

SUSANA MARTINEZ  
GOVERNOR



CELINA BUSSEY  
SECRETARY

JOHN SANCHEZ  
LT. GOVERNOR

STATE OF NEW MEXICO  
DEPARTMENT OF WORKFORCE SOLUTIONS

**Activate Your Unemployment Insurance Tax Self-Service Account**

In 2012, the New Mexico Department of Workforce Solutions will be implementing an automated, integrated Unemployment Insurance Tax and Claims System. This new, fully-integrated system will provide New Mexico employers and claimants with a new way of conducting business through a secure, online self-service portal.

Regulation changes in 2012 will mandate the following self-service functionality:

- Employers with fifteen (15) or more employees will be required to file electronically.
- Employers will be required to respond, electronically, to all claim-related correspondence.

Employers must activate their account before they can login to the new Unemployment Insurance Tax System. In February of 2011, an activation letter with your temporary password was sent to you. Your activation temporary password, along with the first six digits of your state Unemployment Employer's Account Number (EAN), is needed in order to activate and establish a self-service account.

- Go to [www.dws.state.nm.us](http://www.dws.state.nm.us) and click on *Unemployment Insurance Tax*, under *Business Section*
- Scroll down and click on *Account Activation* logo
- Enter the first six digits of your EAN number with no hyphens (xxxxxx) as your User ID
- Enter your activation password
- Update your account
- Upon completion, print confirmation page with User ID and temporary password

Newly activated employers will be required to reset their password by logging in after the activation process. To access your account, login with your new User ID and temporary password, and reset your temporary password with a permanent password. If you use a Third Party Administrator (TPA), you must authorize the agent and provide them access to your account. You will need your TPA's ID in order to provide the access.

We encourage all employers to activate their account in order to prepare for the mandated regulation changes. If you are unable to locate your 2011 activation letter with your password, please call the Employer's Status Unit at (505) 841-8570 or email your inquires to [uitax.support@state.nm.us](mailto:uitax.support@state.nm.us). For detailed instructions and a recorded demonstration of the account activation process, visit our web site at [www.dws.state.nm.us](http://www.dws.state.nm.us)