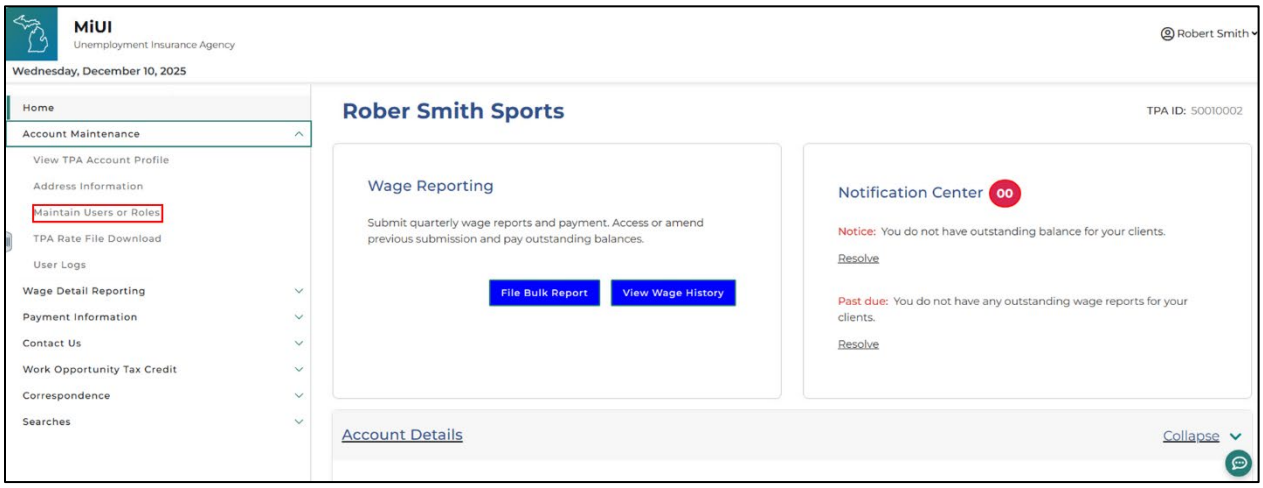
MiUI

Michigan Unemployment Insurance Agency

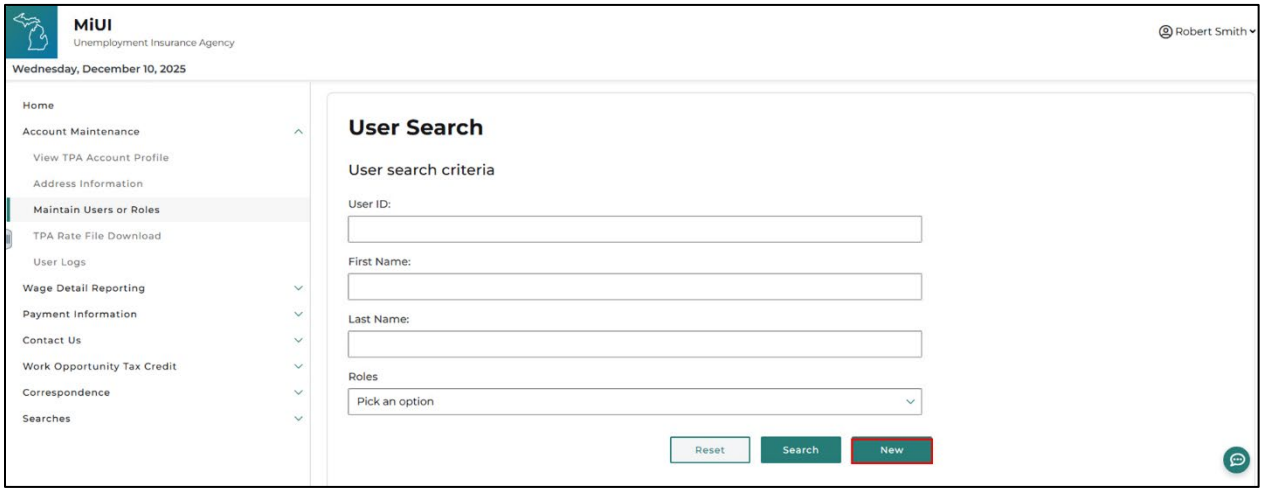
Add a New Third-Party Administrator User

MiUI Job Aid

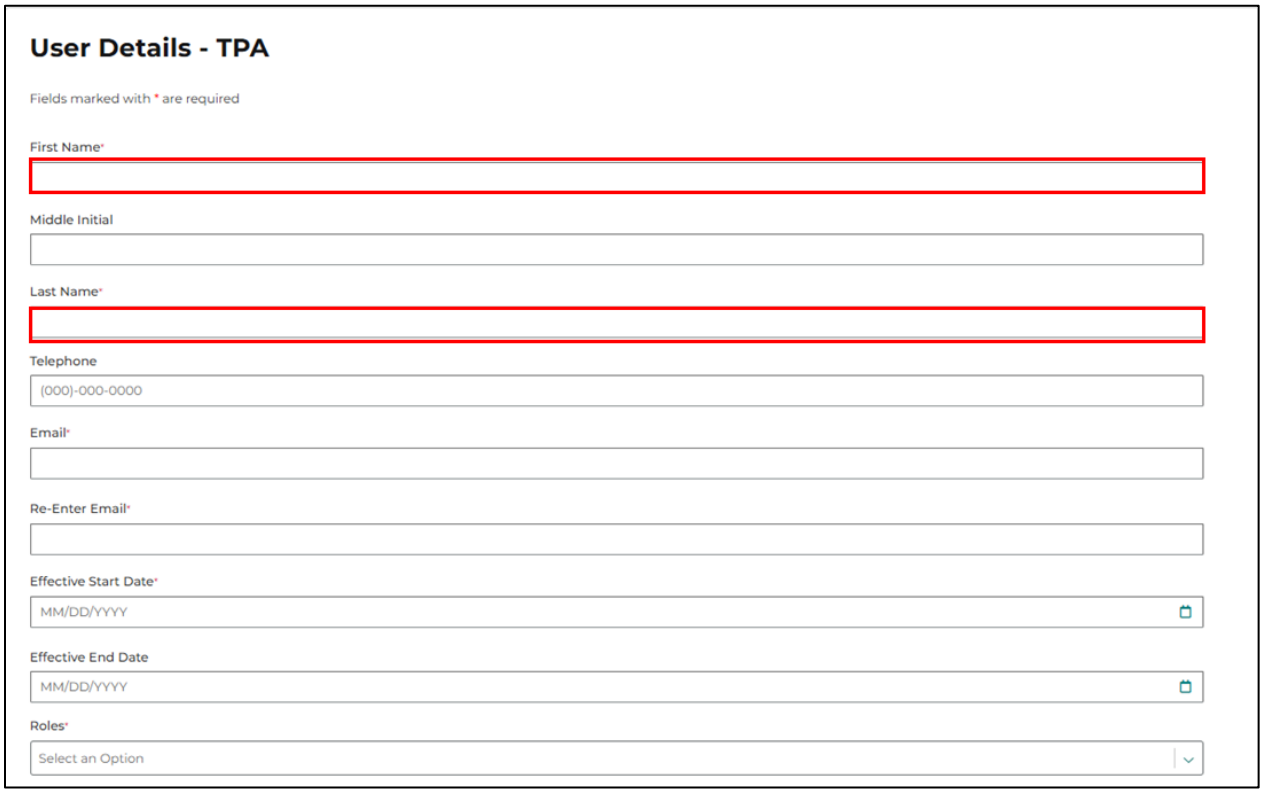
1. From the left navigation on the *Third-Party Administrator (TPA) Homepage*, select **Account Maintenance**. From the *Account Maintenance* drop-down, select **Maintain Users or Roles**.



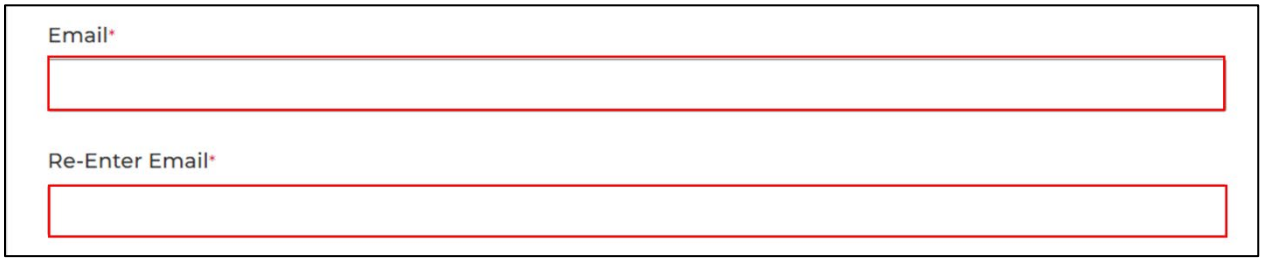
2. On the *User Search* screen, select **New**.



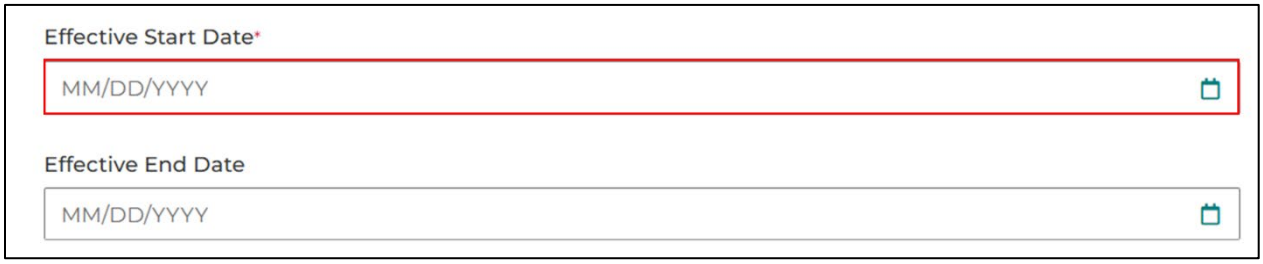
3. On the *User Details – TPA* screen, enter the first and last name of the TPA user in the *First* and *Last Name* fields.



4. Enter the email of the TPA user in the *Email* and *Re-Enter Email* fields.



5. Enter the effective start date for the TPA user in the *Effective Start Date* field.

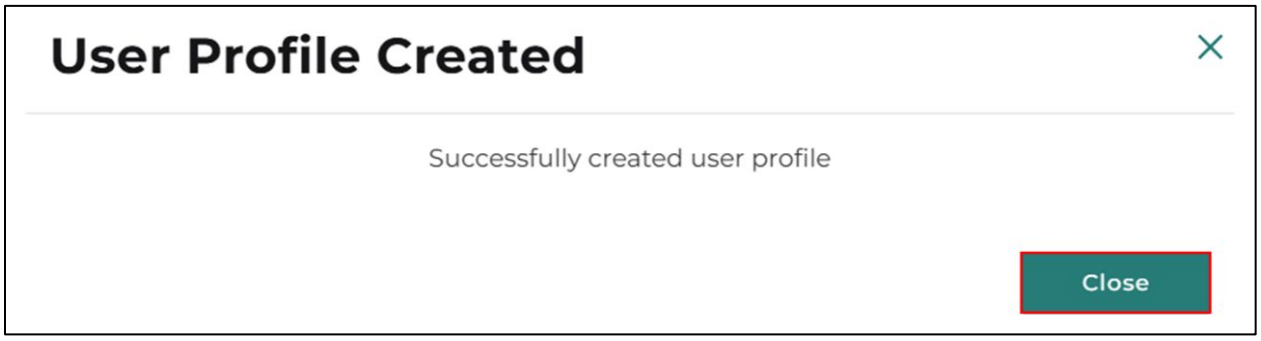


6. Enter the role of the TPA user in the *Roles* field.

Note: TPAs only have one role available: the TPA System Administrator role. With this role, TPAs will be able to view all employers associated to them and perform actions on their employers' behalf based on the view/edit access they have for each employer. For a complete list of roles TPAs can have for their employers, please see the Maintaining Your MiUI Account Quick Reference Guide.

7. Select **Save**.

8. Select **Close** on the *User Profile Created* pop-up screen.



Note: When the user profile is created, the TPA user will receive an *Activate User Profile* notification email that includes an activation code. Please see the Activate a Third-Party Administrator User Profile Job Aid for a step-by-step.