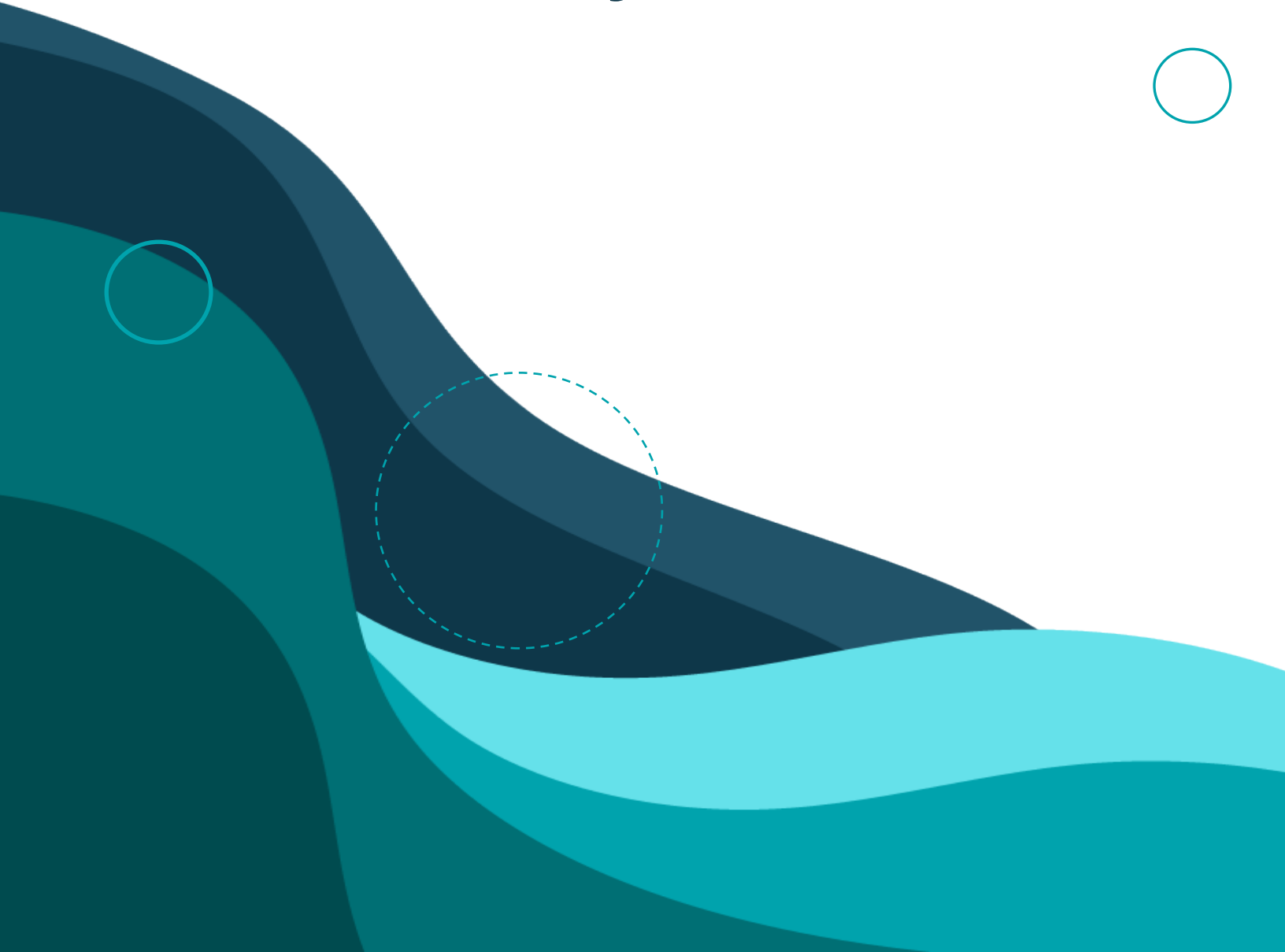
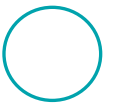




Michigan Unemployment
Insurance Agency

Activate a Third-Party Administrator User Profile

MiUI Job Aid

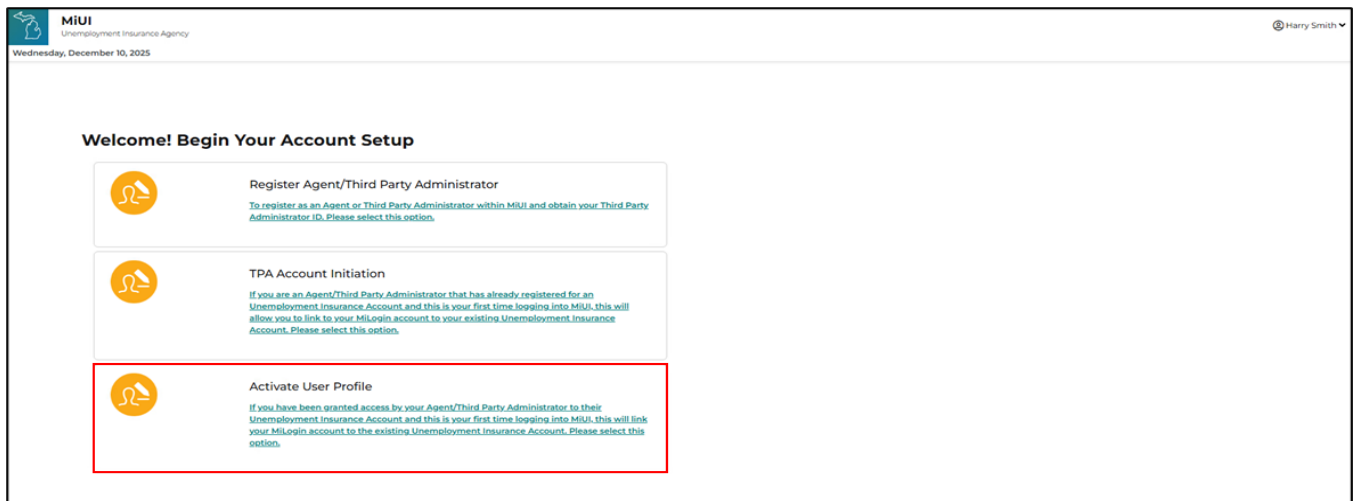




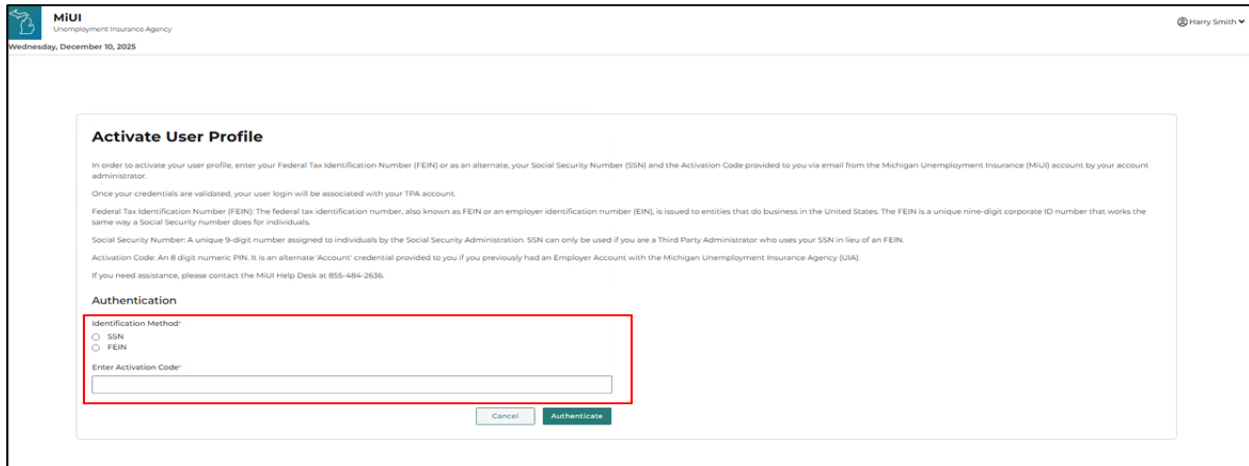
Note:

- The following steps are listed from the perspective of a user who has already created a MiLogin for Business account and is seeking to activate their user profile to access authorized information for a third-party administrator (TPA).
- If you have not created a MiLogin for Business account, please review the [Create a MiLogin for Business Account and Add MiUI to a MiLogin for Business Account Step-by-Step Guide](#).

1. From the *Begin Your Account Setup* screen, select **Activate User Profile** to navigate to the *Activate User Profile* screen.



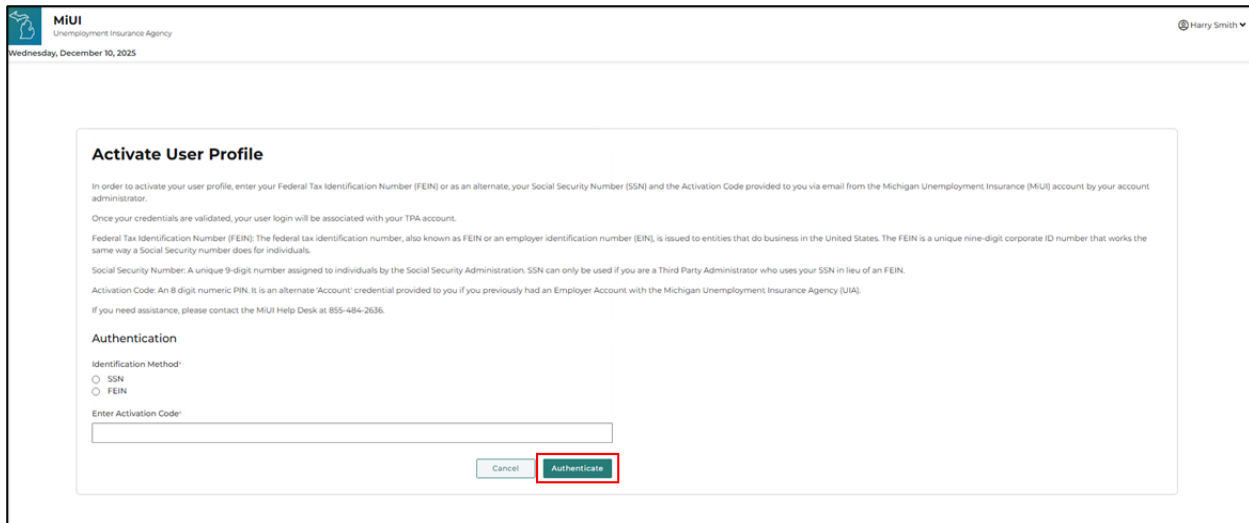
2. On the *Activate User Profile* screen, under the *Authentication* section, complete the following:
 - Enter the *Social Security Number (SSN)* or *Federal Employer Identification Number (FEIN)* associated with the TPA.
 - Enter the *Activation Code* (8-digit number included in the *Activate User Profile* email).



The screenshot shows the 'Activate User Profile' screen. The 'Authentication' section is highlighted with a red box. It contains the following elements:

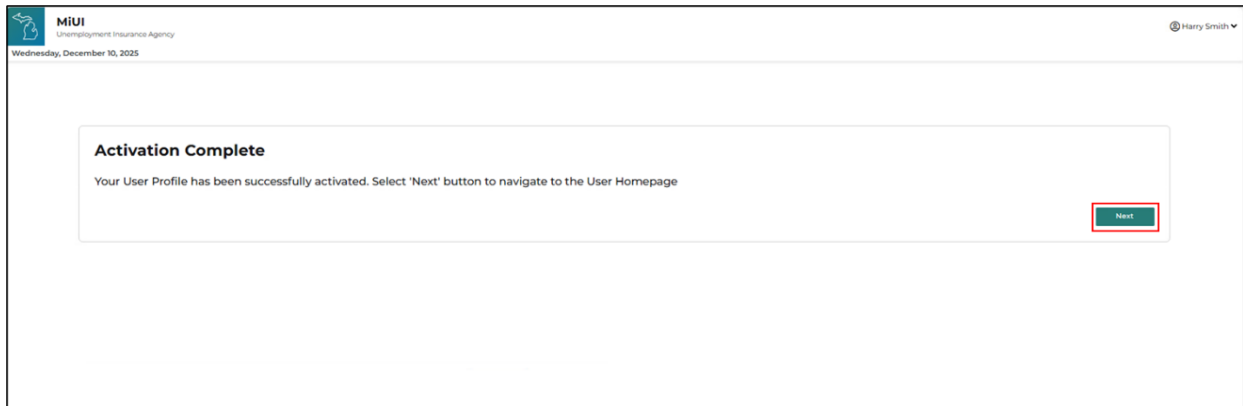
- Identification Method:** Two radio buttons, 'SSN' and 'FEIN', are visible.
- Enter Activation Code:** A text input field is present below the radio buttons.
- Buttons:** 'Cancel' and 'Authenticate' buttons are located at the bottom of the form.

3. Select **Authenticate** to receive the *Activation Complete* pop-up screen.



The screenshot shows the 'Activate User Profile' screen. The 'Authenticate' button is highlighted with a red box. The 'Authentication' section is no longer highlighted, and the 'Enter Activation Code' field is empty.

4. Activation is now complete; select **Next** to navigate to the *TPA Homepage*.



5. The user account has now been successfully activated and can access information associated with the TPA.

