Michigan Unemployment Insurance Agency

Associate an Employer Account (PEOs and FIs)

MiUI Job Aid

Table of Contents

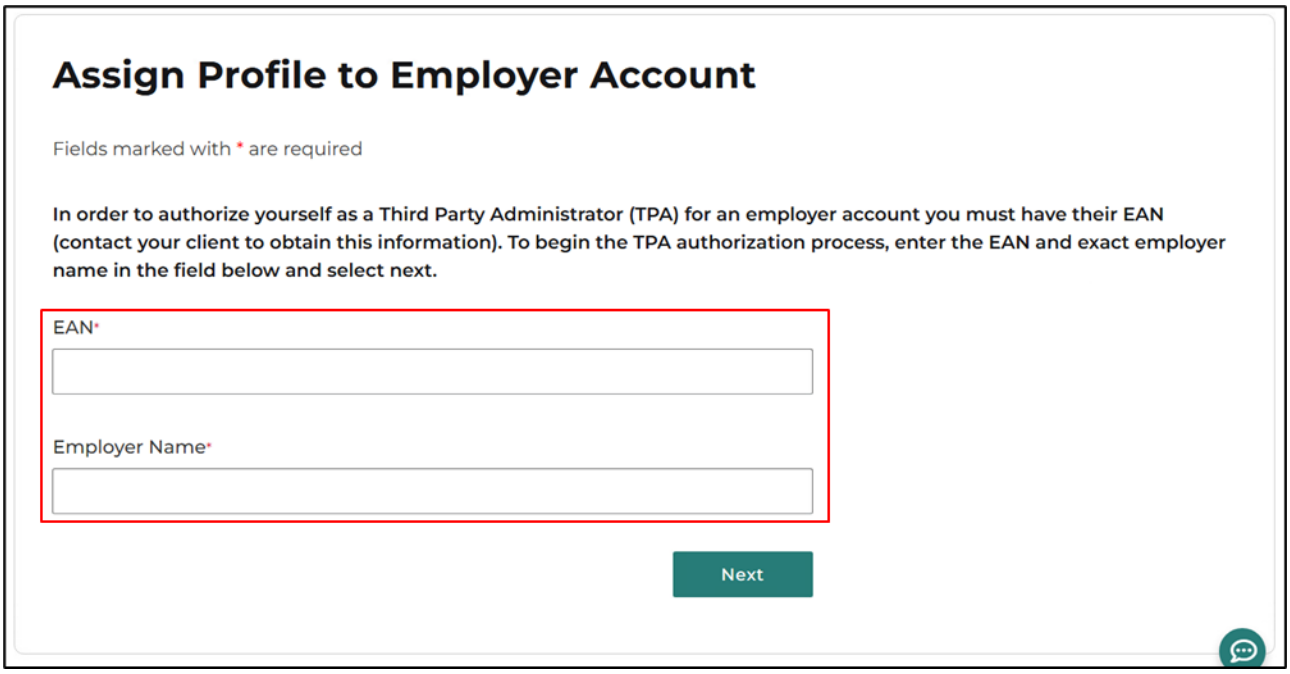
Associate an Employer Account (PEOs and FIs) 2
View Associated Employers 7

Associate an Employer Account (PEOs and FIs)

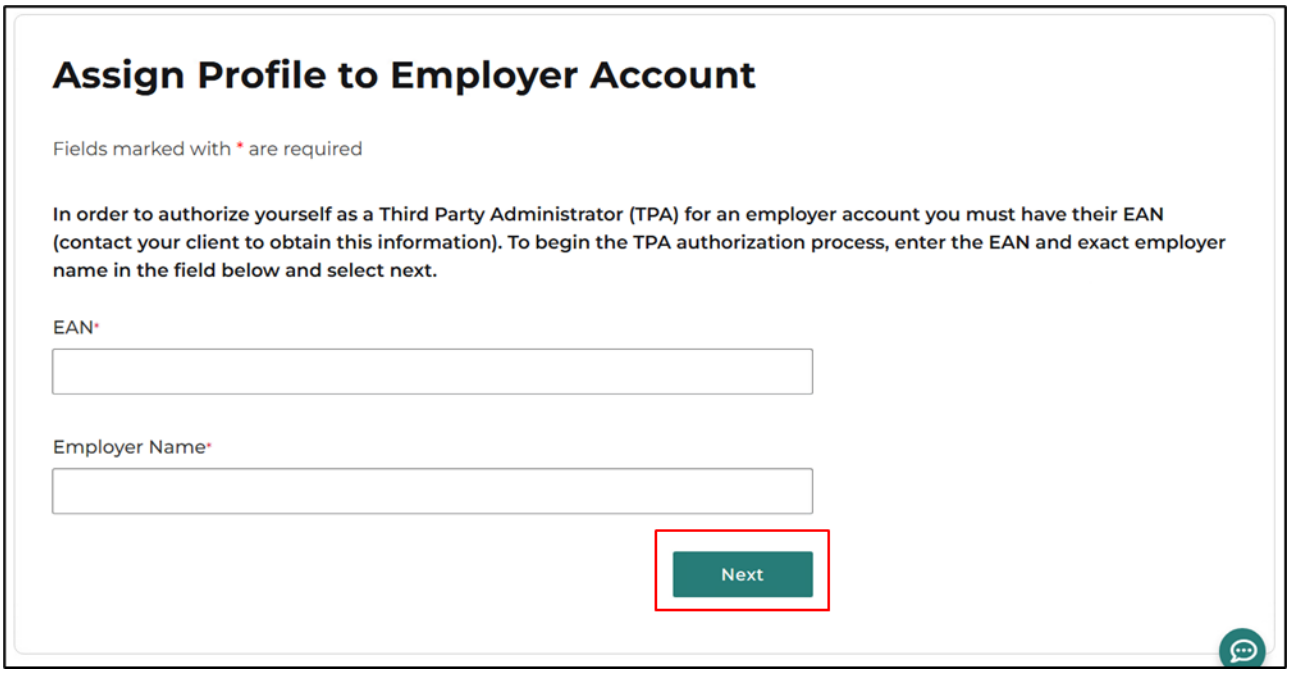
Note: You must be a Professional Employer Organization (PEO) or Fiscal Intermediary (FI) to complete this action as a third-party administrator (TPA). This job aid will only review a PEO or FI associating with employers for non-WOTC purposes.

1. From the left navigation on the *Third-Party Administrator Homepage*, select **Account Maintenance**. From the *Account Maintenance* drop-down, select **Assign TPA Profile to Employer**.

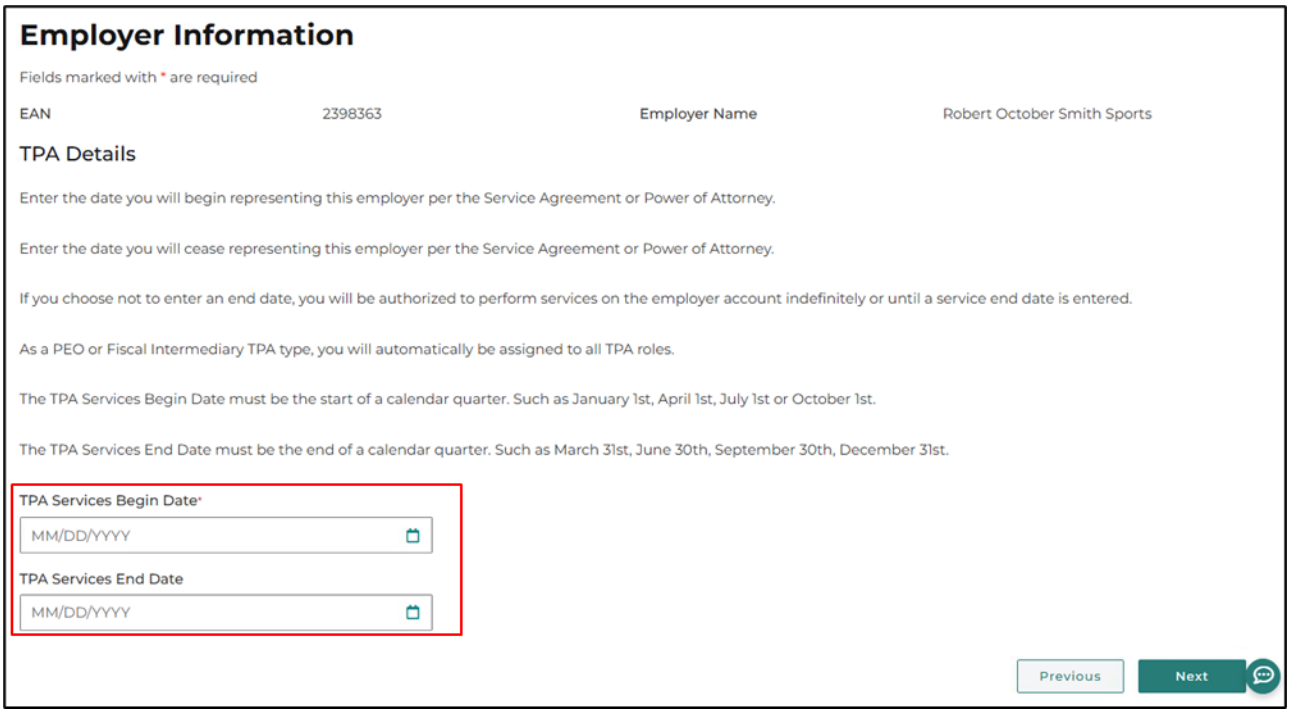
2. On the *Assign Profile to Employer Account* screen, enter the Employer Account Number in the *EAN* field and employer's name in the *Employer Name* field.



3. Select **Next**.



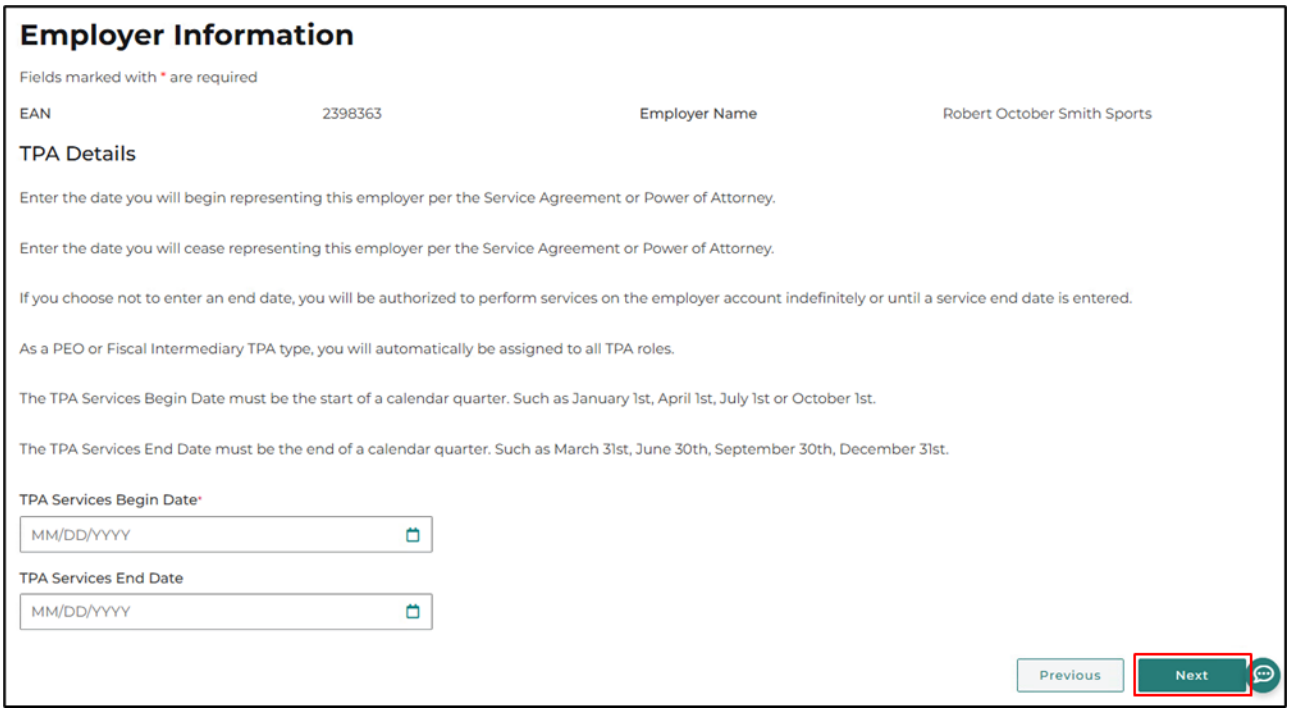
4. On the *Employer Information* screen, enter the date you will begin representing the employer in the *TPA Services Begin Date* field. You may also enter the date you will cease representing the employer in the *TPA Services End Date* field if desired.



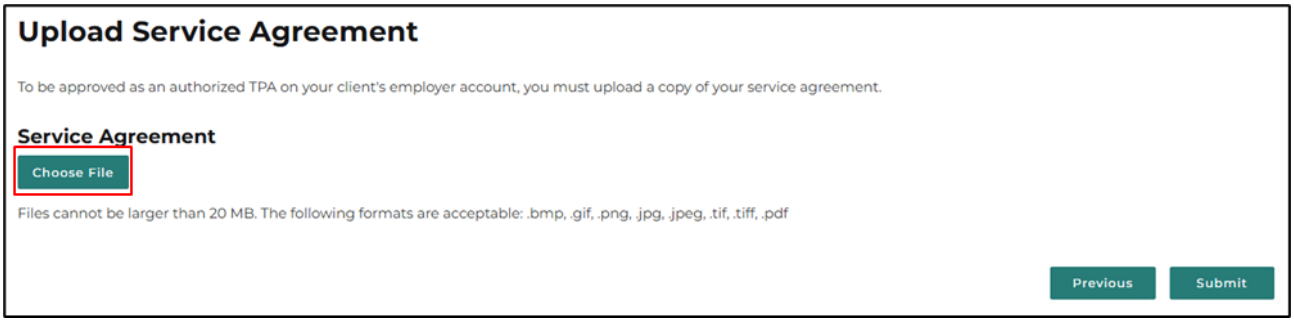
Note: TPA services must begin at the start of a calendar quarter and end at the end of a calendar quarter.

Tip: Start dates and end dates for TPA services can be set for a past date.

5. Select **Next**.

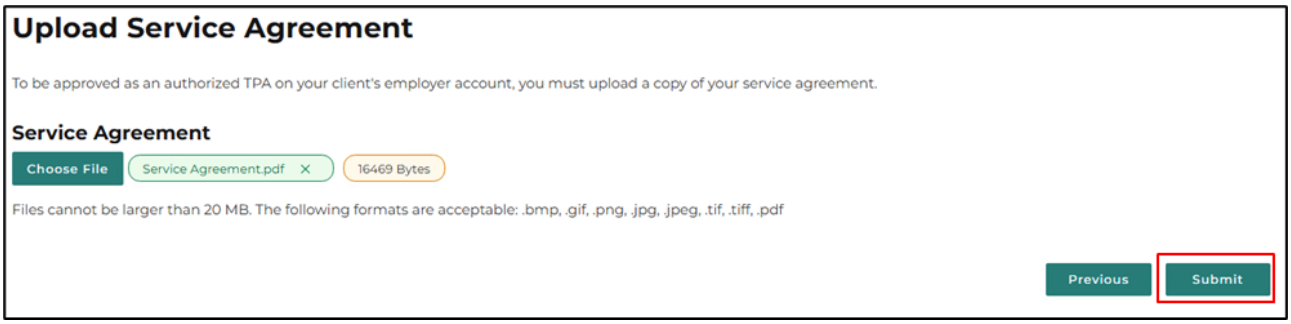


6. On the *Upload* screen, select **Choose File**, and upload either a Service Agreement or Power of Attorney.



Note: Professional Employer Organizations will be asked to upload a Service Agreement, while Fiscal Intermediaries will be asked to upload a Power of Attorney.

7. Select **Submit**.

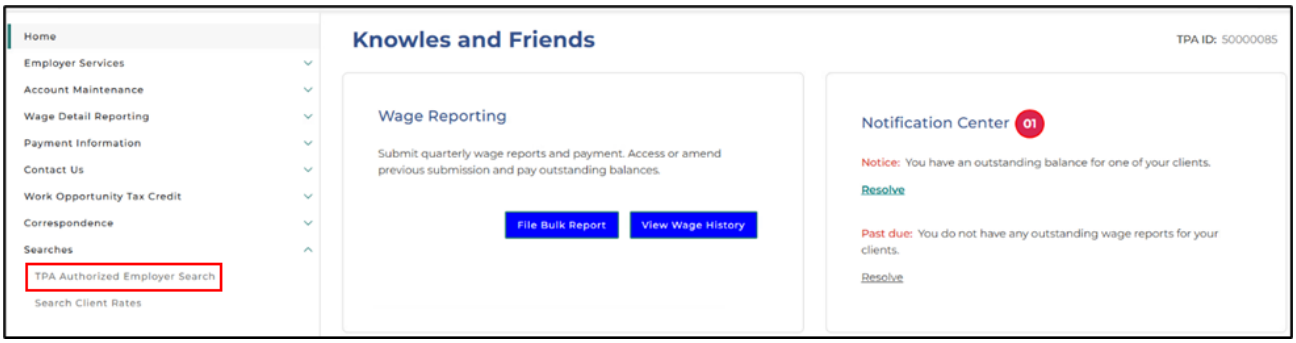


Tip: Select **X** to remove the selected file.

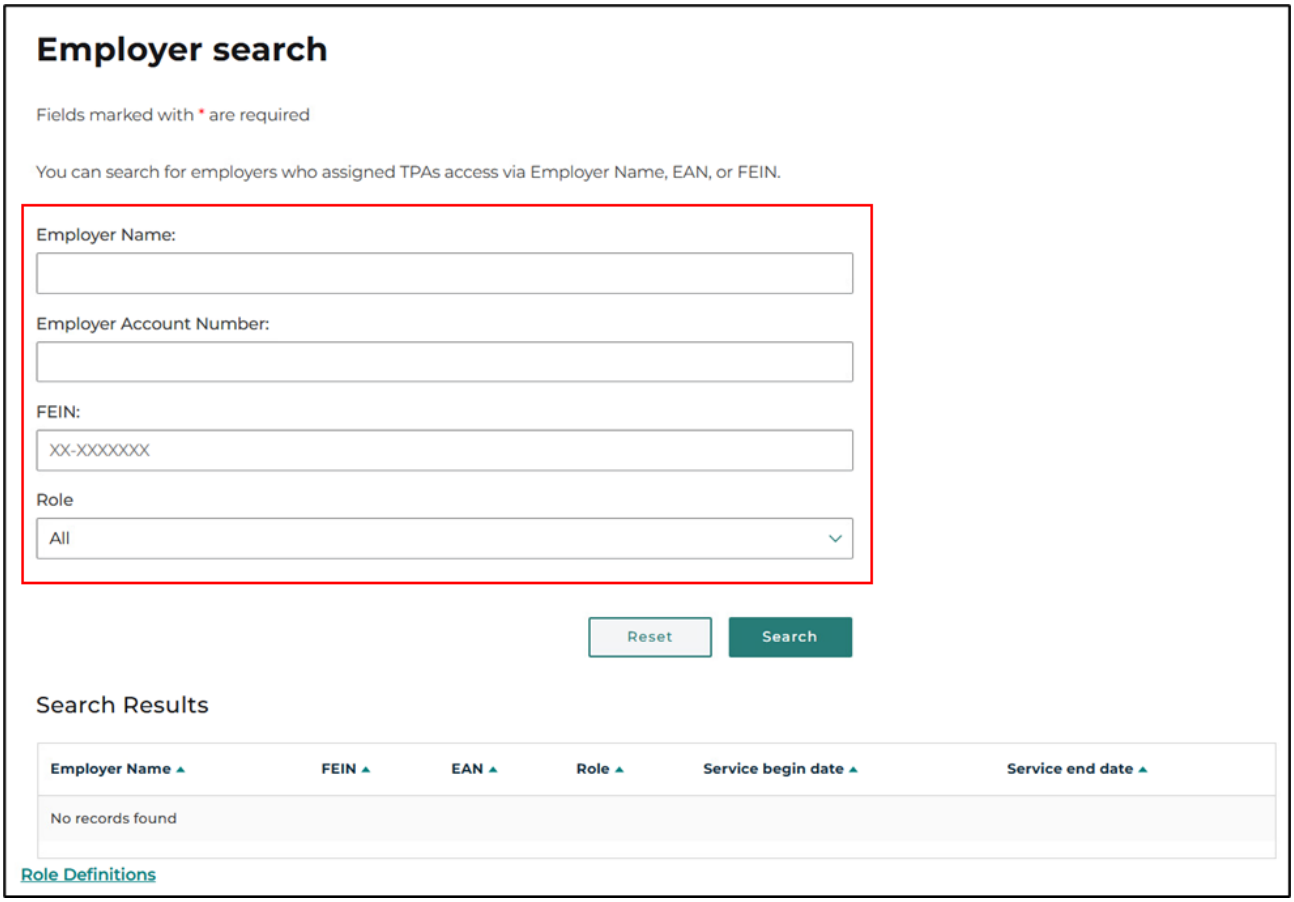
Note: MiUI will generate correspondence *1163 Acknowledgement of Authorization – Employer Representative – Approval* to confirm that you have initiated a relationship with the employer account.

View Associated Employers

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

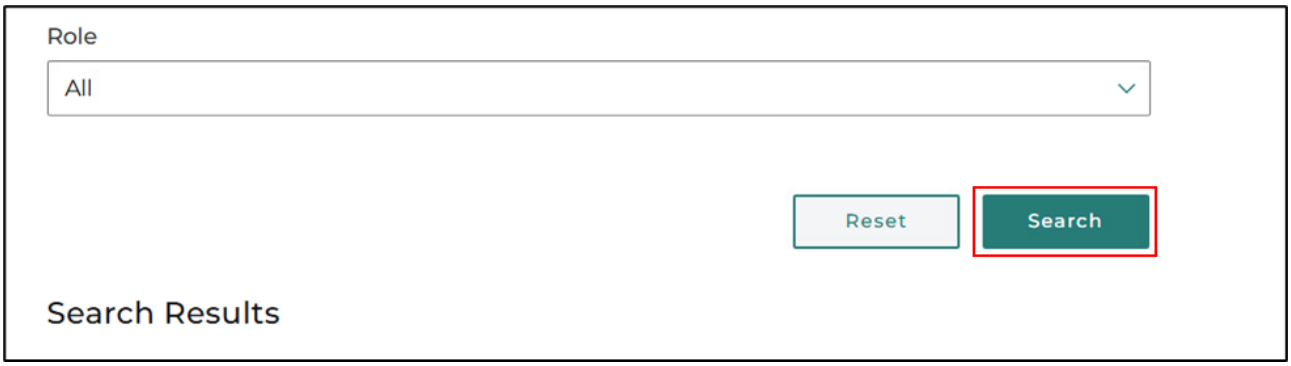


2. On the *Employer Search* screen, enter the search criteria for the associated employer(s) if desired.

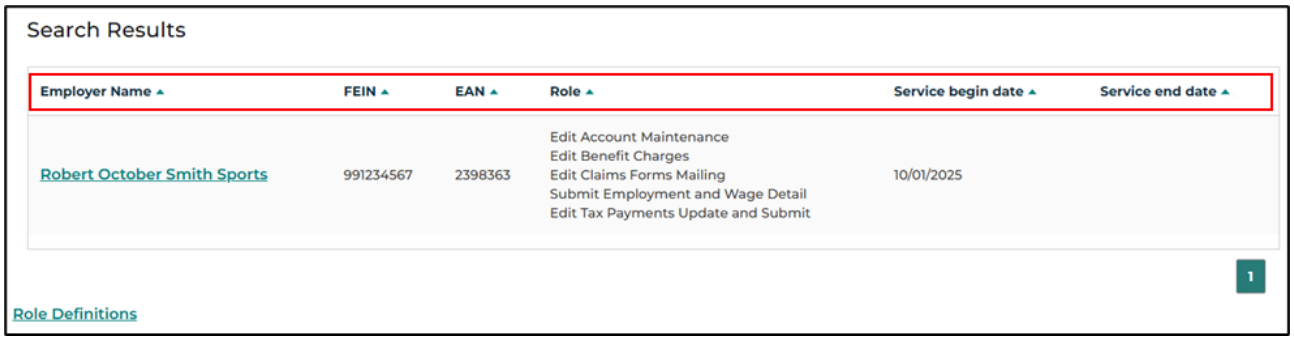


Note: You can search by *Employer Name*, *Employer Account Number*, *FEIN*, or *Role.* Search criteria is optional. Selecting **Search** without entering criteria will display a list of all associated employers.

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) for each associated employer.

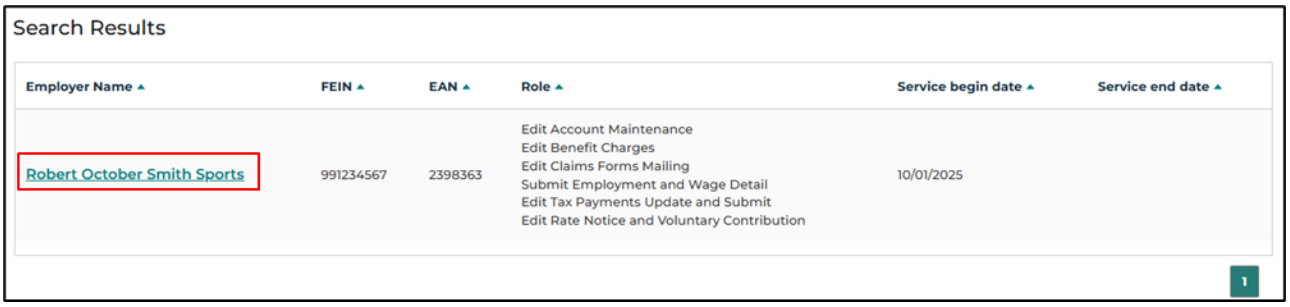


Note:

- 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.

Note: By default, you will be assigned all Edit/Submit roles after successfully associating with an employer.

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



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.