PEO USER Guide

EDUCATION AND LABOR CABINET
DEPARTMENT OF WORKERS' CLAIMS

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PEO Application Process Steps

You will proceed through the following steps to submit your PEO application.

A.   Creating a New PEO Account – in this section you will create a PEO account (Note: If you already have a registered PEO account. Skip this step).

B.   Log in to PEO Registration System – in this section you will log into the system using the account and password you created in the first step.

C.   PEO Registration – in this section you will enter information about the PEO or PEO group and its clients.

D.   Be sure to click on each category in the order listed. Complete the required fields, indicated by red asterisk (*), in each selected category before you proceed to the next category. Once completed, please submit the registration.

E.   Print PEO Form 22-1 and mail it, along with other required documents to the Department of Workers' Claims.
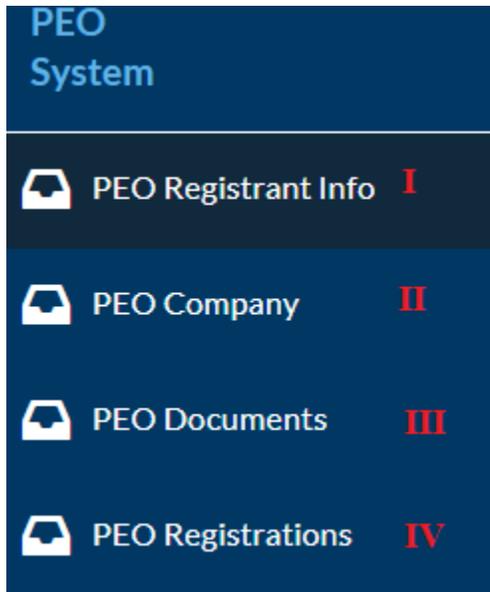
A. Creating a New PEO Account

- Click on "LOGIN TO PEO REGISTRATION SYSTEM" button on the Professional Employer Organizations webpage. You will be directed to the PEO Registration system page.

i.   If you do not have an existing PEO account, click "Register Account" to create an account.
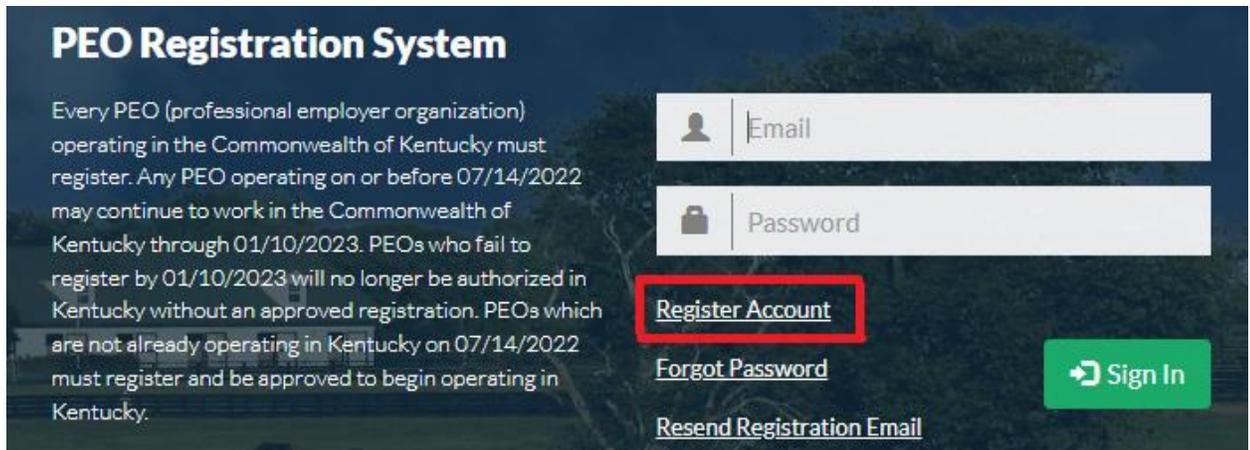
    ii.   On the PEO Account Registration page, Step 1 of 4, please enter all the required fields, which are indicated by a red asterisk (email, password, and security questions). Click "Next".
Please make a note of this email and password; you will use them to log in to your PEO account.

    iii.   On PEO Account Registration, Step 2 of 4, select "**PEO User"**. Click "Next".
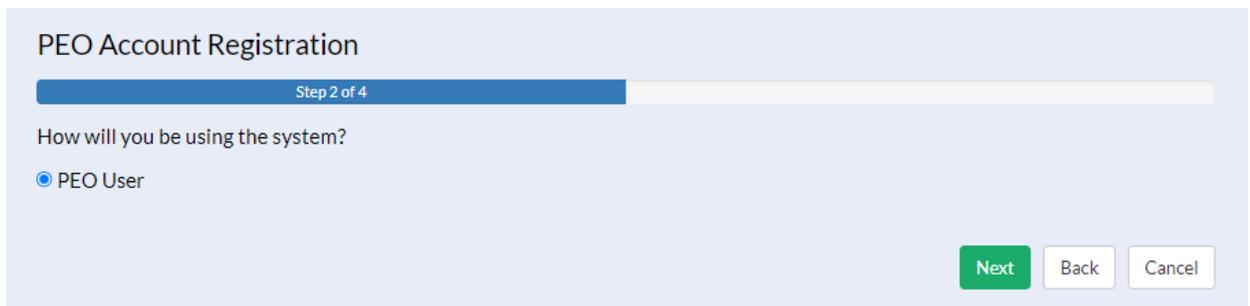
    iv.   On PEO Account Registration, Step 3 of 4, enter all the required fields, as indictated by a red asterisk (First Name, Last Name, Address, City, State, Postal Code, Phone). Click "Next".

    v.   On PEO Account Registration, Step 4 of 4, provided the statement is true, check the
" I am 18 years of age or older" box, then click "Finish".
You should receive a message indicating your PEO Account Registration has been completed successfully.

    vi.   An email will be sent to your email account. To activate your account, please click on the activation link.

    vii.   Enter Email, Password and click "Sign In".

B. Log in to PEO Registration System

To log into the PEO Registration System, use the Email address and password you provided during account registration.

C. PEO Registration

I. PEO Registrant Info

- You will land on the "Add Registrant Info" page. Complete the required fields, which are indicated by a red asterisk and click on "Save New Registrant Info" to save the information entered.

II. PEO Company

- There is a navigation panel located on the left hand side of the screen, click "PEO Company."
  Note: If applying as a PEO Group, click on "Add Company" button.
- Under "Company Basic Information," enter the required fields, as indicated by a red asterisk, and click "Save Company."
- Below "Company Basic Information" you should see multiple tabs. Click on each tab to provide the requested information. <u>After entering the requested information for the selected tab, be sure to click "Save Changes" before you select the next tab</u>.

1 Principal Office	**2** KY Offices	**3** Owners	**4** Aliases	**5** Unemployment
6 Healthcare	**7** Worker's Comp	**8** Clients		

1. Principal Office – Select the country and provide the corresponding address.
2. KY Offices – Please enter information about offices the PEO has in Kentucky.
   If you are applying for Limited Registration, you do not have to provide this information.
3. Owners – Please enter information about owners with a 25% or greater equity interest in the PEO.
   - If there is no person or entity with 25% or greater equity interest in the PEO, please click on the check box beside "No person or entity has twenty- five or greater equity interest in the company"
   - If there is a person or entity with a 25% or greater equity interest in the PEO, please click on "Add Owner" to provide the requested details for each owner.
4. Aliases – Please enter information about any other names under which the PEO has operated.
   - If the PEO has operated for the last five years using the same name, please click on the check box beside "Company has not operated under any other names in the last five years"
   - If the PEO has used at least one different name in the past five years, Please click the "Add Alias" button to provide the list of all the alias names used in the last five years.
5. Unemployment – Please enter information related to unemployment insurance.
6. Healthcare – Please enter information about health insurance.
7. Worker's Compensation – Please enter information related to workers' compensation insurance.
8. Client – Please enter regarding the PEO's clients. Please up date this information within 10 days of any change in client information.

III. PEO Documents

In the navigation panel on the left side of the screen, click on "PEO Documents" to upload Financial/Non Finacial PDF documents.

IV.PEO Registrations

On the left hand side naviagation panel, click on "PEO Registrations" to view a snapshot of your registration.

    a. Submit Initial Registration

    After completing the required information for the Registrant/PEO Company, please click the "Submit Initial Registration" button. If any required information is missing, you will receive an alert message. Supply the missing details as directed in the alert message and click on the "Submit Initial Registration" button.

    A record will be created with the Registration ID, Application Type, Dates, and Status.

    b. Print submission

    To complete the application process:

    1. Each Applicant shall click "Print Submission." The printed PEO Form 22-1 is to be mailed to the Department of Workers' Claims along with:

    2. Required Documents

        (a) The Applicant's Financial Statement;

        (b) The Applicant's registration fee ($500 for each professional employer organization seeking a full registration, $250 for each professional employer organization seeking a limited registration, and $250 for each professional employer organization seeking renewal of its registration);

        (c) For professional employer organizations seeking to register as a group,

            i. where each member of the group is a professional employer organization, an agreement in which each professional employer organization in the professional employer organization group agrees to guarantee and pay the financial capacity obligations of each other member of the professional employer organization group; or

            ii. where each member of the group is not a professional employer organization, an agreement that the controlling entity of the group agrees to guarantee and pay the obligations of the professional employer organizations in the professional employer organization group.

    3. The required documents and the application fee shall be mailed to:

        The Department of Workers' Claims – PEO Section

        Education and Labor Cabinet

        Mayo Underwood Building, 3rd Floor

        500 Mero Street

        Frankfort, KY 40601

    4. If not already logged into the system, please log in to the PEO System and click on "Update Mailed Date" on Registrations page, to enter the date the required documents were mailed.

    5. Failure to submit any of the required documents or fee will result in the application being rejected and no registration will be issued.

    c. Print Approved Certification

    The Department of Workers' Claims will review the application. If approved, the status will change to "Approved," at which time the Applicant will be able to click on the "Print Approved Certification" link to print the approved certification.

    d. Print Interim Certification

In certain circumstances, the Applicant may be authorized to provide professional employer services while the application is being processed. In that case, the application status will be "Interim" and the Applicant will be able to click on the "Print Interim Certification" link to print the interim certification

PEO User Management

Only the controlling entity has the ability to add and manage authorized users. If the controling entity authorizes an additional user, that additional user will have complete access to the PEO information entered by the controlling entity in the PEO System.

* Please contact support at 502-564-2869 or LaborKYWCCompliance@ky.gov if you need assistance with the PEO system