Getting Started with MiUI for Employers & Third-Party Administrators

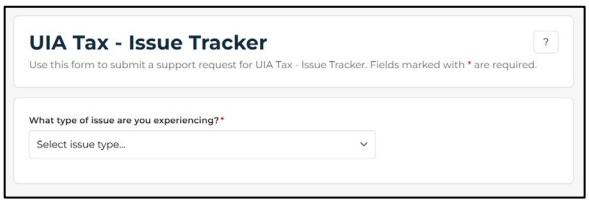
To get started, there are several essential tasks you must complete.

Follow the **step-by-step instructions** in the following **job aids** to initiate your account or follow the quick steps below:

Employer Job Aid **Third-Party Administrator Job Aid**

Quick Steps to Initiate Your Account

1. Submit a MiWAM issue to the **UIA Tax - Issue Tracker** to receive your MiUI account activation information. Please provide your FEIN, email address, business name, and EAN (if an employer) in your request.

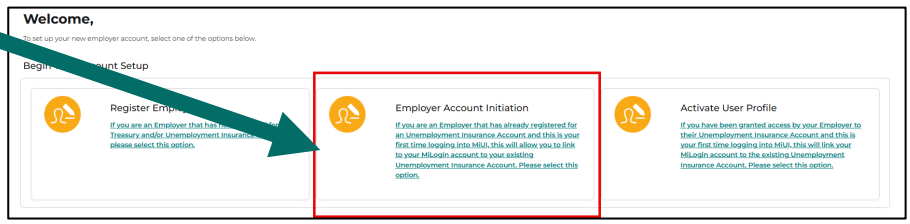


2. Receive your **MiUI Activation Code** from UIA.

3. **Launch MiUI** by accessing MiUI via the **UIA website**.

4. Log into your **MiLogin for Business account**.

5. Select **Employer or TPA Account Initiation** to setup your account.



Getting Started with MiUI for Employers

Employer Action Items

1. Review the training materials and resources available for Employers on **MiUI University**, including the **MiUI Toolkit** – which has step-by step instructions on how to perform tasks in MiUI.

2. Confirm you have **current Third-Party Administrator (TPA)-Employer associations** and proper role assignments (if needed).
Note: You will need the TPA ID to add or modify associations; please reach out to your TPA for their TPA ID or visit MiUI University for a **full list of TPA IDs**.

3. Review and confirm the accuracy of your account details, **including your address, contact information, payment plan (if applicable), and reporting units (aka locations).**

4. Create your **payment profile(s)** for your account.
Note: Payment profiles did not transfer from MiWAM.

5. Confirm that the MiUI System Administrator **adds any additional users** who need access for your organization.

6. Review the MiUI wage report file formats and test your files using the **Wage Report Validation Tool** to prepare to file wage reports.

Getting Started with MiUI for Third-Party Administrators

Third-Party Administrator Action Items

1. Review the training materials and resources available for Third-Party Administrators on **MiUI University**, including the **MiUI Toolkit** – which has step-by step instructions on how to perform tasks in MiUI.

2. Confirm your **employers' associations have correctly been added to your account** during the data transfer from MiWAM to MIUI. **Review your assigned employer roles.** If you are missing employers or need updates to your role assignment, please contact them. If you need to contact your employer(s) about your TPA association and role, you can use the **communication templates** on MiUI University

3. **Confirm that any additional users are added** to your TPA account. All TPA users will be system administrators.

4. Review the MiUI wage report file formats and test your files using the **Wage Report Validation Tool** to prepare for your first wage report submission on April 27, 2026.

5. Before submitting a bulk payment, **you must review and confirm the list of employers** associated with your account **to make sure you are paying for the correct employers.**