Applying for an Account Number
A Step-by-Step Guide
Getting Started

Go to dol.nebraska.gov/UIConnect.

From the home page, click on the “Apply” button under New Accounts.
Required Information

Before proceeding with the application, make sure that you have the information needed to complete the application. Once you have gathered the necessary information, proceed to the next screen.

In order to complete this application you will need to have all business information including but not limited to:

- Business Names
  - Trade Names
  - Doing Business As Names
- All Physical Location Addresses in Nebraska
- Owners, Partners and Officers
  - Names
  - Social Security Numbers
  - Addresses
- Nebraska gross payrolls from the first date wages were paid through the current date
- UI Tax Contact for employer account and quarterly tax filing
  - Name
  - Email Address
  - Phone Number
- UI Benefits Contact for employee separation information
  - Name
  - Email Address
  - Phone Number
- UI Benefits Contact for earnings verification information
  - Name
  - Email Address
  - Phone Number
Step 1: Business Information

Fill in the fields about your organization’s name, address, contact information, and physical location and answer the questions show on the screen, then proceed to step two.

* Required Fields – Error messages will identify incomplete fields and stop the user from advancing to the next step.
Step 2: Employer Organization Selection

Under Organization Information, an employer can choose up to two Organization types for correct liability status. Screens will change according to organization selected.

Notice that text boxes are available to complete for business activity and services performed. This detail is necessary to assist in determining tax rates and industry type.

For more information about organization type and liability status, please read the Employer’s Guide to Unemployment Insurance available on dol.nebraska.gov/UITax
Step 3: Wage & Contact Information

Some of the information shown on this screen may vary depending on the answers provided in Step 2.

Regardless of the selection from Step 2, you will be required to provide wage data and preferred contact information for:

- Unemployment Insurance Tax Information
- Employee Separations Information
- SIDES Earnings Verification Information

The contacts for the above information can be the same person or can be separate as necessary.
Confirmation

After submitting the application, you will be directed to a confirmation screen that you can print for your records. An email confirmation will also be sent to you.