

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

Maintaining Your MiUI Account Quick Reference Guide

MiWAM Functions vs. MiUI Roles

Former MiWAM Role	MiWAM Function	MiUI Role
Reports and Payments	Manage Reports	Submit Employment and Wage Detail
Reports and Payments	Manage Payments	Edit Tax Payments Update and Submit
Reports and Payments	Create ePayment Profile	Edit Tax Payments Update and Submit
Reports and Payments	Schedule for Automated/Recurring Payment*	Edit Tax Payments Update and Submit
Reports and Payments	Payment Plan	Edit Tax Payments Update and Submit
Reports and Payments	Voluntary Payment	Edit Tax Payments Update and Submit
Reports and Payments	View Wage Evaluation	View Employment and Wage Detail

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

Maintaining Your MiUI Account Quick Reference Guide

MiWAM Functions vs. MiUI Roles

Former MiWAM Role	MiWAM Function	MiUI Role
Account Maintenance	File Acquisition of Business	Edit Account Maintenance
Account Maintenance	Disclosure of Account	Edit Tax Payments Update and Submit
Account Maintenance	View Tax Rate History	View Rate Notice and Voluntary Contribution
Account Maintenance	Request IRS Certification	Edit Tax Payments Update and Submit
Account Maintenance	Request Disclosure of Account	Edit Rate Notice and Voluntary Contribution
Account Maintenance	Discontinuance of Business	Edit Account Maintenance
Account Maintenance	Request for Transfer of Business	Edit Account Maintenance
Account Maintenance	Apply for Refunds/Overpayment	Edit Tax Payments Update and Submit
Account Maintenance	Apply for Designation as a Seasonal Employer	Edit Account Maintenance
Account Maintenance	Application for Determination of Employment Status	Edit Account Maintenance
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

Maintaining Your MiUI Account Quick Reference Guide

MiWAM Functions vs. MiUI Roles

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

Former MiWAM Roles:

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