



New Mexico Department of Workforce Solutions

Employer Activation Guide

uFacts Instructions

Employer Activation Guide

A new self-service account has been created for existing businesses that are currently registered with the New Mexico Department of Workforce Solutions (NMDWS). Employers must activate their account before they can login to the new Unemployment Insurance Tax System.

To activate your on-line self-service account, access the UI tax self-service portal at www.dws.state.nm.us/dws-uitax.html . If you are having trouble with this link, you can access the NMDWS UI Tax Web Page from the main NMDWS Home page at www.dws.state.nm.us under the “Business Section.”

To access your account, you will need to provide the first six digits of your NMDWS employer account number and the activation password that was assigned and mailed to you by NMDWS. If you did not receive your activation letter with your activation password, contact us at uitax.support@state.nm.us or dws.statusunit@state.nm.us. For security purposes, you will need to verify account information by providing your employer account number, FEIN, and the name and address of employer before your activation password will be issued.

Activate your Unemployment Insurance Tax System Account

You are on the Business Page

Scroll down to the Login to Unemployment Insurance Tax System section

Select the Account Activation button



Employer Activation Guide

Login to the System

Enter the first six digits of your Employer Account Number (EAN) and Activation Password. Select 'Next'

New Mexico Department of Workforce Solutions

Wednesday, June 22, 2011

Logon * Indicates Required Field

Employer Registration
System Availability
User Guide
Returning Employer
Account Activation

Welcome to UI Employer Account Activation!
You are currently registered with this Agency because you have employment in New Mexico. This activation process will create your online account so that you can view and maintain your Employer Account.

Employer Account Number(EAN): 280446 *
Activation Password: [masked] *

Next

Accessibility | Privacy Statement | Viewing Tips

Review the “Welcome to the UI Employer Account Activation” page. This page contains the information that is required to complete the activation process.

Select 'Next'

New Mexico Department of Workforce Solutions

Wednesday, June 22, 2011

Logon

Employer Registration
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Account Activation

Employer Information
Employer Account Number: 00280446 Employer Name: John's

Welcome to UI Employer Account Activation!
You are currently registered with this Agency because you have employment in New Mexico. This activation process will create your online account so that you can view and maintain your Employer Account.

Please note that not completing the activation process could result in the loss of entered data.

Necessary Activation Information
To successfully activate your online self-service account, you will need the following information:

- Federal Employment Identification Number (FEIN)
- Contact Information
- Employer information, including Mailing and Physical addresses
- Owner/Officer Information

Notification
All information provided in this filing must be complete, true and accurate. New Mexico Unemployment Compensation Law provides for civil fines and criminal penalties for misrepresentation, evasion, willful nondisclosure, and failure or refusal to furnish reports or requested information to this Agency.

Next

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Assign a System Administrator

An authorized administrator must be assigned to your account. This could be you, the employer, or someone you provide authorization to administer your account with this agency. The authorized administrator will be issued a User ID and password and will have the capability of assigning other authorized users to this account. Enter the authorized administrator information as required. A red asterisk indicates a required fields.

Once all information is entered and the certification is verified by checking the box, select 'Next.'

The screenshot shows a web browser window with the URL 'UT Online' and 'MSN.com'. The page title is 'New Mexico Department of Workforce Solutions'. The date is 'Wednesday, June 22, 2011'. The page is titled 'Logon' and includes a navigation menu with links: 'Employer Registration', 'System Availability', 'User Guide', 'Returning Employer', and 'Account Activation'. A progress indicator shows three steps: 1. Employer Information, 2. Business Information, and 3. Owner/Officer Information, with 'COMPLETE' next to step 3. A legend indicates that a red asterisk (*) denotes a required field. The form contains the following information:

- Employer Information:** Employer Account Number: 00280446, Employer Name: John's
- Administrator Information:** Enter information for the [Authorized administrator](#) of this account.
 - First Name: john *
 - Last Name: doe *
 - Business Phone: 505-556-5555 * ext: []
 - Secondary Phone: [] ext: []
 - Administrator Title: manager *
 - E-Mail: myemail@somewhere.com
 - Re-Enter E-Mail: myemail@somewhere.com

A certification checkbox is checked: **By checking this box, I certify that I am authorized by the owner/officer of this organization to enter employer information. I also certify that I am authorized to function as an Administrator on this account.**

Buttons for 'Previous' and 'Next' are located at the bottom of the form. At the bottom right of the page, there are links for 'Accessibility', 'Privacy Statement', and 'Viewing Tips'. The browser's status bar shows 'Internet' and '100%' zoom.

Employer Activation Guide

Assign a Contact

Next, enter the contact information of the individual this Agency should contact regarding specific information about your account.

Select 'Next.'

The screenshot shows a web browser window with the URL 'MSN.com' and the date 'Wednesday, June 22, 2011'. The page title is 'New Mexico Department of Workforce Solutions'. The main content area is titled 'Logon' and contains a progress indicator with three steps: 1. Employer Information, 2. Business Information, and 3. Owner/Officer Information, with 'COMPLETE' at the end. The first step is active. Below the progress indicator, there are two sections: 'Employer Information' and 'Contact Information'. The 'Employer Information' section shows 'Employer Account Number: 00280446' and 'Employer Name: John's'. The 'Contact Information' section has a heading 'Enter the following information about the person that should be contacted with questions regarding the initiation of this self-service account'. Below this is a checkbox labeled 'Same as Administrator Information' which is checked. The form fields are: First Name: john, Last Name: doe, Title: manager, Business Phone: 505-556-5555, Secondary Phone: (empty), E-Mail: (empty), and Re-Enter E-Mail: (empty). There are two 'ext:' labels next to the Business Phone and Secondary Phone fields. At the bottom of the form are 'Previous' and 'Next' buttons. The footer contains 'Accessibility | Privacy Statement | Viewing Tips'.

1 → 2 → 3 → COMPLETE
Employer Information Business Information Owner/Officer Information

Employer Information
Employer Account Number: **00280446** Employer Name: **John's**

Contact Information
Enter the following information about the person that should be contacted with questions regarding the initiation of this self-service account

Same as Administrator Information

First Name: john
Last Name: doe
Title: manager
Business Phone: 505-556-5555 ext:
Secondary Phone: ext:
E-Mail:
Re-Enter E-Mail:

Previous Next

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Select the preferred Method of Communication

The method of communication defines the method that NMDWS uses to communicate with an employer. Employers that choose US Mail will receive written correspondence. Employers that choose email will receive electronic notification of correspondence available for them to view and print. Some key agency communications will always be sent using written correspondence. NOTE: The email communication method will not be effective until March of 2012.

Select 'Next'.

The screenshot shows a web browser window with the URL 'UT Online' and 'MSN.com'. The page title is 'New Mexico Department of Workforce Solutions'. The date is 'Wednesday, June 22, 2011'. The page is titled 'Logon' and includes a navigation menu on the left with links: 'Employer Registration', 'System Availability', 'User Guide', 'Returning Employer', and 'Account Activation'. The main content area is divided into three steps: 1. Employer Information, 2. Business Information, and 3. Owner/Officer Information. The current step is 'Business Information'. The form displays 'Employer Account Number: 00280446' and 'Employer Name: John's'. Under 'Communication Method', it asks for the preferred method of communication, with 'Email' selected. It also has fields for 'Business E-Mail Address' and 'Re-enter Business E-Mail Address'. A note states: 'Note that Email as a communication method will not be available until March, 2012. If you choose Email you will receive correspondence via US Mail until that time.' Under 'Business Information', there are three questions with radio button options: 'Does this employer act as a Professional Employer Organization(PEO)?', 'Is this employer the client of a professional employer organization?', and 'Does this employer have employees that perform services that may be exempt under NMAC 51-1-42.F(12)?'. The 'Next' button is highlighted.

Selecting email as the preferred method of communication will require you to enter a business e-mail address.

Employer Activation Guide

Review and Update Addressess

Review and update Mailing Address

Logon * Indicates Required Field

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1 Employer Information → 2 Business Information → 3 Owner/Officer Information → COMPLETE

Employer Information
Employer Account Number: **00280446** Employer Name: **John's**

Mailing Address
Confirm, or make modifications to your [mailing address](#) *

Address Line 1: 123 MAIN ST *
Address Line 2: *
City: TAOS *
State: NM - New Mexico
ZIP/Postal Code: 87001
Country: US - United States Of America *
Phone (Required if U.S. or Canada address): 505-556-5555 ext:
Fax:
E-Mail:
Re-enter E-Mail Address:

Verify the address NMDWS has on-file for your business is correct, make changes as necessary. Validate the Address entered, by selecting 'NEXT.' The system checks the entered address against a database supplied by the US Post Office and displays matches (if any).

Select the address you wish to use and then select 'Next' to continue. If the system provides a US Postal formatted address matching the address you entered, please select the US Postal formatted address.

Logon Wednesday, June 22, 2011 [Print](#)

Address Validation
The System could not find a possible match with the address you provided. You may keep the address you have provided or select "Previous" to change the address.

Possible Matches

Provided Address

123 MAIN ST
TAOS
New Mexico
87001

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Verify the 'Physical Location Address,' if any. The physical address is the street address where the business is located and services are being performed. If the business has multiple locations, the street address is that of the primary business site. This address must be in New Mexico. If there is no physical location, indicate so on this page.

The screenshot shows the 'Business Information' step of the employer activation process. The page title is 'Logon' and it includes a navigation menu on the left with options like 'Employer Registration' and 'System Availability'. A progress indicator at the top shows three steps: 1. Employer Information, 2. Business Information (current step), and 3. Owner/Officer Information. The main content area is titled 'Employer Information' and displays the 'Employer Account Number: 00280446' and 'Employer Name: John's'. Below this is the 'Enter Address - Physical Location' section, which includes a dropdown for 'Same as:', two radio button questions about physical location in New Mexico and telecommuters, and several text input fields for address details: Address Line 1 (123 MAIN ST), Address Line 2, City (TAOS), State (New Mexico), ZIP/Postal Code (87001), Country (United States Of America), Phone (505-556-5555), Fax, E-Mail, and Re-enter E-Mail Address. 'Previous' and 'Next' buttons are at the bottom.

Validate Address of the Physical Location

The screenshot shows the 'Address Validation' step. The page title is 'Logon'. The main content area is titled 'Address Validation' and contains the message: 'The System could not find a possible match with the address you provided. You may keep the address you have provided or select "Previous" to change the address.' Below this is a section titled 'Possible Matches' which lists the 'Provided Address' as '123 MAIN ST, TAOS, New Mexico, 87001'. There are 'Previous' and 'Next' buttons at the bottom.

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Enter in Business Records Address. The business records address is the location where the business/payroll records are stored and/or maintained and may be reviewed by NMDWS.

Select 'Next.'

The screenshot shows a web browser window with the URL 'UI Online' and 'MSN.com'. The page header includes the New Mexico Department of Workforce Solutions logo and the date 'Wednesday, June 22, 2011'. A navigation menu on the left lists: 'Employer Registration', 'System Availability', 'User Guide', 'Returning Employer', and 'Account Activation'. A progress indicator at the top shows three steps: 1. Employer Information, 2. Business Information, and 3. Owner/Officer Information, with 'COMPLETE' to the right. The main content area is titled 'Enter Business Records Address' and contains the following text: 'Please confirm, or make modifications to your business records® address for this employer. This address cannot be a Post Office box or private mail box. Do not enter a client site, other temporary job site, or employee home address.' Below this is a form with the following fields: 'Same as:' (dropdown menu), 'Address Line 1:' (text box with '123 MAIN ST'), 'Address Line 2:' (text box), 'City:' (text box with 'TAOS'), 'State:' (dropdown menu with 'NM - New Mexico'), 'ZIP/Postal Code:' (text box with '87001'), 'Country:' (dropdown menu with 'US - United States Of America'), 'Phone (Required if U.S. or Canada address):' (text box with '5055565555'), 'ext:' (text box), 'Fax:' (text box), 'E-Mail:' (text box), and 'Re-enter E-Mail Address:' (text box). At the bottom of the form are 'Previous' and 'Next' buttons. The footer of the page contains the text 'Accessibility | Privacy Statement | Viewing Tips'.

Validate the Business Records Address

The screenshot shows the 'Address Validation' screen in the same web browser window. The page header and navigation menu are identical to the previous screenshot. The progress indicator now shows step 2, 'Business Information', as the active step. The main content area is titled 'Address Validation' and contains the following text: 'The System could not find a possible match with the address you provided. You may keep the address you have provided or select "Previous" to change the address.' Below this is a section titled 'Possible Matches' which contains a table with the following data: 'Provided Address' (123 MAIN ST, TAOS, New Mexico, 87001). At the bottom of the form are 'Previous' and 'Next' buttons. The footer of the page contains the text 'Accessibility | Privacy Statement | Viewing Tips'.

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Review, modify or enter Owner/Officer Information

Owners or officers can be added, viewed, and modified from this page. To modify or delete an owner/officer, select the 'Edit/Delete' link next to the appropriate owner/officer. Only owner/officer information that was just added but not yet saved may be deleted. Previous owner/officer information may not be deleted. To remove an active owner/officer, enter a 'Final Date of Ownership' to the owner/officer record.

To add a new owner/officer, select the appropriate 'Add' button.

When all 'Owner/Officer' Information has been entered,

select 'Next.'

The screenshot shows a web browser window with the URL 'MSN.com' and the date 'Wednesday, June 22, 2011'. The page title is 'Logon'. The main content area displays a progress bar with three steps: 1. Employer Information, 2. Business Information, and 3. Owner/Officer Information, with 'COMPLETE' indicated. Below the progress bar, the 'Employer Information' section shows 'Employer Account Number: 00280446' and 'Employer Name: John's'. The 'Review Owner/Officer Information' section contains a table with columns: Name, SSN/FEIN, Title, Address Information, and % Ownership. The table lists one entry: 'doe, john' with SSN/FEIN '456-45-6456', Title 'CEO', Address '123 Main St, Taos, NM 87001', and % Ownership '100%'. There are 'Edit' and 'Delete' links for this entry. Below the table, the 'Total Number of Owner/Officers' is 1 and the 'Total Percentage of Ownership' is 100.00%. A list of instructions follows: 'To ADD an Owner/Officer, select the 'Add Individual Owner/Officer' or 'Add a Business as an Owner' button below', 'To EDIT a newly created entry, select the 'Edit' link beside the desired owner/officer', 'To DELETE a newly created entry, select the 'Delete' link beside the desired owner/officer', and 'After completing all updates to the Owner/Officer information, select "Next"'. At the bottom, there are buttons for 'Add Individual Owner/Officer', 'Add a Business as an Owner', 'Previous', and 'Next'. The footer includes 'Accessibility | Privacy Statement | Viewing Tips'.

Logon

Employer Registration
System Availability
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1 → 2 → 3 → COMPLETE
Employer Information Business Information Owner/Officer Information

Employer Information
Employer Account Number: 00280446 Employer Name: John's

Review Owner/Officer Information

Name	SSN/FEIN	Title	Address Information	% Ownership		
doe, john	456-45-6456	CEO	123 Main St, Taos, NM 87001	100%	Edit	Delete
Total Number of Owner/Officers: 1			Total Percentage of Ownership: 100.00%			

- To **ADD** an Owner/Officer, select the 'Add Individual Owner/Officer' or 'Add a Business as an Owner' button below
- To **EDIT** a newly created entry, select the 'Edit' link beside the desired owner/officer
- To **DELETE** a newly created entry, select the 'Delete' link beside the desired owner/officer
- After completing all updates to the Owner/Officer information, select "Next".

[Add Individual Owner/Officer](#) [Add a Business as an Owner](#)

[Previous](#) [Next](#)

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Verify the information entered, correct as needed.

Select 'Save.'

The screenshot shows a web browser window with the URL 'UT Online' and 'MSN.com'. The page title is 'New Mexico Department of Workforce Solutions'. The date is 'Thursday, June 30, 2011'. The page has a navigation bar with 'Change Password' and 'Logoff' links. The main content area is titled 'Employer Information' and contains the following fields:

- Employer Account Number: 00280446
- Employer Name: John's
- DBA Name: JOHN'S GARAGE

Below this is the 'Add/Modify Individual Owner/Officer Information' section, which includes the following fields:

- First Name: john *
- MI: *
- Last Name: doe *
- SSN: 456456456 *
- Business Title: CEO *
- Percent of Ownership: 100 *
- First Date of Ownership: 5/5/2010 * (mm/dd/yyyy)
- Final Date of Ownership: (mm/dd/yyyy)
- Address Line 1: 123 Main St *
- Address Line 2: *
- City: Taos *
- State: NM - New Mexico *
- ZIP/Postal Code: 87001 *
- Country: US - United States Of America *
- Phone (Required if U.S. or Canada address): 5055565555 ext: *
- E-Mail: *
- Re-Enter Email: *

At the bottom of the form, there are two buttons: 'Previous' and 'Save'. Below the buttons, there are instructions:

- Select the "Save" button to SAVE the entered Owner/Officer information and returned to the prior screen.
- Select the "Previous" button to navigate to the prior screen without saving the information.

Validate Address

Select 'Next.'

The screenshot shows a web browser window with the URL 'UT Online' and 'MSN.com'. The page title is 'New Mexico Department of Workforce Solutions'. The date is 'Wednesday, June 22, 2011'. The page has a navigation bar with 'Logon' link. The main content area is titled 'Address Validation' and contains the following text:

The System could not find a possible match with the address you provided. You may keep the address you have provided or select "Previous" to change the address.

Below this is the 'Possible Matches' section, which includes the following fields:

- Provided Address: 123 MAIN ST
- TAOS
- New Mexico
- 87001

At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

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Select the 'Add Individual Owner' button to add a person as an owner or officer of the employer.

Thursday, June 30, 2011

Change Password | Logoff

Employer Home
FAQ
Account Maintenance
View Employer Account Profile
Address Information
Maintain Employer Name
Maintain Owners/Officers
Maintain Employer Reporting Units
Third Party Administrator (TPA) Authorization
Benefit Charge Activities
Correspondence
Employment and Wage Detail Reporting
Payment Information
User Maintenance

Employer Information
Employer Account Number: **00280446** Employer Name: **John's**
DBA Name: **JOHN'S GARAGE**

Maintain Owner/Officer Information

Name	SSN	FEIN	Contact Information	% Ownership	
doe, john	XXX-XX-6456		123 Main St, Taos, NM 87001	100.00%	Edit

Total Owners: 1
Total Percentage: 100.00%

- To **ADD** an owner/officer, select the 'Add Individual Owner' or 'Add a Business as an Owner' button.
- To **EDIT** existing information or **INACTIVATE**, an owner/officer, select the 'Edit' link beside the desired owner/officer.
- To **DELETE** a newly created entry, select the 'Delete' link beside the desired owner/officer.
- After completing all updates to the Owner/Officer information, select 'Submit'.

[Link to Previous Owner/Officers](#)

Enter in information as needed.

Select 'Save.'

Thursday, June 30, 2011

Change Password | Logoff * Indicates Required Field

Employer Home
FAQ
Account Maintenance
View Employer Account Profile
Address Information
Maintain Employer Name
Maintain Owners/Officers
Maintain Employer Reporting Units
Third Party Administrator (TPA) Authorization
Benefit Charge Activities
Correspondence
Employment and Wage Detail Reporting
Payment Information
User Maintenance

Employer Information
Employer Account Number: **00280446** Employer Name: **John's**
DBA Name: **JOHN'S GARAGE**

Add/Modify Individual Owner/Officer Information

First Name: *

MI:

Last Name: *

SSN: *

Business Title: Select One *

Percent of Ownership: *

First Date of Ownership: * (mm/dd/yyyy)

Final Date of Ownership: (mm/dd/yyyy)

Address Line 1: *

Address Line 2:

City: *

State: NM - New Mexico

ZIP/Postal Code:

Country: US - United States Of America *

Phone (Required if U.S. or Canada address): ext:

E-Mail:

Re-Enter Email:

- Select the "**Save**" button to **SAVE** the entered Owner/Officer information and returned to the prior screen.
- Select the "**Previous**" button to navigate to the prior screen without saving the information.

Employer Activation Guide

Select the 'Add a Business as an Owner' button to add a business as an owner of the employer.

The screenshot shows the 'uFacts' web application interface. The browser window title is 'UI Online' and the address bar shows 'MSN.com'. The page header includes the New Mexico Department of Workforce Solutions logo and the date 'Thursday, June 30, 2011'. A navigation bar contains 'Change Password' and 'Logoff' links. A left sidebar lists various menu items, including 'Employer Home', 'FAQ', 'Account Maintenance', 'Maintain Employer Name', 'Maintain Owners/Officers', 'Benefit Charge Activities', 'Correspondence', 'Employment and Wage Detail Reporting', 'Payment Information', and 'User Maintenance'. The main content area is titled 'Employer Information' and displays the following details:

- Employer Account Number: 00280446
- Employer Name: John's
- DBA Name: JOHN'S GARAGE

Below this is the 'Maintain Owner/Officer Information' section, which contains a table with the following data:

Name	SSN	FEIN	Contact Information	% Ownership	
doe, john	XXX-XX-6456		123 Main St, Taos, NM 87001	100.00%	Edit

Summary statistics below the table:

- Total Owners: 1
- Total Percentage: 100.00%

Two buttons are visible: 'Add Individual Owner/Officer' and 'Add a Business as an Owner'. Below the table, there are instructions:

- To **ADD** an owner/officer, select the 'Add Individual Owner' or 'Add a Business as an Owner' button.
- To **EDIT** existing information or **INACTIVATE** an owner/officer, select the 'Edit' link beside the desired owner/officer.
- To **DELETE** a newly created entry, select the 'Delete' link beside the desired owner/officer.
- After completing all updates to the Owner/Officer information, select 'Submit'.

A link to 'Link to Previous Owner/Officers' is provided. At the bottom of the form are 'Cancel' and 'Submit' buttons.

Enter in the Business information as needed.

Select 'Save.'

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The screenshot shows a web browser window with the URL 'UT Online' and 'MSN.com'. The page title is 'New Mexico Department of Workforce Solutions'. The date is 'Thursday, June 30, 2011'. The page has a navigation bar with 'Change Password | Logoff' and a note '* Indicates Required Field'. The main content area is titled 'Employer Information' and shows 'Employer Account Number: 00280446' and 'Employer Name: John's DBA Name: JOHN'S GARAGE'. Below this is the 'Add/Modify Business Owner/Officer Information' section, which contains several required fields: Legal Entity Name, FEIN, Percent of Ownership, First Date of Ownership, Final Date of Ownership, Address Line 1, Address Line 2, City, State (dropdown menu), ZIP/Postal Code, Country (dropdown menu), Phone, E-Mail, and Re-Enter Email. A 'Save' button is visible at the bottom of the form. A sidebar on the left contains a navigation menu with options like 'Employer Home', 'FAQ', 'Account Maintenance', 'Address Information', 'Maintain Employer Name', 'Maintain Owners/Officers', 'Benefit Charge Activities', 'Correspondence', 'Employment and Wage Detail Reporting', 'Payment Information', and 'User Maintenance'.

Validate the Address

Select 'Next' to return to the 'Maintain Owner Officer Information' screen.

The screenshot shows a web browser window with the URL 'UT Online' and 'MSN.com'. The page title is 'New Mexico Department of Workforce Solutions'. The date is 'Wednesday, June 22, 2011'. The page has a navigation bar with 'Logon'. The main content area is titled 'Address Validation' and contains the message: 'The System could not find a possible match with the address you provided. You may keep the address you have provided or select "Previous" to change the address.' Below this is a section titled 'Possible Matches' and 'Provided Address'. The provided address is '123 MAIN ST, TAOS, New Mexico, 87001'. A 'Next' button is visible at the bottom of the form. A sidebar on the left contains a navigation menu with options like 'Employer Registration', 'System Availability', 'User Guide', 'Returning Employer', and 'Account Activation'.

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Activation Complete

The 'Activation Complete' window will open. Your user name and temporary password are displayed on this page. Use the user name and temporary password to log into the new employer self service system. You will be required to change your temporary password the first time you log into the new employer self service system.

You **MUST** print the 'Activation Completion' page. Select the 'Print' link in the upper right hand corner of the window.

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Employer Information Business Information Owner/Officer Information

Employer Information
Employer Account Number: **00280446** Employer Name: **John's**

Activation Complete
Thank you for providing this information. You have successfully initiated your online, self-service account. Please click the Login button to perform system functions, including the following:

- Create your permanent password
- View existing account information
- Manage account (e.g. assign roles, create reporting units, maintain profile)
- Maintain address
- File Employment and Wage Detail Reports

User Name and Temporary Password
Below is your permanent User name and temporary password. You will be required to change your password when logging in for the first time.
User Name: **jdoe07**
Temporary User Password: **48228Brm**

Print a copy of this page for your records.

Login

Wednesday, June 22, 2011 [Print](#)

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Select 'Print.'

The screenshot shows a web browser window with a navigation bar at the top containing 'Print' and 'Close' buttons. Below the navigation bar is a progress indicator showing three steps: 1. Employer Information, 2. Business Information, and 3. Owner/Officer Information, followed by the word 'COMPLETE'. The main content area is divided into several sections: 'Employer Information' with fields for 'Employer Account Number: 00280446' and 'Employer Name: John's'; 'Activation Complete' with a thank-you message and a list of actions: 'Create your permanent password', 'View existing account information', 'Manage account (e.g. assign roles, create reporting units, maintain profile)', 'Maintain address', and 'File Employment and Wage Detail Reports'; 'User Name and Temporary Password' with the message 'Below is your permanent User name and temporary password. You will be required to change your password when logging in for the first time.' and the details 'User Name: jdoe07' and 'Temporary User Password: 48228Brm'. At the bottom, there is a bold instruction: 'Print a copy of this page for your records.'

Employer Activation Guide

Login to Unemployment Insurance Tax System

To access your account, you will need your uFacts username and password from the completed account activation process.

Existing employers who completed the activation process were provided their username and temporary user password at the end of this process.

If you do know your username or password, contact us at uitax.support@state.nm.us or dws.statusunit@state.nm.us You will need to provide your employer account number, FEIN, employer name, and address to verify account information for security purposes.

The screenshot shows a web browser window with the URL "MSN.com" and the page title "New Mexico Department of Workforce Solutions : Employer Login". The page is dated "Wednesday, June 22, 2011". The main content area includes a navigation menu on the left with links for "Employer Registration", "System Availability", "User Guide", "Returning Employer", and "Account Activation". The main heading is "New Mexico Department of Workforce Solutions : Employer Login". Below the heading is a message: "To access Employer account information, enter your User ID and Password. For purposes of authentication, using your Password is considered the same as using your signature." There are two input fields: "User ID:" and "Password:", both marked with a red asterisk to indicate they are required. Below the input fields are two buttons: "Login" and "Forgot Password". A red message states: "Your account will be locked after 4 attempts. If you are having problems logging in, select the 'Forgot Password' button to reset your password." Below this is a section titled "Helpful Resources Home" with four links: "Employer Registration" (Create a new employer account to obtain an Employer Account Number and create System Administrator user.), "System Availability" (Check routine and special system downtimes), "User Guide" (A guide to using the Employer Self-Service System.), and "Returning Employer" (Complete a Pending Registration using the Temporary User ID and Password.). At the bottom right, there is a link for "Account Activation" (Activate legacy system account to conduct business on-line.).

Employer Activation Guide

Reset Password

Newly activated users will be required to reset their password when logging in after the activation process.

The screenshot shows a web browser window titled 'UT Online'. The page header includes the New Mexico Department of Workforce Solutions logo and the date 'Wednesday, June 22, 2011'. The main content area is titled 'Reset Password' and contains the following information:

- Employer Information:**
 - Employer Account Number: 00280446
 - Employer Name: John's
 - DBA Name: JOHN'S GARAGE
- 4 Digit Pin Code:** The 4 Digit Pin Code is a 4 digit numeric entry of your choosing. The PIN is an alternate "User" credential which you create(d) during the permanent password set up. This information is requested for authentication purposes when the user indicates they have forgotten their password.
- Reset Password:** Please choose a new password and other information by entering it in the fields below and clicking save. For additional information on password security, please refer to the [password guidelines](#).
- Form Fields:**
 - Current Password: [text input]
 - New Password: [text input]
 - Re-enter new password: [text input]
 - Security Question: What is your father's middle name? [dropdown menu]
 - Security Answer: [text input]
 - 4-digit PIN Code: [text input]
- Buttons:** A 'Save' button is located at the bottom of the form.

A new password **must** conform to the following requirements:

- at least 8 characters in length
- no more than 35 characters in length
- not previously used within this system
- does not contain a space (e.g. " " " ")
- contains at least three (3) of the following:
 - uppercase character (e.g. A-Z)
 - lowercase character (e.g. a-z)
 - numeric digit (e.g. 0-9)
 - non-alphanumeric character (e.g. !, @, #, \$, %, ^, & or *)

Once you have successfully changed your password, answered a security question, and created a 4-digit PIN, your account is officially activated. Now you maintain general account information and are prepared for the full benefits of this new system to be launched in the spring of 2012.