

Michigan Unemployment
Insurance Agency

**Associate a WOTC Employer
Account (TPAs)**

MiUI Job Aid

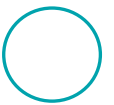


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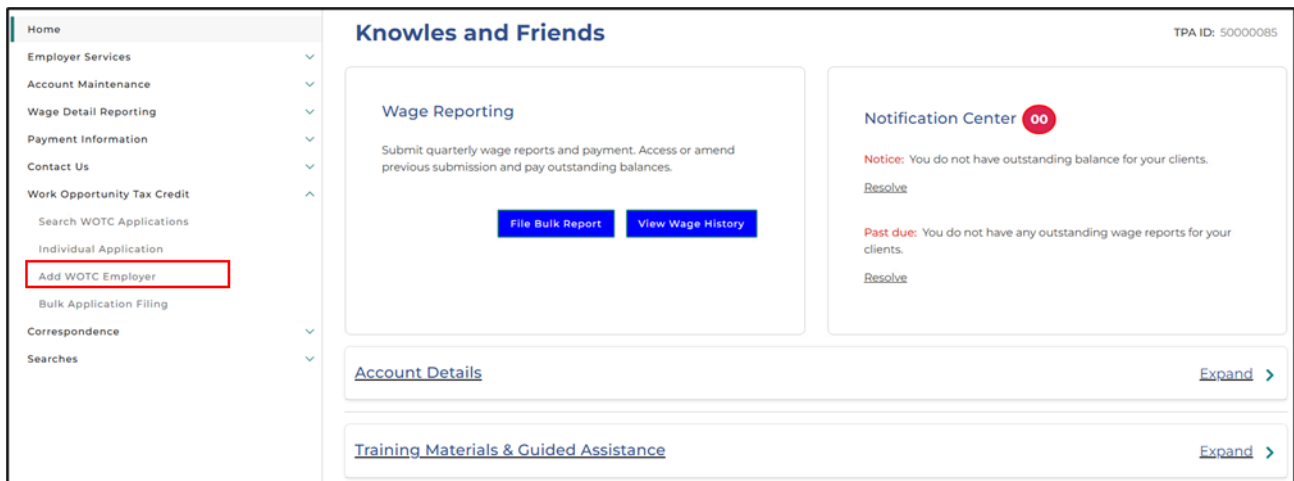
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Associate a WOTC Employer Account (TPAs)



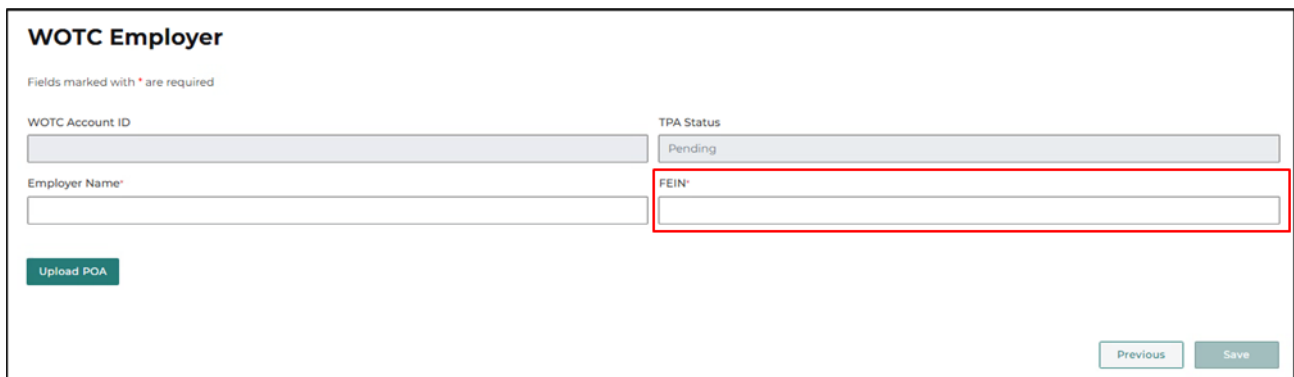
Note: You must have a Power of Attorney to complete this action as a third-party administrator (TPA). This job aid will only review a TPA associating with employers for WOTC purposes.

- 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**.



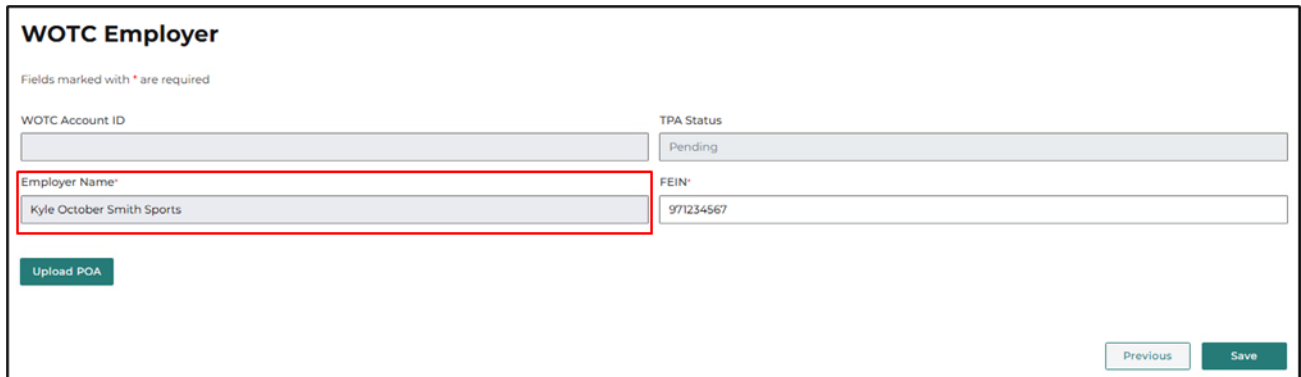
The screenshot shows the 'Knowles and Friends' dashboard. On the left, a navigation menu is expanded to 'Work Opportunity Tax Credit', with 'Add WOTC Employer' highlighted in a red box. The main content area includes a 'Wage Reporting' section with 'File Bulk Report' and 'View Wage History' buttons, and a 'Notification Center' with two notices: 'Notice: You do not have outstanding balance for your clients.' and 'Past due: You do not have any outstanding wage reports for your clients.' Both notices have a 'Resolve' link. At the bottom, there are links for 'Account Details' and 'Training Materials & Guided Assistance', each with an 'Expand' button.

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



The screenshot shows the 'WOTC Employer' form. It includes fields for 'WOTC Account ID', 'Employer Name', 'TPA Status' (set to 'Pending'), and 'FEIN*'. The 'FEIN*' field is highlighted with a red border. There is an 'Upload POA' button on the left and 'Previous' and 'Save' buttons at the bottom right. A note at the top states 'Fields marked with * are required'.

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



WOTC Employer

Fields marked with * are required

WOTC Account ID	TPA Status
<input type="text"/>	Pending
Employer Name*	FEIN*
Kyle October Smith Sports	971234567

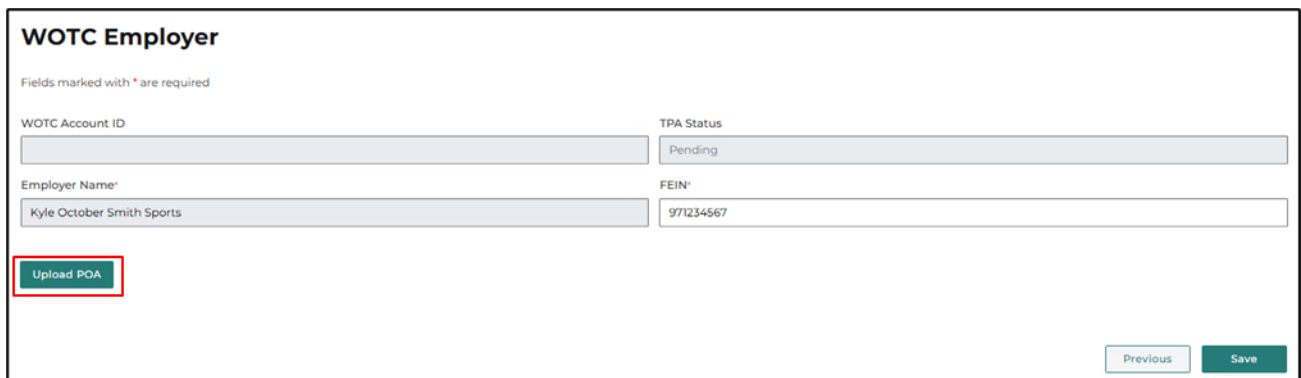


Note: If the employer name does not auto-populate, you can enter the employer name manually.



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.



WOTC Employer

Fields marked with * are required

WOTC Account ID	TPA Status
<input type="text"/>	Pending
Employer Name*	FEIN*
Kyle October Smith Sports	971234567


5. Select **Submit**.

WOTC Employer

Fields marked with * are required

WOTC Account ID	TPA Status
<input type="text"/>	<input type="text" value="Pending"/>
Employer Name*	FEIN*
<input type="text" value="Kyle October Smith Sports"/>	<input type="text" value="971234567"/>

 **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**.

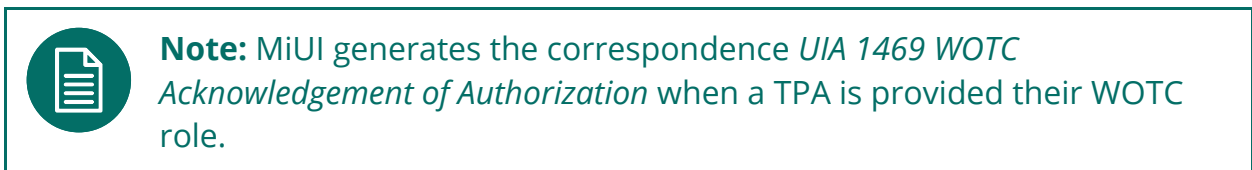
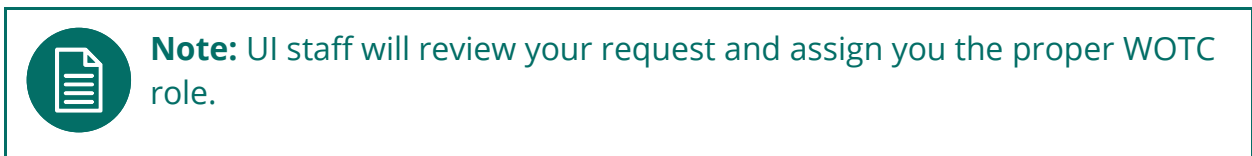
WOTC Employer

Fields marked with * are required

WOTC Account ID	TPA Status
<input type="text"/>	<input type="text" value="Pending"/>
Employer Name*	FEIN*
<input type="text" value="Kyle October Smith Sports"/>	<input type="text" value="971234567"/>

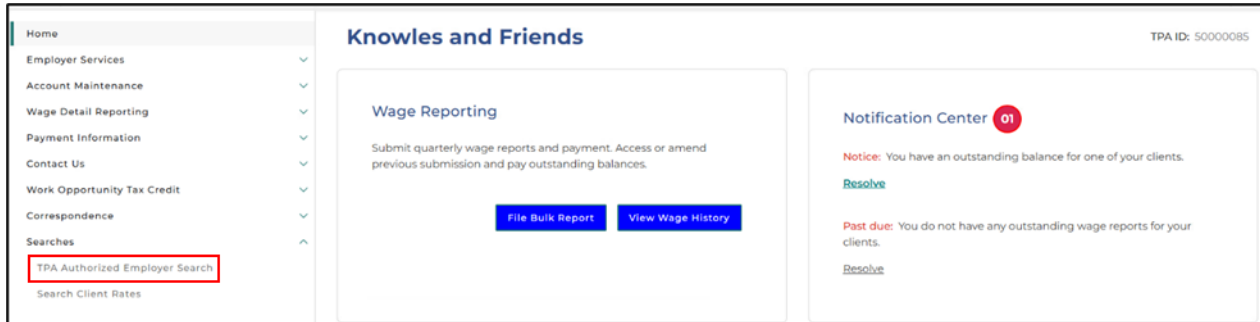
View POA Document : [Power of Attorney.pdf](#)

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



View Associated Employers

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



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

Employer search

Fields marked with * are required

You can search for employers who assigned TPAs access via Employer Name, EAN, or FEIN.

Employer Name:

Employer Account Number:

FEIN:

Role:

Search Results

Employer Name ▲	FEIN ▲	EAN ▲	Role ▲	Service begin date ▲	Service end date ▲
No records found					

[Role Definitions](#)



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.

Role

All
▼

Reset

Search

Search 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) for each associated employer.

Search Results

Employer Name ▲	FEIN ▲	EAN ▲	Role ▲	Service begin date ▲	Service end date ▲
Kyle October Smith Sports	971234567	3056499	WOTC Update and Submit	10/01/2024	10/01/2027

1

[Role Definitions](#)



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.

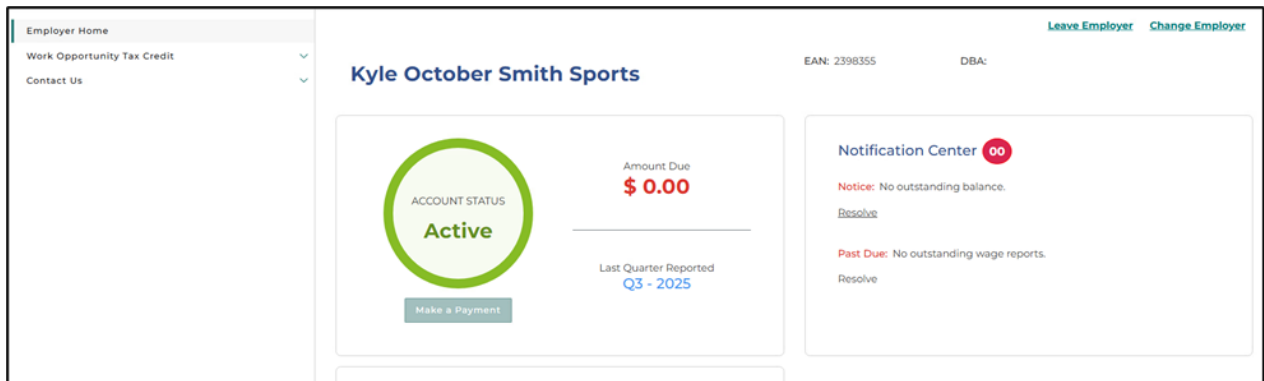
Search Results

Employer Name ▲	FEIN ▲	EAN ▲	Role ▲	Service begin date ▲	Service end date ▲
Kyle October Smith Sports	971234567	3056499	WOTC Update and Submit	10/01/2024	10/01/2027

1

[Role Definitions](#)

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.