

BEACON Employer & Third-Party Agent Resource Document

The Maryland Division of Unemployment Insurance (Division) BEACON system integrates all benefits, appeals, and tax functions. Employers and third-party agents can use BEACON to perform several unemployment insurance (UI) tasks, online, 24/7. To use the system, employers and third-party agents must create a BEACON account.

NOTE: A third-party agent is an individual authorized by an employer to act on its behalf. A third-party agent is required to have an active Power of Attorney (a document that gives an individual legal authority to act for another person) on file and approved by the Division to perform activity on an employer's behalf.

1. Log in to BEACON

- [Employer BEACON login webpage](#)
- [Third-party agents BEACON login webpage](#)

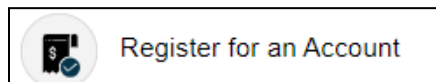
2. BEACON Features

<p>An employer can:</p> <ul style="list-style-type: none"> ● update account information, such as address, contact, and ownership; ● access tax rates and other UI-related information; ● submit wage reports and pay contributions; ● submit adjustments to previously filed wage reports; ● respond to Requests for Separation Information; ● file an appeal; ● submit supporting documents; ● view correspondence; and, ● set up a third-party agent. 	<p>A third-party agent can:</p> <ul style="list-style-type: none"> ● submit a Power of Attorney (POA) online and access the customer's account (based on privileges granted by the POA); ● file wage reports for clients; ● make contribution payments for clients; ● obtain rate information for clients; and, ● file appeals for clients.
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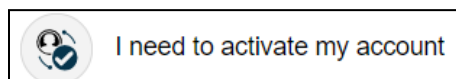
3. Activating/Registering for a BEACON Account

Employers and third-party agents must activate or register for an account to use BEACON.

- An employer or agent who **does not have a Maryland UI account number must register for an account.**
 - To register: go to the **BEACON login webpage** (select this [link for the employer login page](#) and this [link for the agent login page](#)); select “**Register for an Account,**” and follow the prompts.



- An employer or third-party agent who **has a Maryland UI account number must activate an account.**
 - To activate an account: go to the **BEACON login webpage** (select this [link for the employer login page](#) and this [link for the agent login page](#)); select “**I need to activate my account**”; and follow the prompts.



For detailed instructions, see:

- [BEACON Account Activation and Registration for Employers and Third-Party Agents](#)
- [BEACON Employers and Third Party Agents Tutorial Videos](#)

4. **BEACON Mobile App for Employers**

The **MD Unemployment for Employers** mobile app allows employers to complete **some** UI tasks in BEACON, such as making contribution payments, submitting wage reports, filing appeals, and more. Please note that **some UI tasks can not be completed using the mobile app**. The app is free to download from the [iOS App Store](#) and the [Google Play Store](#).

5. **Submitting a Power of Attorney (POA) in BEACON**

All third-party agents are required to have an active POA on file and approved by the Division to perform activity on an employer's behalf. Employers and third-party agents can submit a completed [POA authorization form](#) in BEACON.

Employers - POA Submission Instructions

- Login to your [BEACON employer portal](#).
- From the left Your Options menu, select "Account Maintenance."
- Select "Agent Assignment."
- Select "Add Agent" and follow the prompts.

Agents - POA Submission Instructions

- Login to your [BEACON agent portal](#).
- From the left Your Options menu, select "Account Maintenance."
- Select the "Maintain POA icon" and scroll down to the Upload POA field.
- Next, enter the employer account ID number and select "Search."
- When the employer details populate, upload the POA document. When the document has been uploaded, select "Save." When the assignment is approved, the POA status will change to active.

For more, see the [Designating a Power of Attorney instructions](#), [Power of Attorney Authorization form](#), and the [Employer Authorize a Third Party Agent video](#).

6. **BEACON Resources**

To learn more, see the:

- [BEACON Account Activation and Registration for Employers & Third-Party Agents](#)
- [BEACON Employer FAQs](#)
- [BEACON Employers and Third Party Agents Tutorial Videos](#)
- [Employer and Third Party Agent Instructions for Submitting Files in BEACON](#)
- [Employers' Quick Reference Guide](#)
- [BEACON for Employers and Third-Party Agents Flyer](#)
- [BEACON Glossary of Terms](#)