

Michigan Unemployment
Insurance Agency

Associate an Employer Account (PEOs and FIs)

MiUI Job Aid

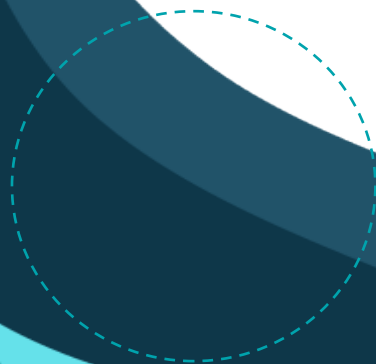
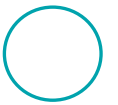


Table of Contents

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

Associate an Employer Account (PEOs and FIs)



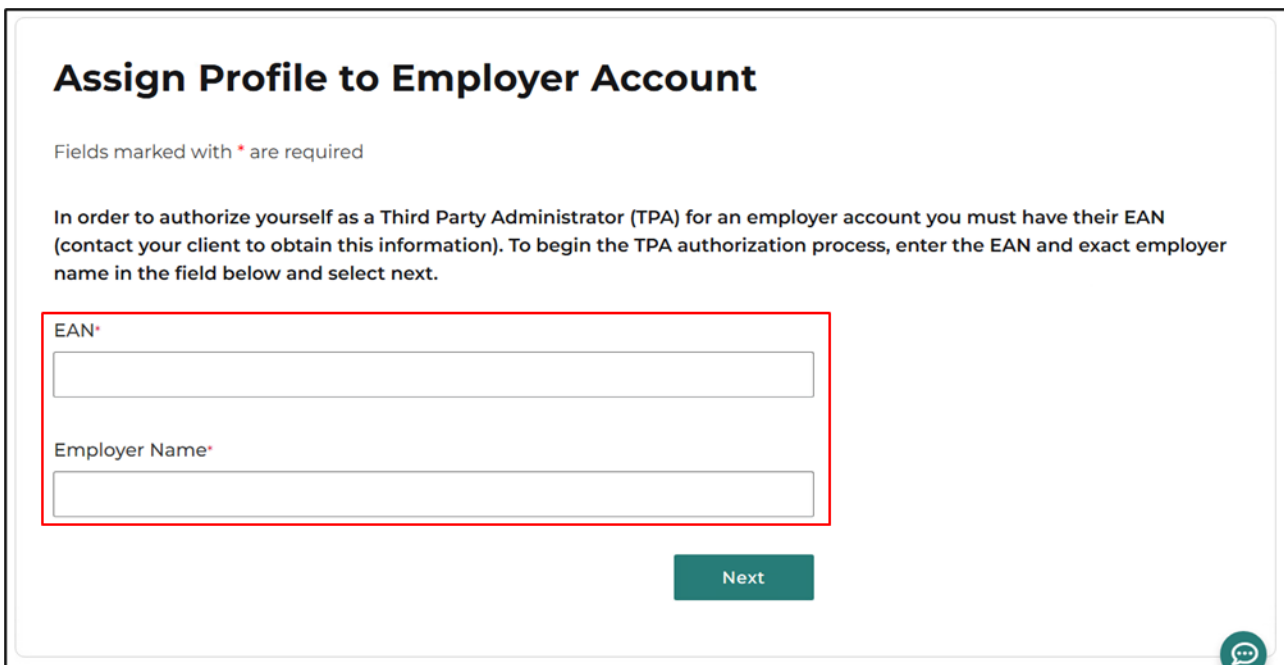
Note: You must be a Professional Employer Organization (PEO) or Fiscal Intermediary (FI) to complete this action as a third-party administrator (TPA). This job aid will only review a PEO or FI associating with employers for non-WOTC purposes.

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**.



The screenshot shows the 'Account Maintenance' section of the MiUI interface. The left-hand navigation menu is open, and 'Assign TPA Profile To Employer' is highlighted with a red rectangular box. The main content area is titled 'Knowles and Friends' and includes a 'Wage Reporting' section with instructions to submit quarterly reports and buttons for 'File Bulk Report' and 'View Wage History'. To the right is a 'Notification Center' with two notices and 'Resolve' links. The top right corner displays 'TPA ID: 50000085'.

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.



The screenshot displays the 'Assign Profile to Employer Account' form. At the top, it states 'Fields marked with * are required'. Below this, a paragraph explains that users must have the Employer Account Number (EAN) and employer name to authorize themselves as a TPA. Two input fields are provided: 'EAN*' and 'Employer Name*', both of which are highlighted with a red rectangular box. A green 'Next' button is positioned at the bottom right of the form area. A small chat icon is visible in the bottom right corner of the page.

3. Select **Next**.


Assign Profile to Employer Account

Fields marked with * are required

In order to authorize yourself as a Third Party Administrator (TPA) for an employer account you must have their EAN (contact your client to obtain this information). To begin the TPA authorization process, enter the EAN and exact employer name in the field below and select next.

EAN*

Employer Name*



- 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.

Employer Information

Fields marked with * are required

EAN	2398363	Employer Name	Robert October Smith Sports
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TPA Details

Enter the date you will begin representing this employer per the Service Agreement or Power of Attorney.

Enter the date you will cease representing this employer per the Service Agreement or Power of Attorney.

If you choose not to enter an end date, you will be authorized to perform services on the employer account indefinitely or until a service end date is entered.

As a PEO or Fiscal Intermediary TPA type, you will automatically be assigned to all TPA roles.

The TPA Services Begin Date must be the start of a calendar quarter. Such as January 1st, April 1st, July 1st or October 1st.

The TPA Services End Date must be the end of a calendar quarter. Such as March 31st, June 30th, September 30th, December 31st.

TPA Services Begin Date*

TPA Services End Date

Previous Next

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**.

Employer Information

Fields marked with * are required

EAN	2398363	Employer Name	Robert October Smith Sports
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TPA Details

Enter the date you will begin representing this employer per the Service Agreement or Power of Attorney.

Enter the date you will cease representing this employer per the Service Agreement or Power of Attorney.

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TPA Services Begin Date*

TPA Services End Date

[Previous](#) [Next](#) 

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

Upload Service Agreement

To be approved as an authorized TPA on your client's employer account, you must upload a copy of your service agreement.

Service Agreement

[Choose File](#)

Files cannot be larger than 20 MB. The following formats are acceptable: .bmp, .gif, .png, .jpg, .jpeg, .tif, .tiff, .pdf

[Previous](#) [Submit](#)



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**.

Upload Service Agreement

To be approved as an authorized TPA on your client's employer account, you must upload a copy of your service agreement.

Service Agreement

Choose File Service Agreement.pdf X 16469 Bytes

Files cannot be larger than 20 MB. The following formats are acceptable: .bmp, .gif, .png, .jpg, .jpeg, .tif, .tiff, .pdf

Previous **Submit**



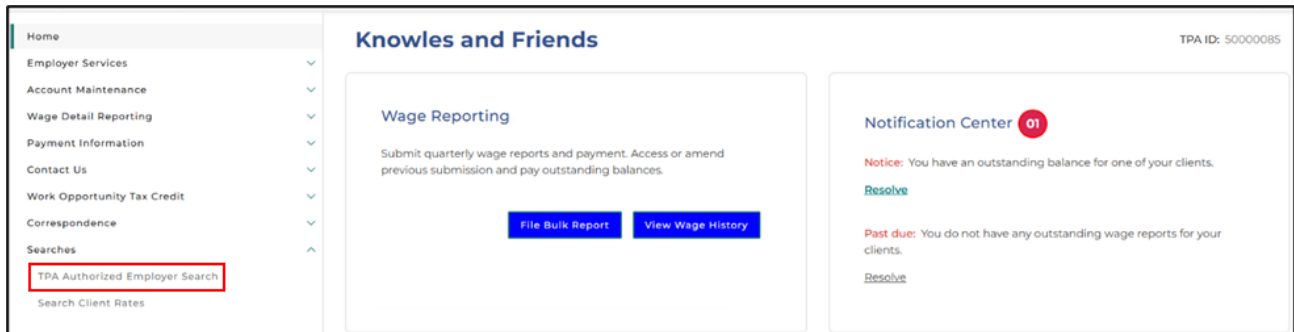
Tip: Select **X** to remove the selected file.



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

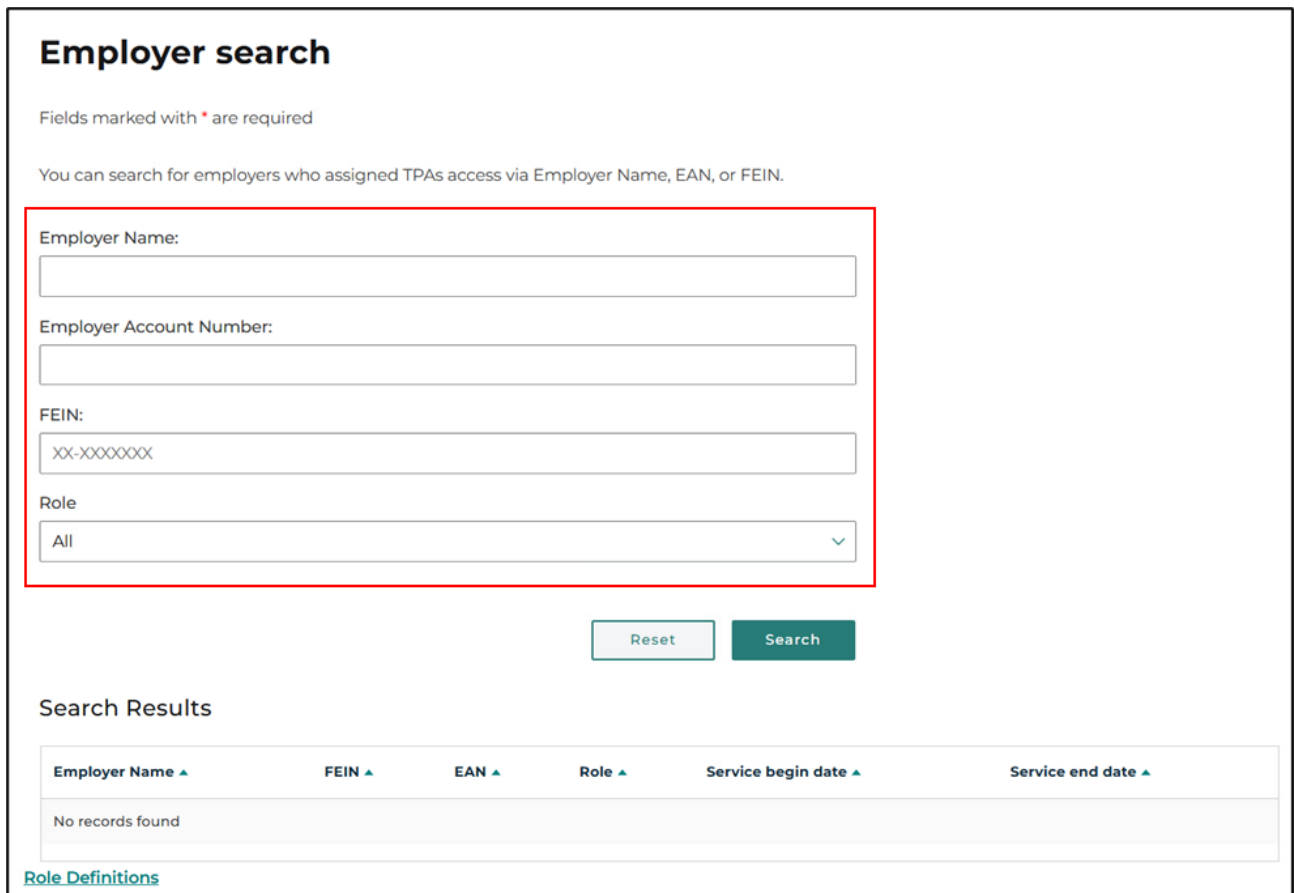
View Associated Employers

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



The screenshot shows the TPA homepage with a left navigation menu. The 'Searches' menu item is expanded, and 'TPA Authorized Employer Search' is highlighted with a red box. The main content area shows 'Wage Reporting' and a 'Notification Center' with a red '01' badge.

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



The screenshot shows the 'Employer search' form. The search criteria fields are highlighted with a red box:

- Employer Name:
- Employer Account Number:
- FEIN:
- Role:

Buttons for 'Reset' and 'Search' are located below the form. The 'Search Results' section shows a table with columns: Employer Name, FEIN, EAN, Role, Service begin date, and Service end date. The table currently displays 'No records found'.



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 ▲
Robert October Smith Sports	991234567	2398363	<ul style="list-style-type: none"> Edit Account Maintenance Edit Benefit Charges Edit Claims Forms Mailing Submit Employment and Wage Detail Edit Tax Payments Update and Submit 	10/01/2025	

[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.



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.

Search Results

Employer Name ▲	FEIN ▲	EAN ▲	Role ▲	Service begin date ▲	Service end date ▲
Robert October Smith Sports	991234567	2398363	<ul style="list-style-type: none"> Edit Account Maintenance Edit Benefit Charges Edit Claims Forms Mailing Submit Employment and Wage Detail Edit Tax Payments Update and Submit Edit Rate Notice and Voluntary Contribution 	10/01/2025	

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



The screenshot displays the Employer Homepage for "Robert October Smith Sports". On the left is a navigation menu with options: "Employer Home", "Account Maintenance", "Wage Detail Reporting", "Payment Information", and "Contact Us". The main content area shows the employer's name, EAN: 2398363, and DBA: [blank]. The account status is "Active" with a "Make a Payment" button. The amount due is "\$0.00" and the last quarter reported is "Q4 - 2025". A "Wage Reporting" section is partially visible at the bottom. On the right, the "Notification Center" shows "Notice: No outstanding balance." and "Past Due: No outstanding wage reports.", both with "Resolve" links.



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.