
  - Select: Service Function – **Delinquencies and Account Discrepancies**
  - Select: Submit
6. **To Authorize Interstate Tax as TPA:**
  - Go back to "Profile Maintenance"
  - Select: Manage Representatives
  - Select: Add New Representative
  - Enter: Representative Identifier – **4947248810** (for Interstate Tax)
  - Enter: Effective Date – (current date)
  - Service Function: **Contribution Rate Information**
  - Select: Submit

Should you have any questions, please contact:

Dawn Brouwer-First Nonprofit  
312-715-3043  
[dbrouwer@firstnonprofit.com](mailto:dbrouwer@firstnonprofit.com)

Geoffrey Moomaw-Interstate Tax  
800-382-1395  
[geoff@interstatetaxserviceinc.com](mailto:geoff@interstatetaxserviceinc.com)