MiUI

Michigan Unemployment Insurance Agency

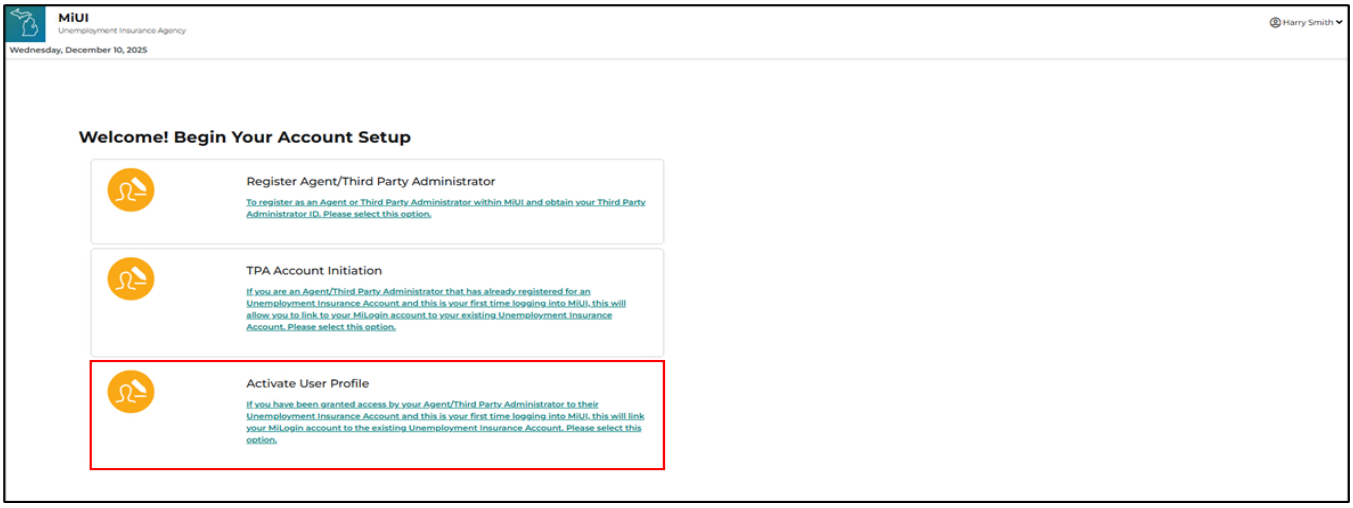
Activate a Third-Party Administrator User Profile

MiUI Job Aid

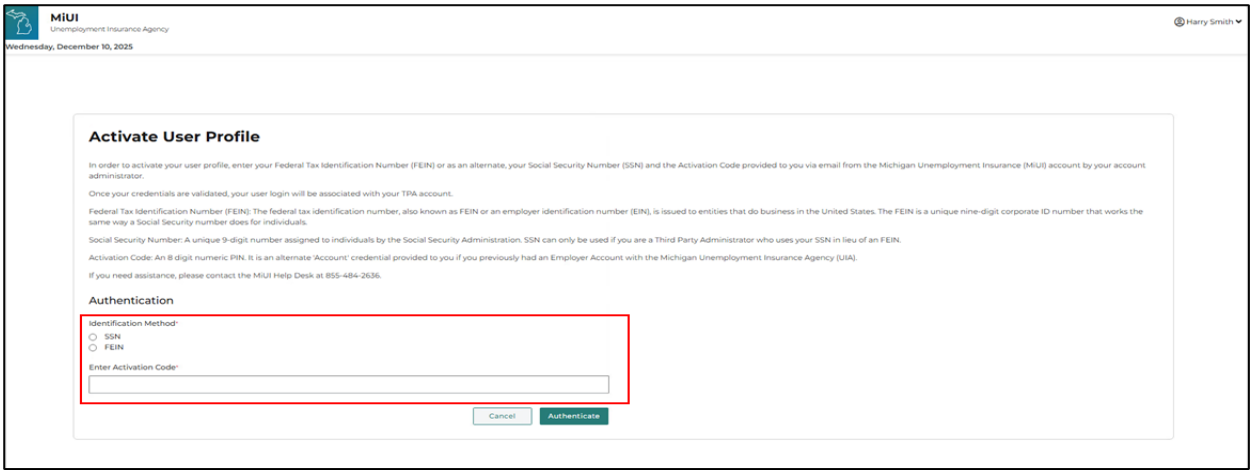
Note:

- 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.

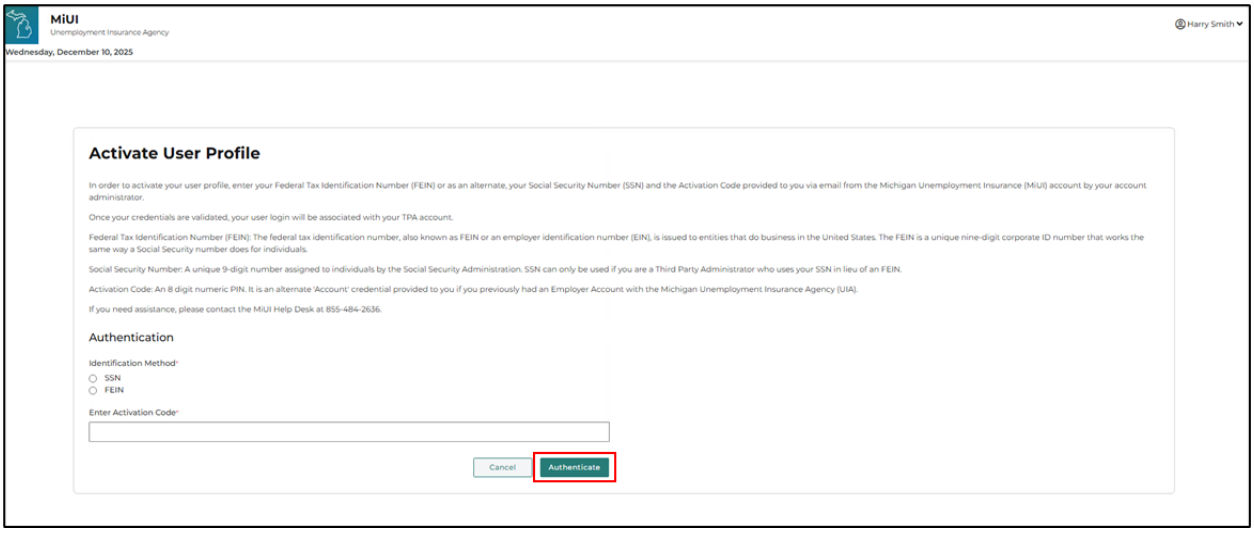
1. From the *Begin Your Account Setup* screen, select **Activate User Profile** to navigate to the *Activate User Profile* screen.

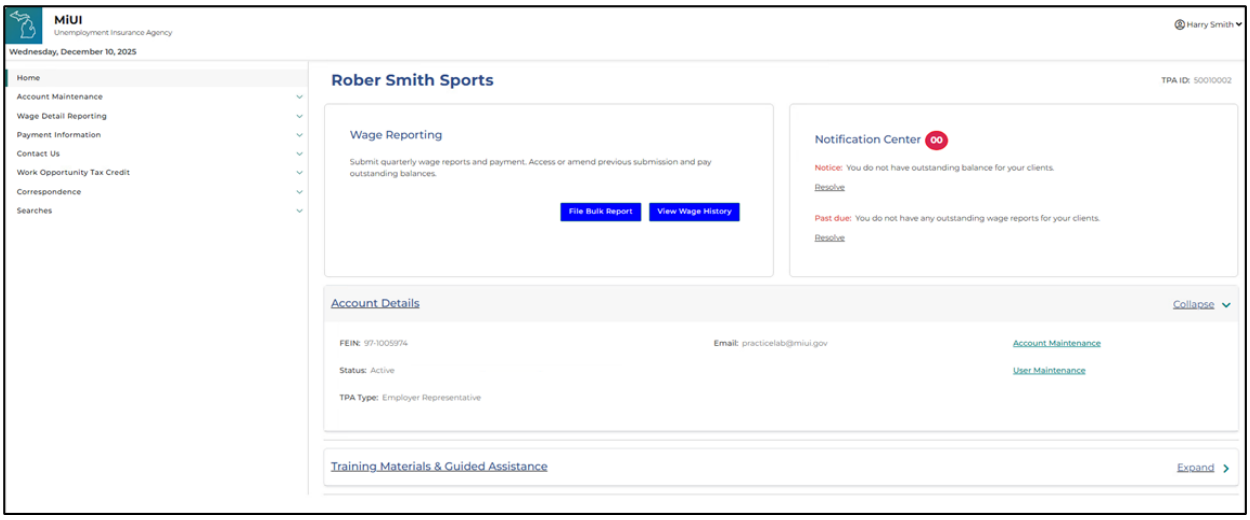


2. On the *Activate User Profile* screen, under the *Authentication* section, complete the following:
   - Enter the *Social Security Number (SSN)* or *Federal Employer Identification Number (FEIN)* associated with the TPA
   - Enter the *Activation Code:* 8-digit number included in the *Activate User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



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



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

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