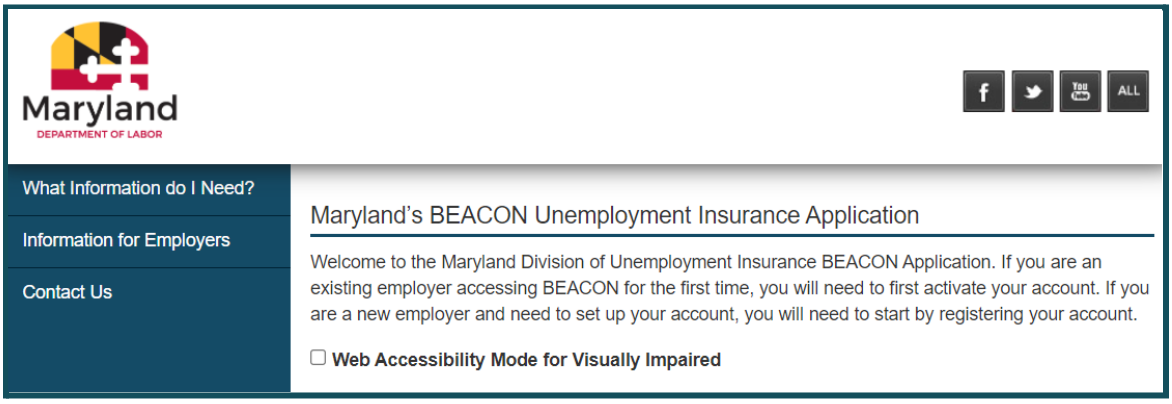
# BEACON 2.0 Account Activation for Employers with an Unemployment Insurance Account

**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 2.0 New Employer Account Registration.**

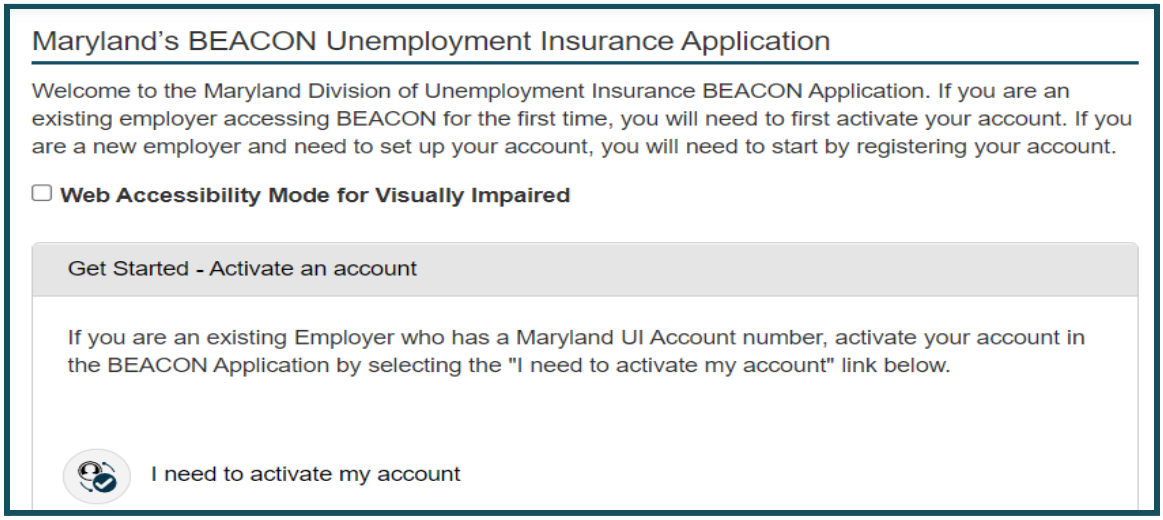
**BEACON 2.0** is the Maryland Division of Unemployment Insurance's (DUI) modernized UI system, which integrates benefits, appeals, and tax functions. In BEACON 2.0, employers can submit required reports, access tax rates, submit wage reports, pay contributions, file appeals, and much more.

**To activate your UI account:**

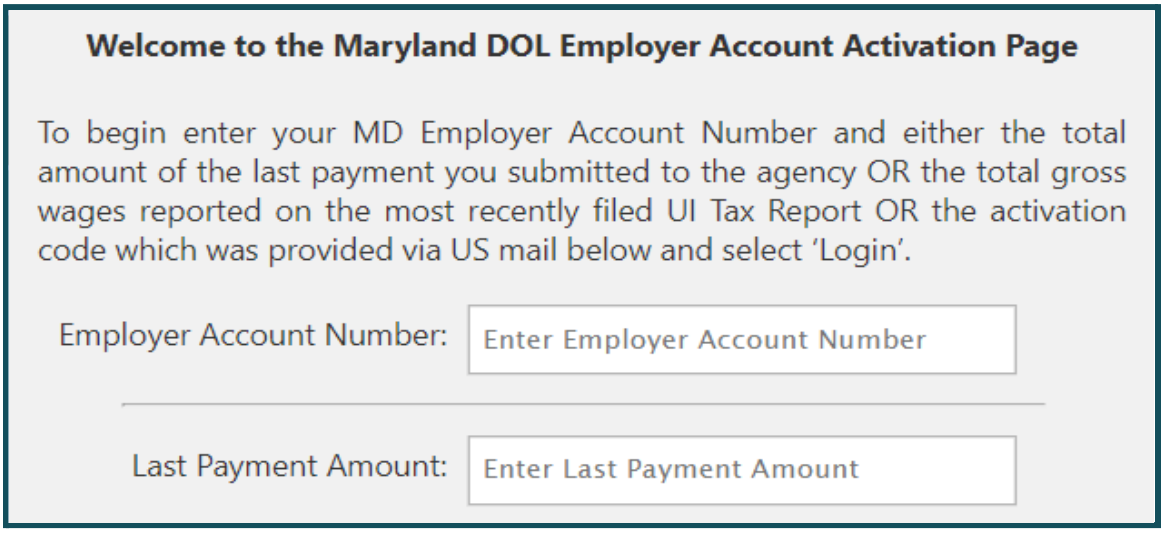
- Go to the **BEACON 2.0** employer website (**https://employer.beacon.labor.md.gov/**)



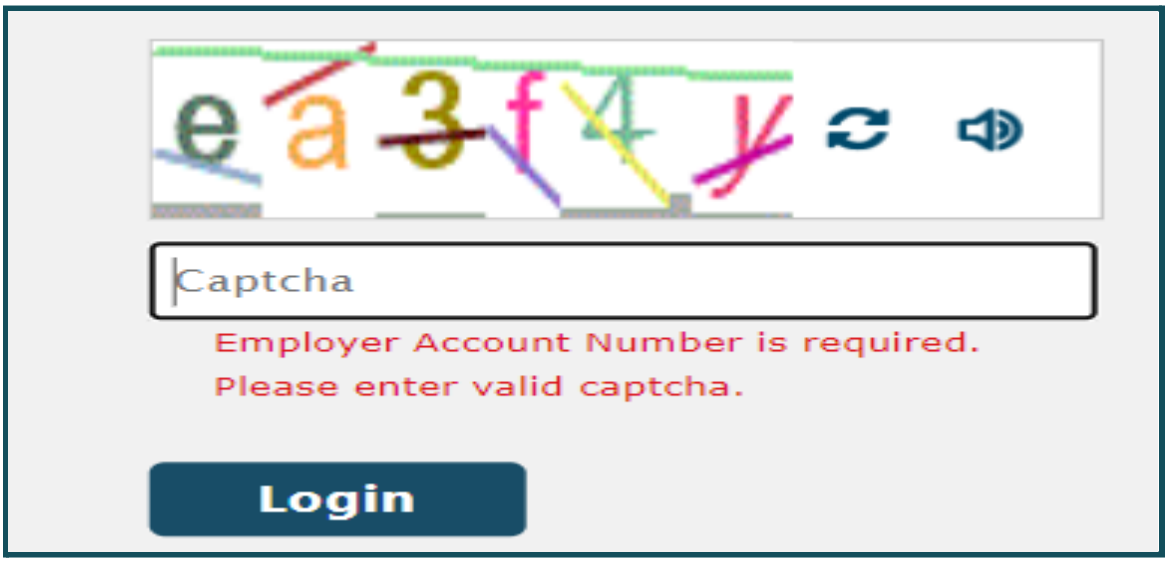

- Select **"I need to activate my account."**



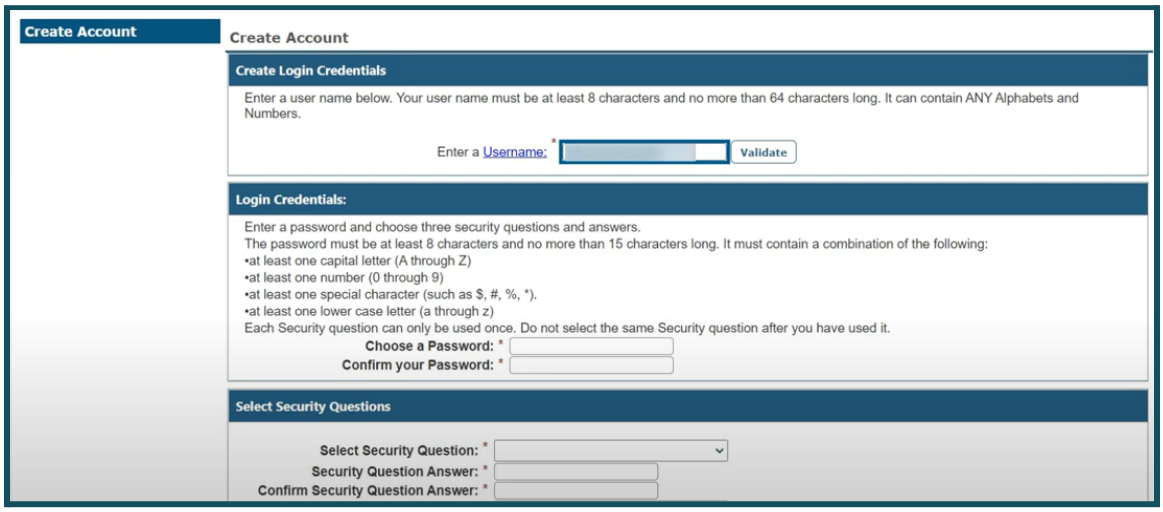
- You will be taken to the **Employer Account Activation** page. On this screen, enter your **MD employer UI account number**, and **either** the:
    - amount of the last payment you submitted to DUI,
    - gross wages reported on your most-recently filed UI tax report, or
    - activation code sent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



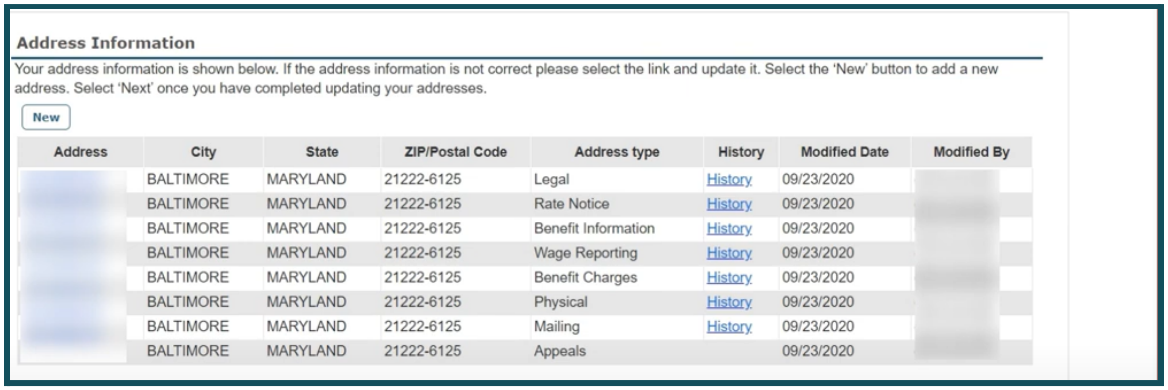

- After entering your information, input the **Captcha code** and select, **"Login.**"



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

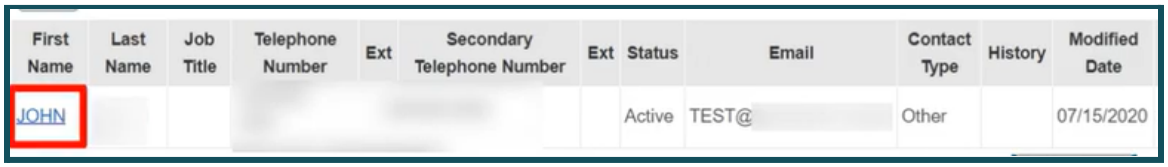



- An **address for the business will prepopulate** on the next screen. Select "New" to add an address or select a hyperlink under the Address section to update an address displayed. Select "Next" to continue.



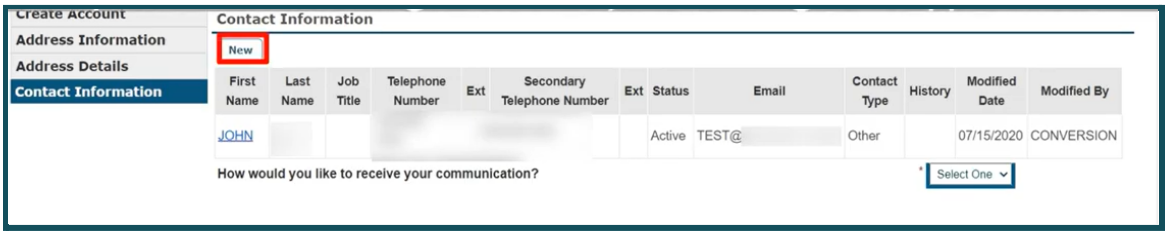

| Address | City | State | ZIP/Postal Code | Address type | History | Modified Date | Modified By |
|---|---|---|---|---|---|---|---|
| | BALTIMORE | MARYLAND | 21222-6125 | Legal | History | 09/23/2020 | |
| | BALTIMORE | MARYLAND | 21222-6125 | Rate Notice | History | 09/23/2020 | |
| | BALTIMORE | MARYLAND | 21222-6125 | Benefit Information | History | 09/23/2020 | |
| | BALTIMORE | MARYLAND | 21222-6125 | Wage Reporting | History | 09/23/2020 | |
| | BALTIMORE | MARYLAND | 21222-6125 | Benefit Charges | History | 09/23/2020 | |
| | BALTIMORE | MARYLAND | 21222-6125 | Physical | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| JOHN | | | | | | | 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 **DUI website**.