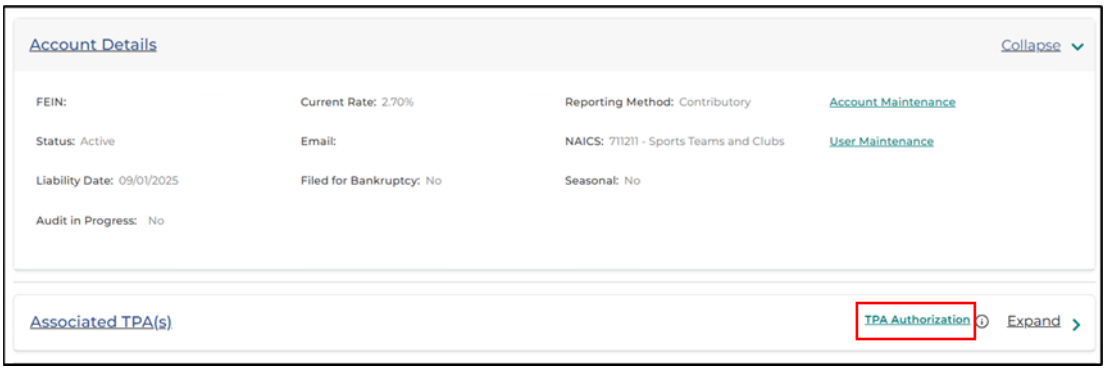
MiUI

Michigan Unemployment Insurance Agency

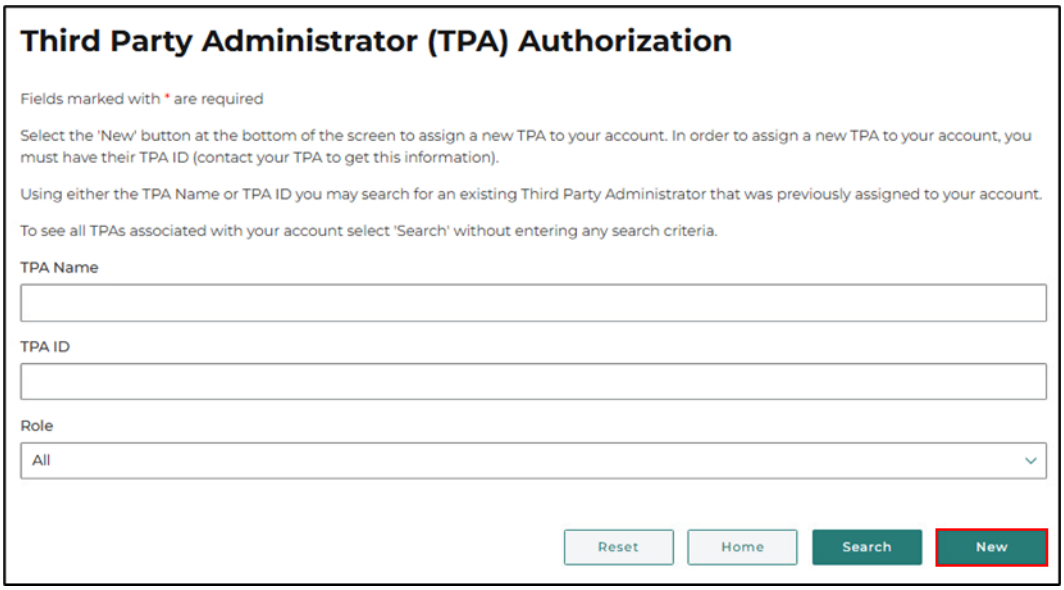
Add a New Third-Party Administrator (TPA) with Benefit Roles

MiUI Job Aid

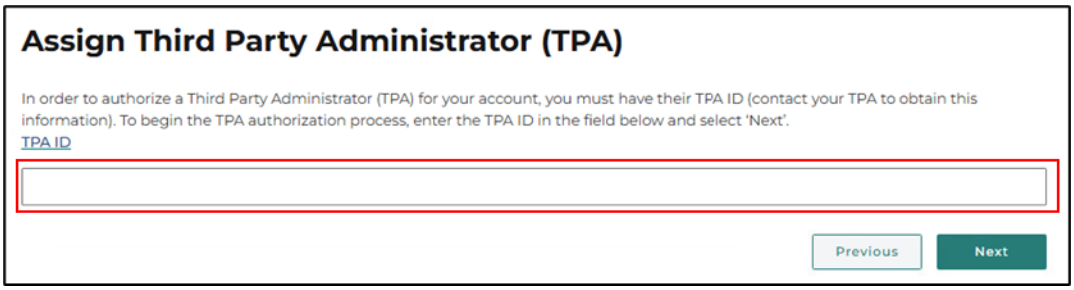
1. On the *Employer Homepage*, in the *Associated TPA(s)* header, select TPA Authorization.



2. On the *Third Party Administrator (TPA) Authorization* screen, select **New.**

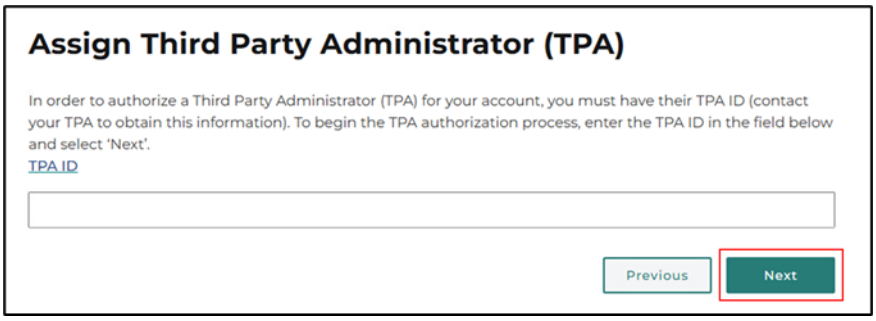


3. On the *Assign Third Party Administrator (TPA)* screen, enter the TPA ID of the TPA you wish to associate with the employer.

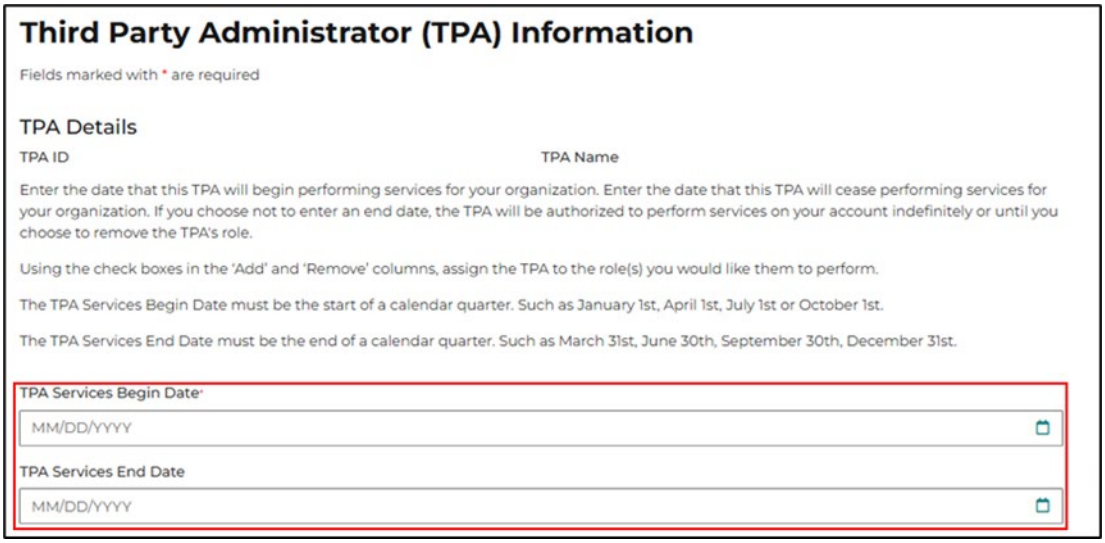


Note: For information on where to locate your TPAs ID number, please reference the full list of TPA IDs in the Getting started with MiUI for Employers & Third-Party Administrators guide.

4. Select **Next**.

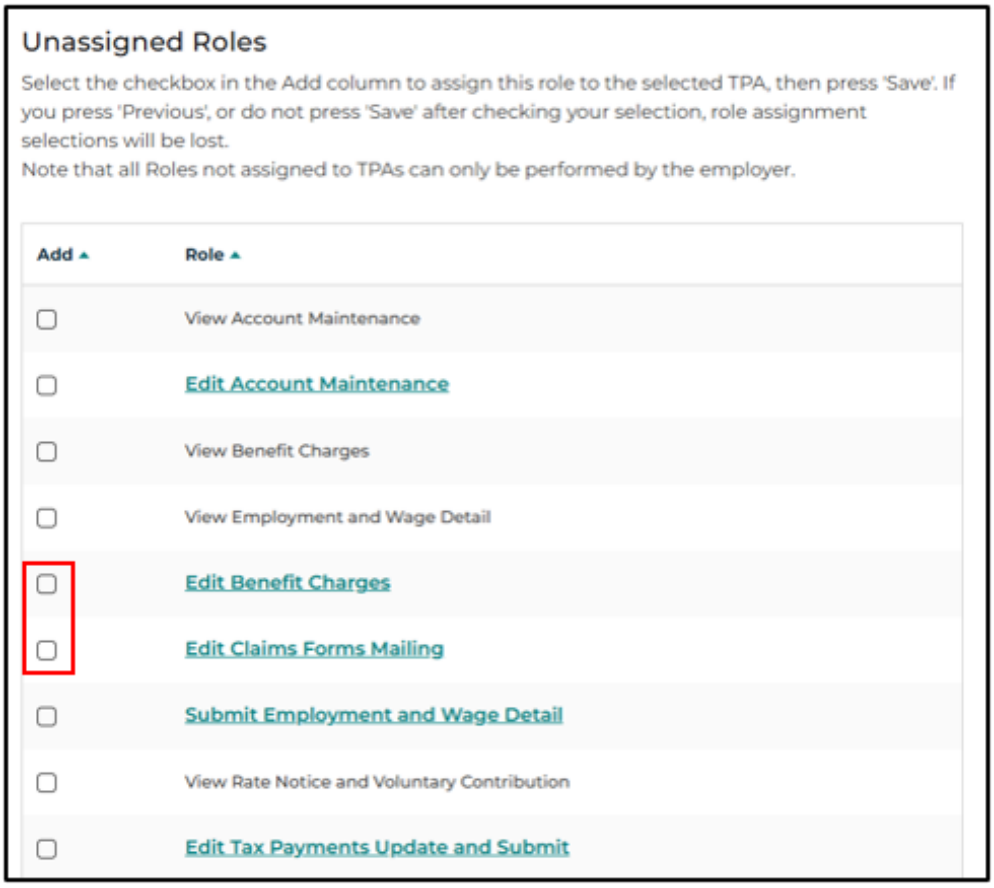


5. On the *Third Party Administrator (TPA) Information* screen, enter the TPA services begin date and TPA services end date (if desired).



Note: The TPA services begin date must be at the start of a calendar quarter and the TPA services end date, if entered, must be at the end of a calendar quarter.

6. In the *Unassigned Roles* section, select the checkbox next to *Edit Benefit Charges* and *Edit Claims Forms Mailing*. This will determine the access the TPA has to information on the employer account.



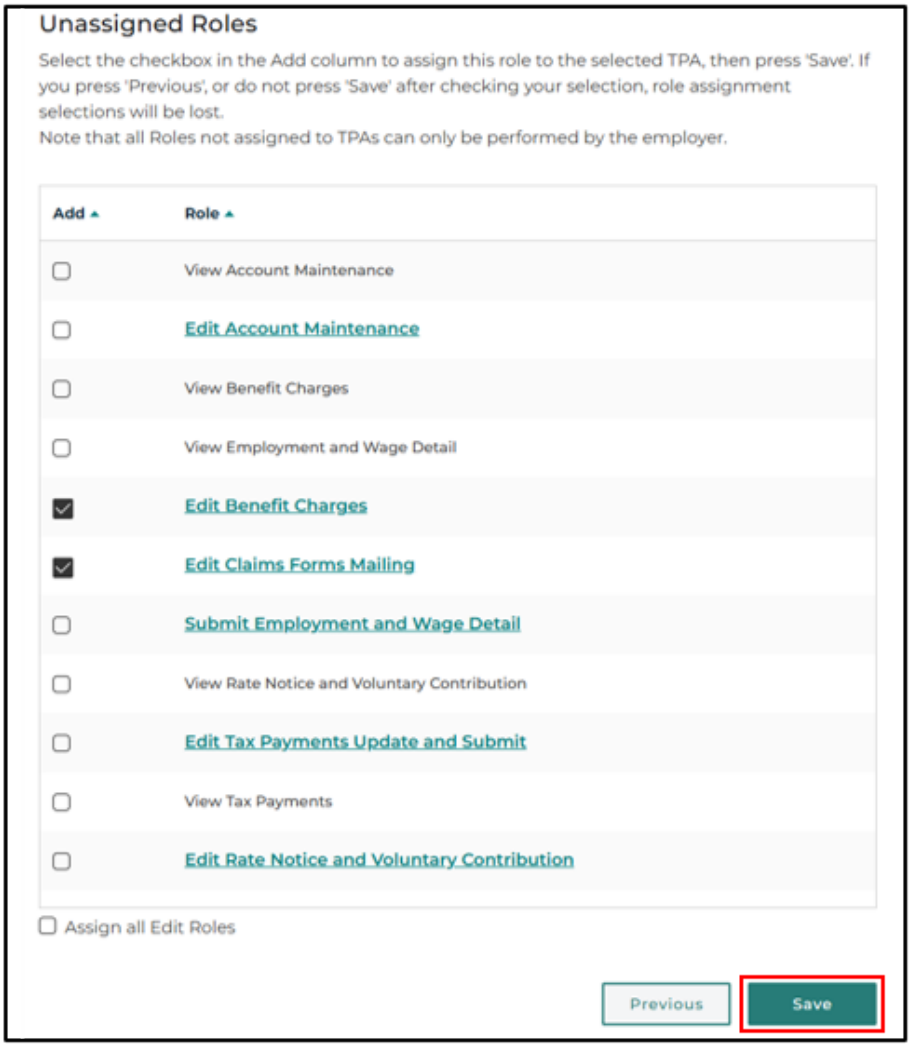
Tip:

- Selecting a hyperlinked role will display a pop-up screen with additional details on what access that role will provide to your TPA.
- Selecting the *Assign all Edit Roles* checkbox will automatically select the Edit/Submit checkboxes.

Note:

- If the TPA being added is a Professional Employer Organization (PEO) or a Fiscal Intermediary (FI), all Edit/Submit roles will be auto-selected. They can be removed by the employer, if needed.
- A TPA cannot be simultaneously assigned View and Edit/Submit access for the same role.

7. Select **Save** to move the *Edit Benefit Charges* and *Edit Claims Forms Mailing* roles from the *Unassigned Roles* section to the *Assigned Roles* section.



Tip: If the TPA is assigned the *Edit Benefit Charges*, *View Benefit Charges*, *Edit Claims Forms Mailing*, *Submit Employment and Wage Detail*, or *View Employment and Wage Detail* role, MiUI will automatically assign the TPA to all active reporting units on an employer's account. Assignments can be modified by selecting the Assigned Units hyperlink on the *Third Party Administrator (TPA) Information* screen.