New Mexico Department of Workforce Solutions

Employer Activation Guide

uFacts Instructions
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
Login to the System
Enter the first six digits of your Employer Account Number (EAN) and Activation Password. Select ‘Next’

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’
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.’
Assign a Contact

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

Select ‘Next.’
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’.

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

Review and update Mailing 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.
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.

Validate Address of the Physical Location
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.’

Validate the Business Records Address
**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.’
Verify the information entered, correct as needed.

Select ‘Save.’

Validate Address

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

Enter in information as needed.

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

Enter in the Business information as needed.

Select ‘Save.’
Validate the Address

Select ‘Next’ to return to the ‘Maintain Owner Officer Information’ screen.
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.
Select ‘Print.’

Employer Information
Employer Account Number: 00388466  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 Data 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: jdoc07
Temporary User Password: 48228Brm

Print a copy of this page for your records.
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.
Reset Password
Newly activated users will be required to reset their password when logging in after the activation process.

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.