

## **Establishing an Unemployment Insurance Database (UIDB) Account: Completing and Submitting the UI DB Management System Access Request Form and Setting a Secure Password**

Because using the new Module 3 software involves direct access to a National Office server, all users must first establish user accounts with the ETA National Office. All state users, and any Regional users that do not already have access to the UIDB, must complete the Unemployment Insurance Database Management System Access Request Form and then establish a password that meets DOL security standards.

Note: This software is on a different server than the rest of the UI DB. Users who already have UI DB access will initially be given the same password as for the UI server and a new format for the username. You must be aware that the two accounts are separate, and updating a password on the Module 3 server will not automatically update the password for other UI applications. Users who have forgotten their UI password must call the Hotline Helpdesk at 1-800-473-0188.

Step 1: Download a copy of the Request form and Rules of Behavior using link on DV Web page.

Step 2: Complete the form as follows:

- **Section A. General User Information** - Complete items 1-7.
- **Section B. Account Access Requested** - Complete only #9, Data Validation (DV)
  - Check the “Add” box and indicate whether Benefits or Tax access, or both, are required.
- **Section C. Comments** - please use this area for Supervisor’s printed Name, Signature and Date.
- **-Section D. Authorizing Signature** –
  - #14: User’s Printed Name, Signature and Date,
    - Check the box verifying review of the National Office “Rules of Behavior” (available using link on DV Web page.)
  - #15 Leave Blank (National Office will complete)
- **Section E. Account Access Details** – The State Sun System Administrator must check the “Add” box, and Print his/her Name and Date.

Step 3: Submit Form

Send the completed, signed form to the National Office. Send a scan by e-mail to [hotline@uis.doleta.gov](mailto:hotline@uis.doleta.gov), or fax to (202) 693-2883.

Step 4: Establish a Secure Password:

Users will be contacted by e-mail and given a user name and a temporary password. Use that temporary password to create a permanent password that meets the following established UIDB security requirements:

- Password must be at least 8 characters;
- The first EIGHT (8) characters of the password must contain at least 1 upper-case, 1 lower-case, 1 numeric, and 1 special character;
- User must allow 15 days in between password changes;
- Users must use 12 different passwords before they can reuse the first password;
- Passwords expire every 56 days;
- Account will lock after 3 failed attempts; user will have to wait 60 minutes to re-attempt login.