Michigan Unemployment Insurance Agency

Associate a WOTC Employer Account (TPAs)

MiUI Job Aid

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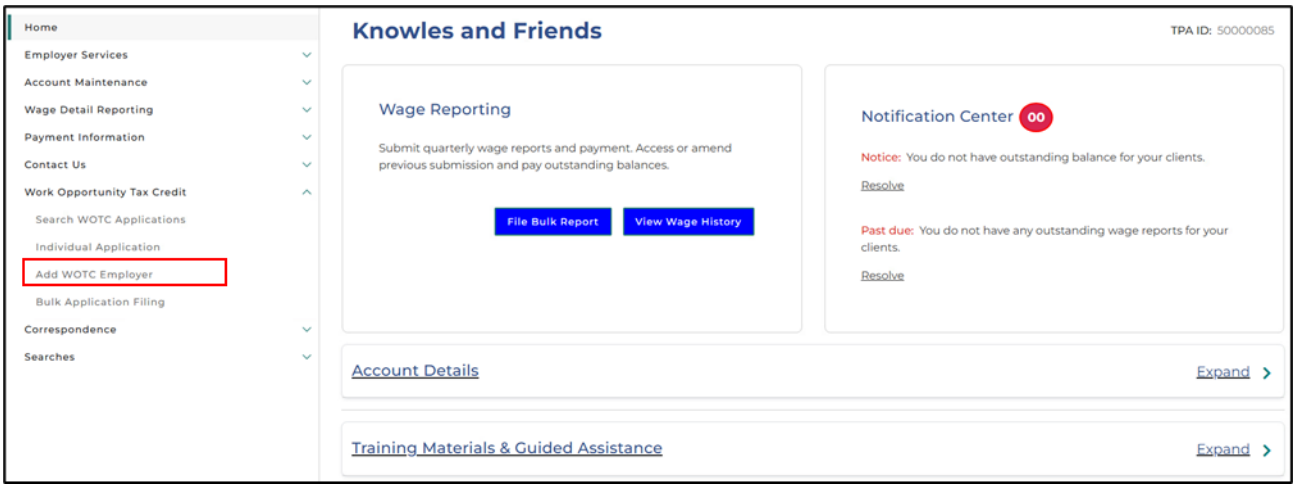
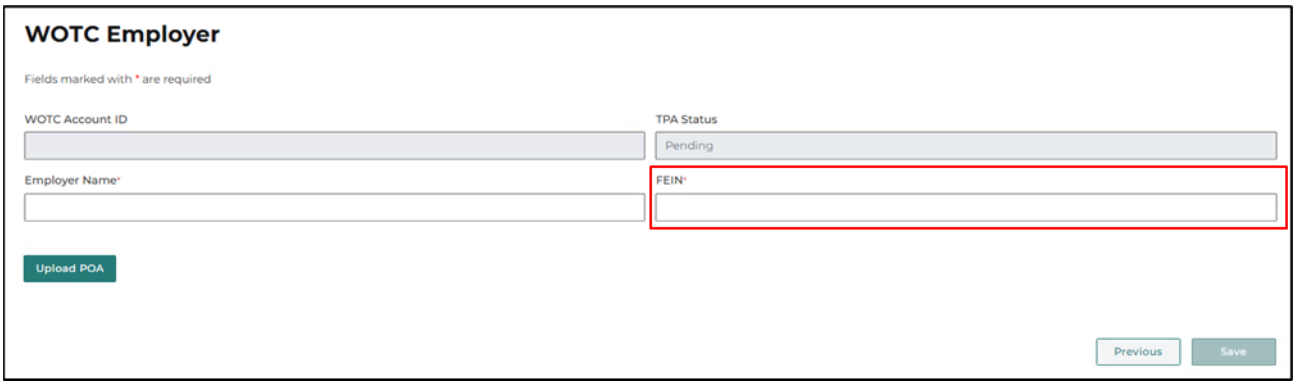
Associate a WOTC Employer Account (TPAs)

> **Note:** You must have a Power of Attorney to complete this action as a third-party administrator (TPA). This job aid will only review a TPA associating with employers for WOTC purposes.

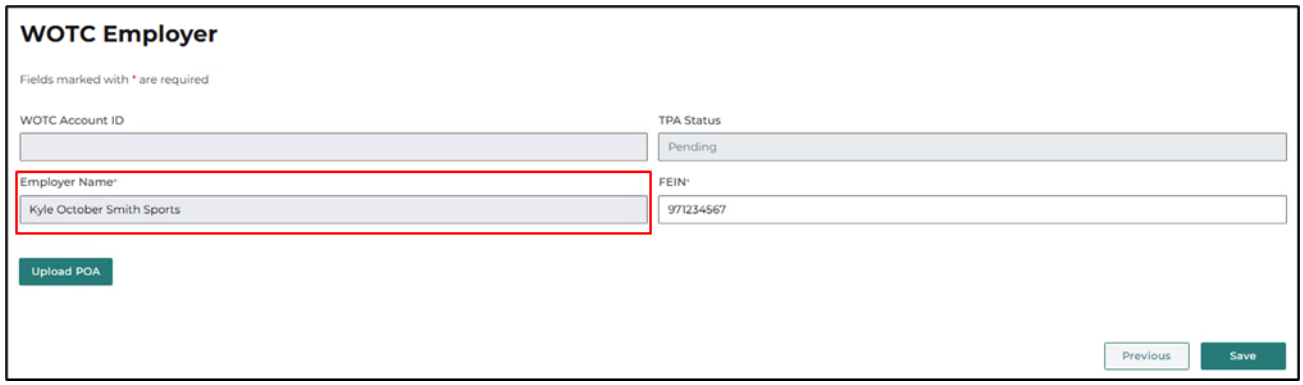
1. From the left navigation on the *Third-Party Administrator Homepage*, select **Work Opportunity Tax Credit**. From the *Work Opportunity Tax Credit* drop-down, select **Add WOTC Employer**.



2. On the *WOTC Employer* screen, enter the employer's FEIN in the *FEIN* field.



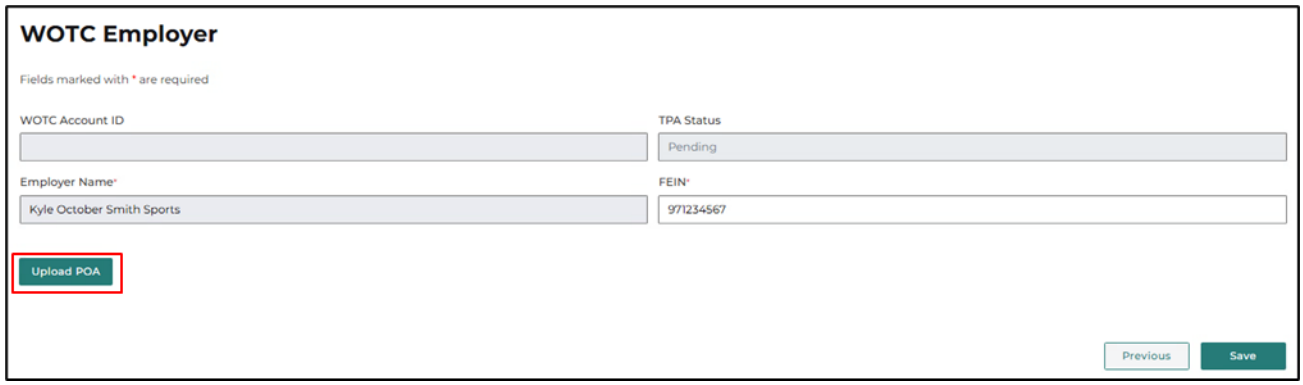
3. Notice the employer's name auto-populates in the *Employer Name* field.



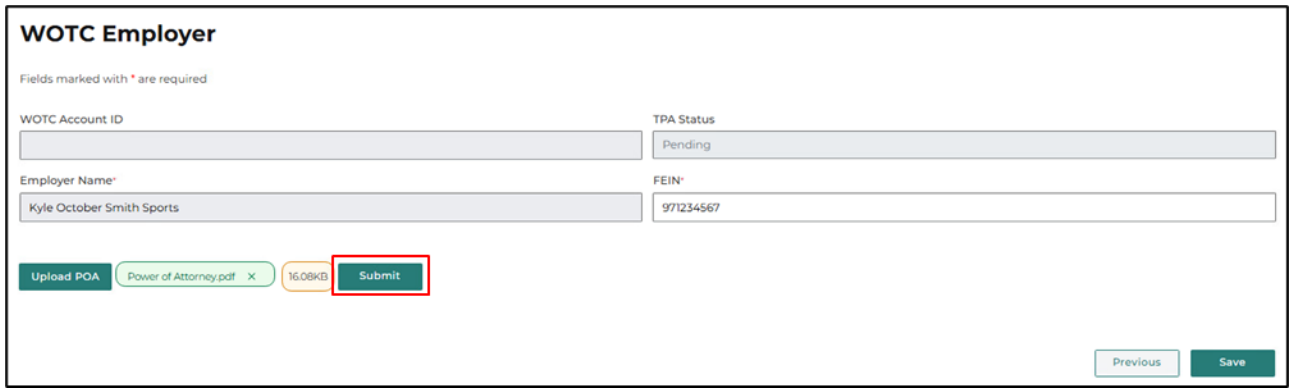
Note: If the employer name does not auto-populate, you can enter the employer name manually.

Note: If you encounter issues while attempting to input employer information, please submit a query in MiUI. For instructions on how to do so, review the *Submit Query* section of the MiUI Toolkit.

4. Select **Upload POA** to upload your Power of Attorney.



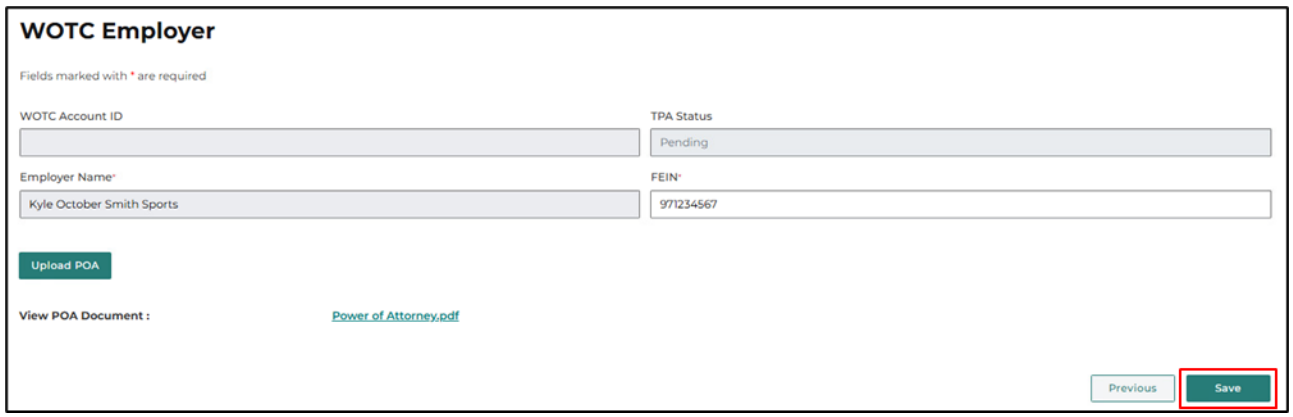
5. Select **Submit**.



Note: A confirmation message will appear above the *WOTC Employer* screen title to indicate that the Power of Attorney was successfully uploaded.

Tip: Select **X** to remove the selected file.

6. Select **Save**.



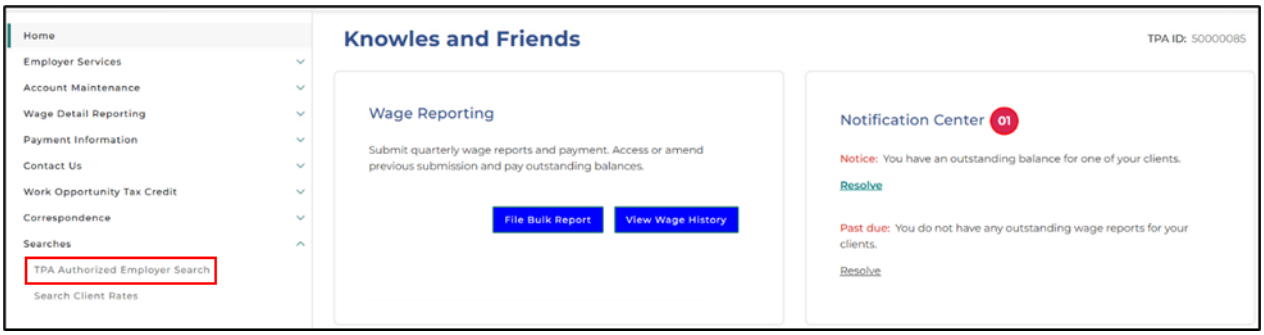
7. A pop-up screen will appear indicating that the WOTC employer was saved. Select **Close**.

Note: UI staff will review your request and assign you the proper WOTC role.

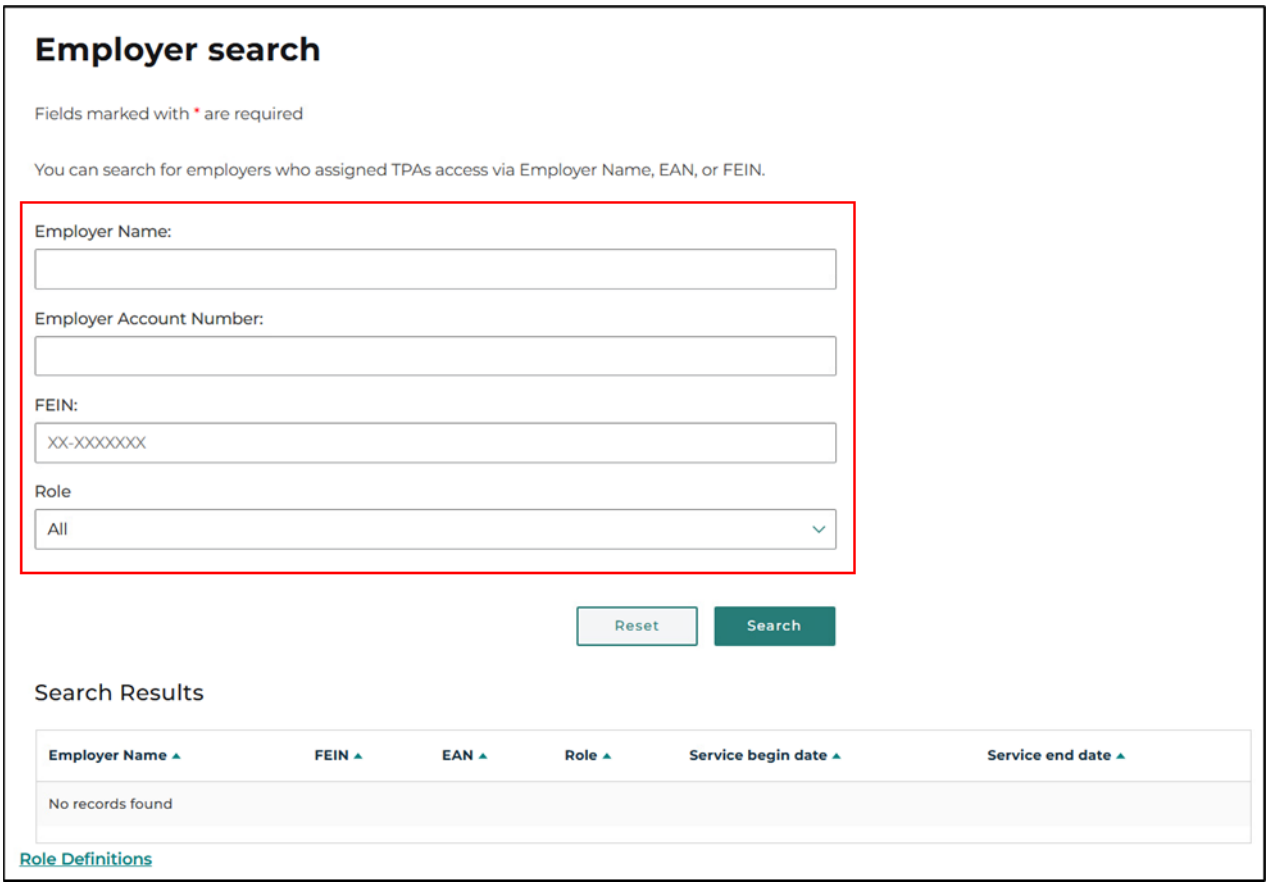
Note: MiUI generates the correspondence *UIA 1469 WOTC Acknowledgement of Authorization* when a TPA is provided their WOTC role.

View Associated Employers

1. From the left navigation on the *Third-Party Administrator Homepage*, select **Searches**. From the *Searches* drop-down, select **TPA Authorized Employer Search**.

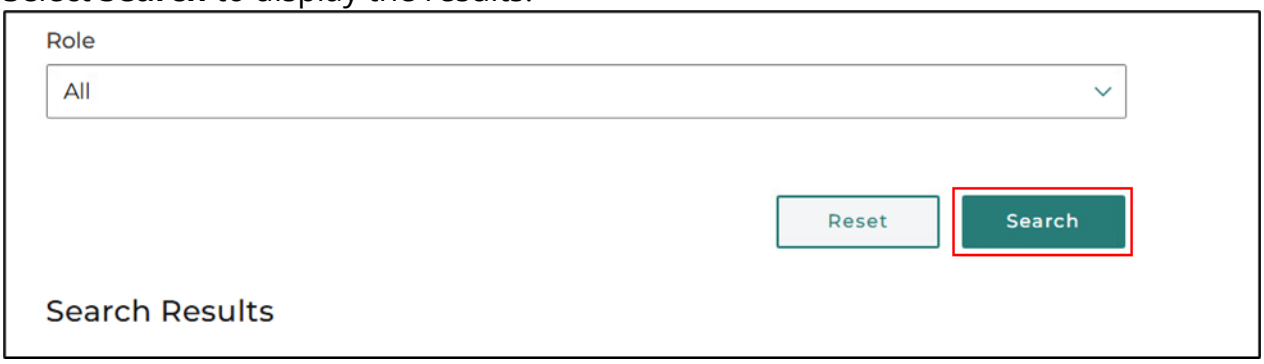


2. On the *Employer Search* screen, enter the search criteria for the associated employer(s) if desired.

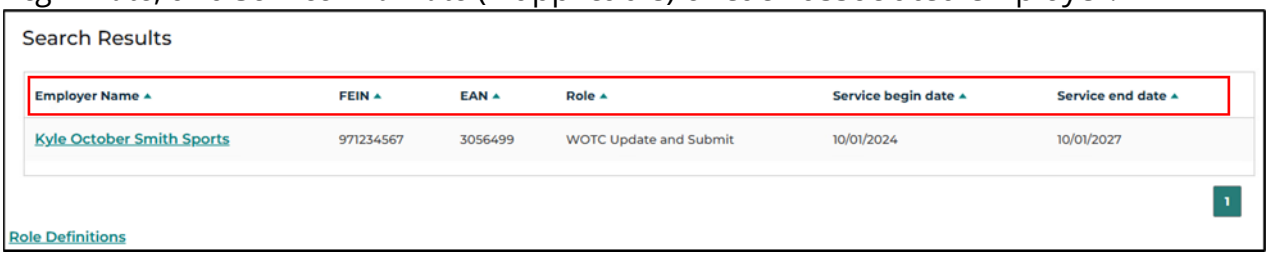


Note: You can search by *Employer Name*, *Employer Account Number*, *FEIN*, or *Role.* Search criteria is optional. Selecting **Search** without entering criteria will display a list of all associated employers.

3. Select **Search** to display the results.



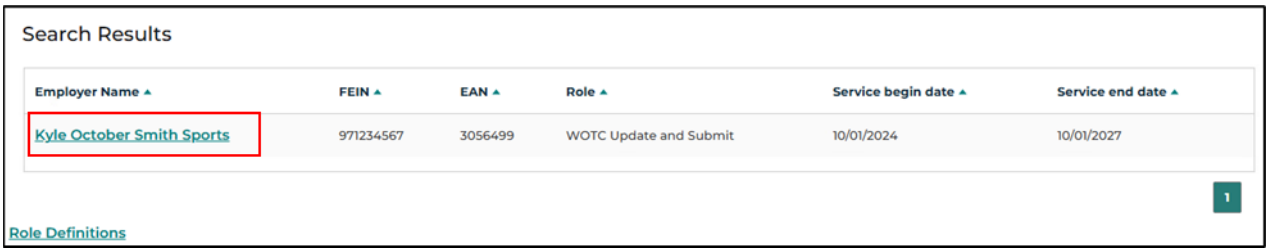
4. The table of search results includes columns for the *Employer Name*, *FEIN*, *EAN*, *Role*, *Service Begin Date*, and *Service End Date* (if applicable) of each associated employer.



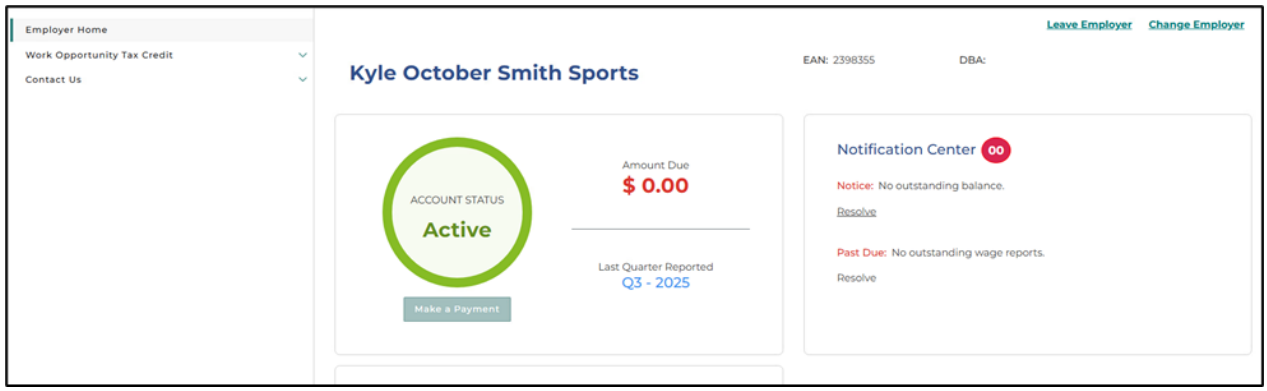
Note:

- You can sort by a specific heading by selecting the title of the heading.
- Selecting Role Definitions will display a pop-up window with details on the permissions associated with a role.

5. Select the Employer Name to navigate to the *Employer Homepage* of the selected employer.



6. From the *Employer Homepage*, you are able to take actions on the selected employer's account on their behalf.



Tip: To exit from the employer, click Leave Employer to return to the *Third-Party Administrator Homepage* or Change Employer to return to the *Employer Search* screen.