

Maintaining Your MiUI Account

Quick Reference Guide

MiUI Roles and Definitions

This lists the actions a third-party administrator (TPA) or additional employer user can view or perform based on their assigned roles. Edit roles (*listed in the table below*) allow the user to perform actions on behalf of the employer, while View roles allow them to see related information. MiUI will not allow a user to be assigned both View and Edit functions for the same role. The employer system administrator will also be able to specify which reporting units (location accounts) each role should apply to. TPAs will receive correspondence related to their assigned roles.

Role	Definition
Edit Account Maintenance	Can view or perform the following: <ul style="list-style-type: none">• Employer Address Maintenance• Inactivate or Reactivate Account• Owner/Officer Information Maintenance• Reporting Units Maintenance• View Employer Account History• Employer Name Maintenance• Request Liability Date Change
Edit Benefit Charges	Can view or perform the following: <ul style="list-style-type: none">• Protest Charges Assessed Against the Accounts of Both Contributory and Reimbursing Employers• View Benefit Charges Online<ul style="list-style-type: none">• <i>Charges can be viewed after Tax Go Live, but not edited until Benefits Go Live</i>
Edit Claims Forms Mailing	<i>Will be available after Benefits Go Live</i> Can submit separation information including the submission and updating of that information
Submit Employment and Wage Detail	Can view or perform the following: <ul style="list-style-type: none">• Submit Employer Employment and Wage Details• Submit Employer Employment and Wage Detail Adjustments
Edit Rate Notice and Voluntary Contribution	Can view or perform the following: <ul style="list-style-type: none">• Request Experience Transfer• View Rate Notice• Voluntary Contribution Calculator
Edit Tax Payments Update and Submit	Can view or submit and update tax payments, for both contributory and reimbursing employers
WOTC Update and Submit	Can view or perform the following: <ul style="list-style-type: none">• Edit or submit applications and manage bulk applications• Upload documents• Protest denials

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MiWAM Functions vs. MiUI Roles

MiWAM Function	MiUI Role
Manage Reports	Submit Employment and Wage Detail
Manage Payments	Edit Tax Payments Update and Submit
Create ePayment Profile	Edit Tax Payments Update and Submit
Schedule for Automated/Recurring Payment*	Edit Tax Payments Update and Submit
Payment Plan	Edit Tax Payments Update and Submit
Voluntary Payment	Edit Tax Payments Update and Submit
View Wage Evaluation	View Employment and Wage Detail
File Acquisition of Business	Edit Account Maintenance
Disclosure of Account	Edit Tax Payments Update and Submit
View Tax Rate History	View Rate Notice and Voluntary Contribution
Request IRS Certification	Edit Tax Payments Update and Submit
Request Disclosure of Account	Edit Rate Notice and Voluntary Contribution
Discontinuance of Business	Edit Account Maintenance
Request for Transfer of Business	Edit Account Maintenance
Apply for Refunds/Overpayment	Edit Tax Payments Update and Submit
Apply for Designation as a Seasonal Employer	Edit Account Maintenance
Application for Determination of Employment Status	Edit Account Maintenance
Michigan Tax Credit (<i>will be deactivated</i>)	<i>Functionality <u>not</u> available in MiUI</i>

Note: View access is included when a user is given an Edit/Submit role

** TPAs can submit and schedule individual payments. TPAs, however, cannot schedule bulk payments*

Former MiWAM Roles:

- Reports and Payments
- Tax Issues and Assessments
- Account Maintenance
- Benefits Services
- WOTC

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MiWAM Functions vs. MiUI Roles

MiWAM Function	MiUI Role
Request for Removal of Penalty and Interest	Edit Tax Payments Update and Submit
Tax Protest	Edit Account Maintenance
Clearance of Account	Edit Tax Payments Update and Submit
View Benefits Charges and Credits	View Benefits Charges
Non-Monetary Benefit Protest/General Protest	Edit Benefits Charges
Response for Separation Information for Non-Monetary Issues	Edit Claims Forms Mailing
Request for Registration and Seeking Work Waiver*	Edit Account Maintenance
WOTC	WOTC Update and Submit
WOTC Supporting Documents	WOTC Update and Submit

Note: View access is included when a user is given an Edit/Submit role

**TPAs cannot perform this function*

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- Reports and Payments
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- Tax Issues and Assessments
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