



BEACON ONE-STOP APPLICATION: Username and Password Handbook

Scenario 1

Username/password created by claimants during claim filing

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Application	Username And Password
Claimant Authentication	You must complete and submit your application by Saturday 05/02/2020 11:59 PM EST for your claim to be effective this week.
Username And Password	<p>If you exit the application prior to submitting your claim, you may return to your claim by using the "Complete Unemployment Insurance Claim" link from the UI main page. Login with this username and password to complete and submit your application. Any information that you entered will only be saved until the deadline, Saturday 05/02/2020 11:59 PM EST. Information entered but not submitted by the Saturday deadline is deleted. Note: Your username and password is not saved for future use if your claim is not submitted this week.</p> <p>To continue filing your claim select NEXT</p> <p>Username: john123user Password: P@ss1word</p> <p><input type="button" value="Print"/></p>
<input type="button" value="Previous"/> <input style="background-color: #0056b3; color: white;" type="button" value="Next"/> <input type="button" value="Finish"/>	



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1. If claimants get disconnected from the system or logs out of the system while filing the claim, then they can log back in using the link below:

2. Claimants can enter the user name and password to proceed with claim filing

Welcome to Unemployment Insurance System

Welcome to the Maryland Division of Unemployment BEACON One-Stop Application. You will be able to file a claim for many different unemployment benefit programs using this one application. You will also use this site to request your benefit payments by filing your weekly claim certification.

Account Activation

If you have previously filed a claim for benefits in Maryland using the NetClaims application or by speaking with a Claim Representative, you will need to activate your account before you can use the functionality of this application.

Account Activation

I Need To

Create an Account	Login to my Account	Begin My BEACON One-Stop Application
File a Weekly Claim Certification	Complete an Unfinished Claim Application	

Welcome to the Claimant Portal

Enter Username and Password

Please provide your user name and password

Username:

Password:

Note: If claimants can't remember this user name and password, they need to email BEACON.support@maryland.gov



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Scenario 2

Username/password created based on account activation


1. Claimants navigate to account activation:


Welcome to Unemployment Insurance System

Welcome to the Maryland Division of Unemployment BEACON One-Stop Application. You will be able to file a claim for many different unemployment benefit programs using this one application. You will also use this site to request your benefit payments by filing your weekly claim certification.






Account Activation

If you have previously filed a claim for benefits in Maryland using the NetClaims application or by speaking with a Claim Representative, you will need to activate your account before you can use the functionality of this application.


Account Activation



I Need To

 Create an Account	 Login to my Account	 Begin My BEACON One-Stop Application
 File a Weekly Claim Certification	 Complete an Unfinished Claim Application	



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- 2. Claimants enter their SSN and PIN (If claimants can't remember the PIN, claimants can enter their SSN, last name, DOB, Street number OR zip code OR Email ID):

Welcome to the Maryland Account Activation portal
Unemployment Insurance System

To begin enter your Social Security Number and Web or Tele-Cert PIN below and click Login.

Social Security Number:

PIN:

Don't have PIN or Forgot PIN

Login

Click [here](#) to login to your account if you have already activated it.



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3. Claimants create the user name and password using the screen below:

Maryland
DEPARTMENT OF LABOR

Welcome to Unemployment Insurance System

Fields marked with an * are required

Choose a Username, password and three challenge questions. The Username can be any combination of letters and numbers and must be at least 8 characters and no more than 64 characters long. The password must be at least 8 characters and no more than 15 characters long and must contain at least one capital letter, one number, and one special character (e.g. \$, %, *).

Each challenge question can only be used once. Do not select the same challenge question after you have used it.

Select Username

SSN:

Enter a User Name: *

Choose a password: *

Re-enter your password: *

Select Security Questions

Select a challenge question: *

Challenge question answer: *

Confirm challenge question answer: *

Select another challenge question: *

Challenge question answer: *

Confirm challenge question answer: *

Select third challenge question: *


Challenge question answer: *

Confirm challenge question answer: *



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4. Once user credentials are created, claimants can log in using the screen below:


Maryland
 DEPARTMENT OF LABOR

Welcome to the Maryland Department of Labor for MD portal Unemployment Account portal. To login to your account enter your username and password below and select 'Login'.

Username :

Password :

Remember Me
[Forgot Username](#)
[Forgot Password](#)

Login

Click [here](#) to file an unemployment claim if you do not have an existing account.



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If claimants have forgotten their Username:

- a. On selecting 'Forget Username', they would navigate to the screen below. Here they can enter the email address associated with their account:

Maryland
DEPARTMENT OF LABOR

Forgot Username

To retrieve your Username, first enter the email address associated with your account.


Email Address:

Next




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b. Once claimants select next, they will navigate to the screen below.


Maryland
DEPARTMENT OF LABOR
Forgot Username

Enter the last 4 digits of your social security number and your date of birth. An email containing your Username will be sent to you when you submit.

Last 4 digits of SSN: *

Date of Birth(MM/DD/YYYY): * 

c. If the information they provide matches that in the account, the system generates the 'Forgot Username' email where claimants can see their username.



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If claimants have forgotten the password:

- a. On selection of 'Forgot Password' they would navigate to the screen below:

A screenshot of a web application interface for password recovery. At the top center is the Maryland Department of Labor logo, which includes a stylized cross and the text "Maryland DEPARTMENT OF LABOR". Below the logo, the text "Forgot Password" is displayed. A horizontal line separates the header from the main content area. In the center of the main area, the instruction "To reset your password enter the Username associated with your account." is shown. Below this instruction is a label "Username: *" followed by a text input field with a blue border. At the bottom center of the form is a dark blue button with the text "Next" in white.



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b. On selection of Next, user will be navigated to this screen

A screenshot of a web application interface for the Maryland Department of Labor. The header features the Maryland logo and the text "Maryland DEPARTMENT OF LABOR" and "Forgot Password". Below this, the instruction "Enter your Date of Birth" is followed by a form field labeled "Date of Birth: *" with a calendar icon. The next instruction is "Enter the last 4 digits of your Social Security Number", followed by a form field labeled "Last 4 digits of SSN: *". At the bottom center is a dark blue button labeled "Next".

Maryland
DEPARTMENT OF LABOR

Forgot Password

Enter your Date of Birth

Date of Birth: *

Enter the last 4 digits of your Social Security Number


Last 4 digits of SSN: *

Next



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c. Upon selecting next, user will be navigated to below screen:


Maryland
DEPARTMENT OF LABOR
Forgot Password

Select the method you would like to use to reset your password. You can have an email sent to the email address on file for your account or you can use the security questions you set up when you created your account.

Answer Security Questions
 Receive Email

Next



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- d. If users selected the option of answering the security question and answered correctly, they would be taken to the screen on the next page:


Maryland
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Forgot Password

Answer the security question you selected when you set up your account.


What was your nickname as a child? *

[Next](#)



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e. Claimants can reset their password.



Forgot Password

Enter a new password below. Your password cannot be one of the last five passwords you have used. Your password must be at least 8 and no more than 15 characters long. It must contain a combination of the following:

- at least one capital letter (A through Z)
- at least one number (0 through 9)
- one non-alphabetic character (such as \$, #, %, *).
- at least one lower case letter (a to z)

Enter Password: *
 Re-enter Password: *

[Submit](#)

f. If they selected the option of 'Receive email'- an email will be triggered on the registered email address with the next steps to reset the password.