

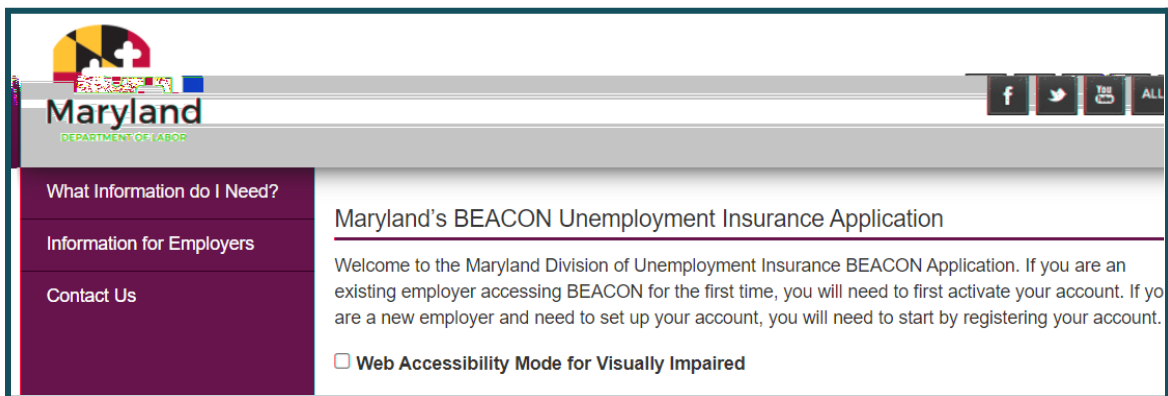
# BEACON Account Activation for Employers with an Unemployment Insurance Account

**Note: This document is intended for an employer who has a Maryland unemployment insurance (UI) account. An employer who does not have a Maryland UI account should refer to the instructional guide entitled, [BEACON New Employer Account Registration](#).**

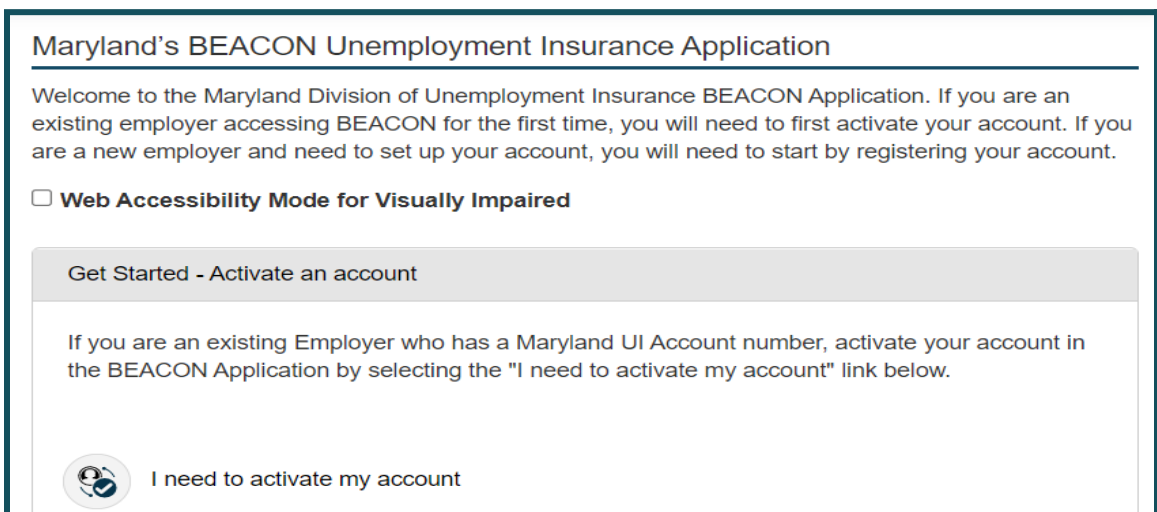
**BEACON** is the Maryland Division of Unemployment Insurance (the Division) UI system, which integrates benefits, appeals, and tax functions. In BEACON, employers can submit required reports, access tax rates, submit wage reports, pay contributions, file appeals, and much more.

## To activate your UI account:

- Go to the **BEACON** employer website (<https://employer.beacon.labor.md.gov/>)



- Select "I need to activate my account."



- You will be taken to the **Employer Account Activation** page. On this screen, enter your **MD employer UI account number**, and **either** the:
  - amount of the last payment you submitted to the Division,
  - gross wages reported on your most-recently filed UI tax report, or
  - activation code sent by U.S. mail.

**Welcome to the Maryland DOL Employer Account Activation Page**

To begin enter your MD Employer Account Number and either the total amount of the last payment you submitted to the agency OR the total gross wages reported on the most recently filed UI Tax Report OR the activation code which was provided via US mail below and select 'Login'.

Employer Account Number:

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Last Payment Amount:

- After entering your information, input the **Captcha code** and select, **“Login.”**

Captcha

Employer Account Number is required.  
Please enter valid captcha.

**Login**

- On the **Create Account** screen, enter a **username** and select **“Validate.”** Then, **choose your password, security questions, and answers.** Select **“Next”** to continue.

- An **address for the business will prepopulate** on the next screen. Select **“New”** to add an address or select a hyperlink under the Address section to update an address displayed. Select **“Next”** to continue.

Address	City	State	Zip	ZIP+4	Postal Code	Address type	Priority	Mailed Date	Mailed By
BALTIMORE	MARYLAND	21222-6125			Date Notice	History	09/23/2020		
BALTIMORE	MARYLAND	21222-6125			Wage Reporting	History	09/23/2020		
BALTIMORE	MARYLAND	21222-6125			Physical Changes	History	09/23/2020		
BALTIMORE	MARYLAND	21222-6125			Mailing	History	09/23/2020		
BALTIMORE	MARYLAND	21222-6125			Appeals		09/23/2020		

- Your **contact information will prepopulate** on the next screen. To update the contact information, select the hyperlink under First Name, as shown below. To add a new contact, select **“New.”**

First Name	Last Name	Job Title	Telephone Number	Ext	Secondary Telephone Number	Ext	Status	Email	Contact Type	History	Modified Date
<a href="#">JOHN</a>							Active	TEST@	Other		07/15/2020

- On the same screen, you will use the **dropdown menu to choose your preferred communications method**. Additional fields will display, depending on your choice. Select “Next” to continue.

- Select “**Finish**” on the **Activation Completed** screen to complete the process.

A video overview of the **employer account activation process in BEACON** is available on [YouTube](#) and on the [Division website](#).