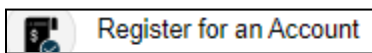


## BEACON Instructions for Completing Common Employer Tasks

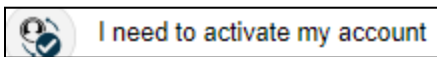
### 1. How can an employer register or activate an account in BEACON?

An employer can register or activate an account on the BEACON employer landing page ([employer.beacon.labor.md.gov/](http://employer.beacon.labor.md.gov/)).

- An employer who **does not have a Maryland UI account number** should select **Register for an Account** and follow the prompts.



- An employer who **has a Maryland UI account number** should select **I need to activate my account** and follow the prompts.



For details, see the [BEACON Account Activation for Employers with an UI Account](#) or the [BEACON New Employer Account Registration](#), available at [MDunemployment.com](http://MDunemployment.com).

### 2. Where can an employer find their UI tax rate?

An employer can view their tax rate by logging in to BEACON (upon logging in, the employer will be taken to their BEACON portal). A table that includes the employer's tax rate is displayed at the top of the portal's homepage.

Employer Status	Employer Type	FEIN	CR Number	Business Entity Type	Tax Rate
<a href="#">Active</a>	Other	██████████	██████████	Corporation	0.60%

### 3. How can an employer make a payment?

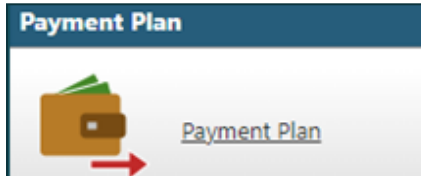
To make a payment in BEACON, an employer should log in to BEACON and:

- Navigate to the **Total Unpaid Taxes and Amount Due** section of the portal homepage.
- The employer should select the **Make Payment** button. The screen will display the **Payment Account Summary**. The employer should select the Next button.
- On the Payment Method screen, the employer should enter the payment amount, select the payment method from the dropdown menu, and select the Next button.
- The employer should enter the payment details and follow the prompts.
  - Employers may pay by **ACH debit**, **ACH credit** (for instructions, select this [link](#)) or manual **paper check**.
  - To pay by check, an employer can select Manual Paper Check from the dropdown menu, select the Next button, and then select the print voucher button. An employer

must mail the voucher with the check to the Office of Unemployment Insurance, P.O. Box 17291, Baltimore, MD 21297-0365. For more, an employer can view the [BEACON Employer Payments tutorial video](#) at [MDunemployment.com](#).

#### 4. How can an employer request a payment plan?

- An employer can request a payment plan via BEACON by selecting **Payments** from the left menu.
- Then, the employer should select the **Payment Plan** icon.



- An employer should then select the **New** icon at the bottom of the screen and follow the prompts to request a new payment plan.

#### 5. How can an employer file a Quarterly Contribution Report?

An employer can file quarterly contribution reports by logging in to BEACON and:

- Selecting **Wage Submission** from the portal's left menu.
- An employer should select the **File New Report** radio button and select the **Report Year Quarter** from the dropdown menu.
- Then the employer should choose the **Submission Type** and follow the prompts. An employer may upload a file with wage information, enter information manually, or copy employee information from a previous quarter's filing. The employer can also state that no wages were paid during the quarter.
  - For more, employers can view the [BEACON Employer Wage Upload video](#) and [Employer Wage File Specifications](#) (report file format information) at [MDunemployment.com](#).

#### 6. How can an employer amend a wage report?


To file a wage amendment in BEACON, an employer can:

- Select **Wage Submission** from the portal's left menu.
- Under Reporting Period, select **Amend Prior Report** and then select **Year/Quarter**.
- Select the **Amendment Type** and the **Submission Type**. Follow the prompts to complete the wage amendment. For more, employers can view the [Employer Amend Submitted Wage Report video](#) at [MDunemployment.com](#).

## 7. How can an employer report separation information in BEACON?

To respond to the Request for Separation Information in BEACON, an employer should:

- Select **Action Items** from the portal's left menu. The employer will receive a **Request for Separation Information action item** if a former employee filed a claim for UI benefits. The employer should select the appropriate action item to open the request.
- The employer should then select the **Separation Information Response** button, which will bring the employer to the **State Information Data Exchange System (SIDES)** system at [uisides.org](https://uisides.org).

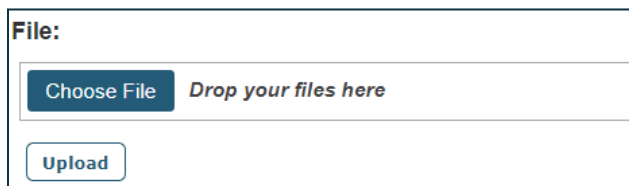


- SIDES will display an employer's requests for separation information. To submit a response, an employer should check the box next to the appropriate request and follow the prompts.

## 8. How can an employer upload documents?

An employer may receive an action item with an option to submit a supporting document in BEACON (to access their action items, an employer can select **Action Items** from the portal's left menu. The employer should open the appropriate action item and select the **Choose File** button. Then, the employer should select the **Upload** button.

- Once the document is uploaded, the employer should select the **Submit** button.



See the question below (How can an employer file an appeal?) for information about how employers can submit supporting documents when filing an appeal.

## 9. How can an employer file an appeal?

To file an appeal, an employer can log in and select **Correspondence** from the left menu and then select the Search button.

- If an employer has a determination that is able to be appealed, there will be a **File Appeal** link in the same row as the determination. An employer should **select the link for the appropriate determination** to begin the filing process.
- The employer should review the File Appeal screen, select the Next button.
- On the Reason for Appeal Screen, an employer should enter the requested information.
  - If the employer would like to add supporting documents, the employer should select the **Select Files** button, select the appropriate file, and then select the Upload **File** button.



- Then, select the Next button and follow the prompts. For more, see the [Employer File an Appeal tutorial video](#) at [MDunemployment.com](#).

### 10. How can an employer report a refusal to return to work?

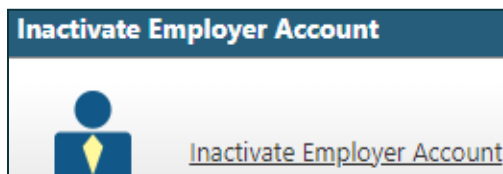
To report a refusal in BEACON, an employer should:

- Select **Benefit Services** from the portal's left menu and choose either the:
  - **Return to Work Date** (an employer should submit this form to indicate the date the employee will return to work), or
  - **Job Refusal** (an employer should submit this form when an employee does not come back to work, when work is available).

### 11. How can an employer close or reactivate an employer UI account?

An employer can inactivate or reactivate their account in BEACON by:

- Selecting **Account Maintenance** from the portal's left menu.
  - To close the account, an employer can select **Inactivate Employer Account** and follow the prompts.



- To reactivate an account, an employer should select the **Reinstate Account icon** (icon will display if the account is inactive) and follow the prompts.

