

# How to Register a New UI Employer Login Account in LAWATS

## Before You Begin

You must have an Unemployment Tax Account Number (EAN), and a federal identification number (FEIN) to register for a LAWATS account in order to file wage reports, pay UI taxes and conduct other UI tax business. If you do not have an EAN, you can apply for an EAN online:

[Register for an Unemployment Tax Account](#)

Registering for a LAWATS employer account requires multiple steps in order to verify the person initiating the registration is the owner of the account. The person registering the LAWATS account must be the primary account owner and trusted to handle sensitive and confidential information.

Only **ONE** Login ID and password are allowed per employer account number. If you have multiple accounts, you will need to create a new employer login for each account.

Account owners can view all available information in the account, make changes, complete transactions, and enable access to third party administrators (TPA's).

## Step 1. Create a User Login

To register for a LAWATS account you will need to create a user login.

- Navigate to [www.laworks.net/lawatsemployer](http://www.laworks.net/lawatsemployer) and click “**Sign Up as an Employer.**”



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The screenshot shows the LAWATS login interface. On the left, the 'SIGN IN TO LAWATS LOGIN ACCOUNT' section contains fields for 'Email / Username' and 'Password', a 'Remember me?' checkbox, a 'SIGN IN' button, and links for 'Forgot your user name?', 'Forgot your password?', and 'Resend email confirmation'. On the right, the 'DON'T HAVE LOGIN?' section features a red-bordered box containing the 'Sign Up as an Employer' button and its description: 'Sign Up as an Employer if you will be managing your company's wage filings and taxes.' Below this is the 'Sign Up as an Agent' button and its description: 'Sign Up as a Third Party Agent (TPA), if you will be managing wage filings and taxes for client companies.' At the bottom right, a 'QUICK LINKS' section includes links for 'Don't have UI Employer Account Number (EAN)? Click to register your business with LWC.' and 'File Employee Separation Notice'.

- Next, enter the required information in the provided fields.
- Select, 'Continue'

LOUISIANA WORKFORCE COMMISSION

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REGISTER NEW EMPLOYER LOGIN ACCOUNT

**LOGIN INFORMATION**

Username

Email

Password

Confirm password

**SECURITY QUESTIONS**

Questions	Answers
--Select--	<input type="text"/>
--Select--	<input type="text"/>
--Select--	<input type="text"/>

Continue

## Step 2. Verify your Account

You will be required to set up Multi-Factor Authentication to verify your employer account.

- A six-digit code will be sent to you via email that will need to be entered into LAWATS.
- This code is valid for 15 minutes and requires you to re-request a code if the 15 minutes have already passed.
- Enter the security code
- Select Submit

**TWO FACTOR AUTHENTICATION**

Two-Factor Token \*

A Two-Factor Code has been sent to your email address. This code is valid for 15 minutes. You may resend the code if 15 minutes have already passed. Please retrieve the code from your email address and enter it here.

### Step 3. Register Your Account

- **Enter the required information** in the fields provided.
- Enter your 7-digit Employer Account Number
- Enter your 9-digit Employer Federal ID Number.
- Next, enter the required information in the fields provided.
- Click the checkbox and select, Create Account.



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By clicking this checkbox, I signify that I have read and acknowledge my responsibility regarding the use of User ID to perform online unemployment insurance transactions with LWC. I understand my responsibility to safeguard the employer information accessed. I understand that without acceptance of the responsibility statement, LWC will not assign my company an Employer User ID.

Create Account

Your new LAWATS Employer account is now registered. You will need to provide your User Login ID and password each time you sign in to access and manage your employer account in LAWATS. Please retain this information for login purposes.

If you use a Third Party Administrator (TPA), or payroll service provider to manage your UI employer account, you will need to grant your TPA access to your employer account inside of LAWATS.