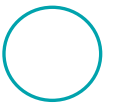




Michigan Unemployment  
Insurance Agency

**Make a Bulk Payment**

**MiUI Job Aid**

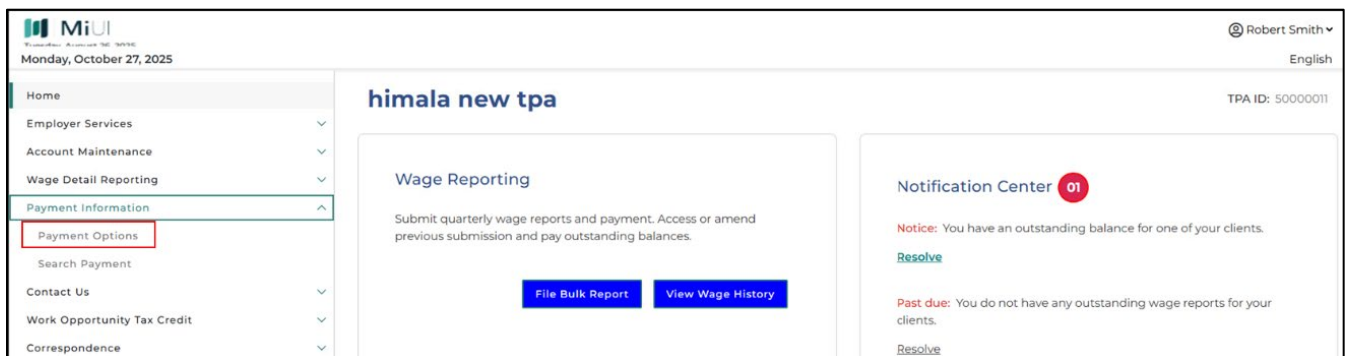




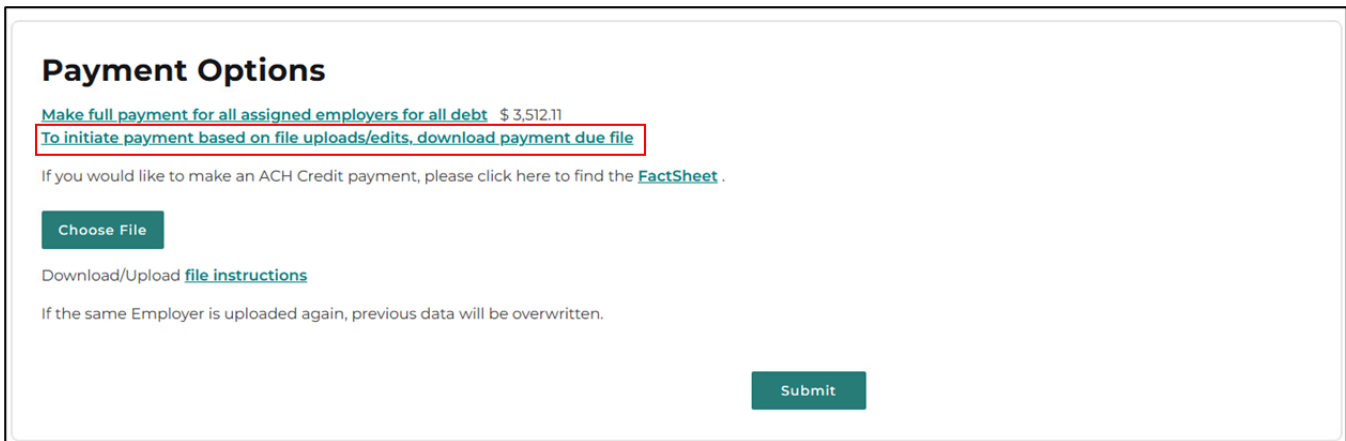
**Note:**

- The following steps are listed from the TPA perspective.
- For a TPA to make a bulk payment on behalf of their associated employers, they must be assigned the *Edit Tax Payments Update and Submit* role.
- TPAs can submit and schedule individual payments. TPAs, however, cannot schedule bulk payments. For additional information, please refer to the [MiUI Toolkit](#).

1. From the left navigation on the *Employer Homepage*, select **Payment Information**. From the *Payment Information* drop-down, select **Payment Options**.

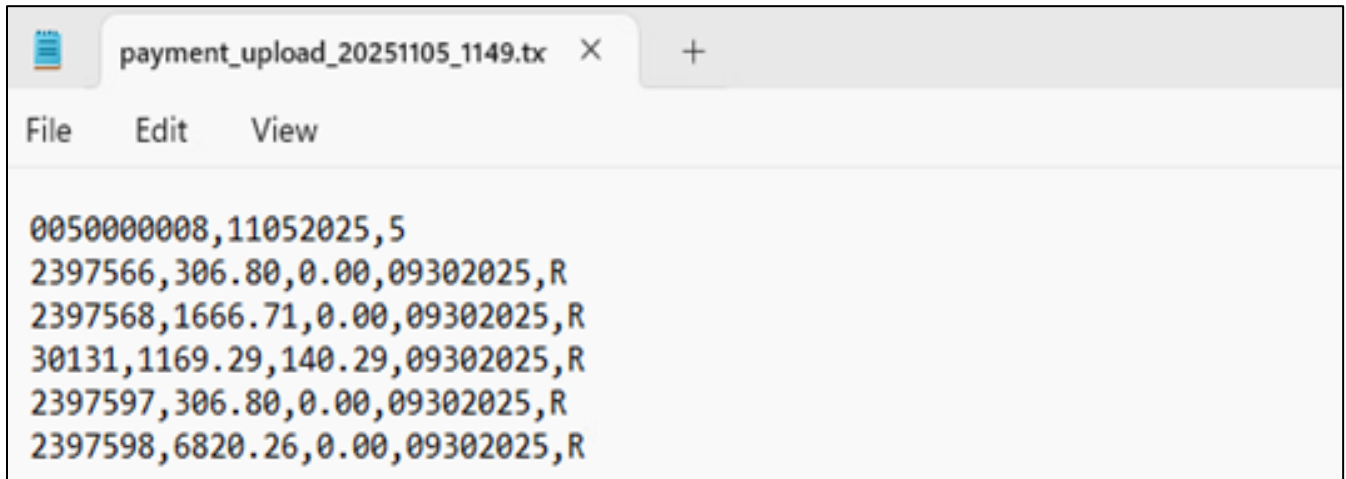


2. On the *Payment Options* screen, select To initiate payment based on file uploads/edits, download payment due file to download the allocation file.



**Note:** TPAs making payments exceeding five million dollars must make payments by uploading multiple allocation files. This is required because the maximum amount allowed per allocation file is five million dollars, in accordance with the CEPAS payment amount limit.

3. If needed, modify or edit the downloaded allocation file.



**Tip:** Please review the employer names, EANs, and your role permissions for each associated employer to confirm you are submitting a bulk payment for the correct employers.



**Note:** If an error occurs when attempting to download the allocation file or editing the file, download the file again.

4. Select **Choose File** to upload the downloaded allocation file.

## Payment Options

[Make full payment for all assigned employers for all debt](#) \$3,512.11

If Total Payment Amount is greater than \$5,000,000.00 (5 million), you will need to submit multiple payment files that do not exceed the maximum amount of \$5,000,000.00.

[To initiate payment based on file uploads/edits, download payment due file](#)

If you would like to make an ACH Credit payment, please click here to find the [FactSheet](#) .

**Choose File**

Download/Upload [file instructions](#)

If the same Employer is uploaded again, previous data will be overwritten.

**Submit**

5. Select **Submit**.

### Payment Options

[Make full payment for all assigned employers for all debt](#) \$ 3,512.11  
[To initiate payment based on file uploads/edits, download payment due file](#)

If you would like to make an ACH Credit payment, please click here to find the [FactSheet](#) .

Choose File
payment\_upload\_20251027\_1359.txt X
61 Bytes


Download/Upload [file instructions](#)

If the same Employer is uploaded again, previous data will be overwritten.

Submit



**Note:** After submitting, MiUI displays the confirmation message “Please return back shortly to check the validation status of your uploaded file.”



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

6. MiUI refreshes the *Recent Payment Application File Submission History* section. When MiUI finishes processing your payment records, *Validation Successful* will be displayed in the *Status* column, confirming your submission met all requirements.

### Payment Options

[Make full payment for all assigned employers for all debt](#) \$ 3,512.11  
[To initiate payment based on file uploads/edits, download payment due file](#)

If you would like to make an ACH Credit payment, please click here to find the [FactSheet](#) .

Choose File

Download/Upload [file instructions](#)

If the same Employer is uploaded again, previous data will be overwritten.

#### Recent Payment Application File Submission History

Date and Time ▲	Submission Type ▲	Success Records ▲	Failed Records ▲	Payment Amount ▲	Status ▲	Action ▲	Delete ▲
10/27/2025 02:02:48 PM	File Upload	1	0	\$ 3,507.11	Validation Successful	<a href="#">Make Payment</a>	<a href="#">Delete</a>

1

7. Select Make Payment.

### Payment Options

[Make full payment for all assigned employers for all debt](#) \$ 3,512.11  
[To initiate payment based on file uploads/edits, download payment due file](#)

If you would like to make an ACH Credit payment, please click here to find the [FactSheet](#).

[Choose File](#)

Download/Upload [file instructions](#)

If the same Employer is uploaded again, previous data will be overwritten.

#### Recent Payment Application File Submission History

Date and Time ▲	Submission Type ▲	Success Records ▲	Failed Records ▲	Payment Amount ▲	Status ▲	Action ▲	Delete ▲
10/27/2025 02:02:48 PM	File Upload	1	0	\$ 3,507.11	Validation Successful	<a href="#">Make Payment</a>	<a href="#">Delete</a>

**1**

[Submit](#)

8. On the *Payment Method* screen, verify the payment amount and from the *Payment Medium* drop-down, select **ACH Debit**.

1 Payment Method and Details
2 Verification
3 Certification

### Payment Method

Fields marked with \* are required

Due Dates  
 Quarter 1 - April 25  
 Quarter 2 - July 25  
 Quarter 3 - October 25  
 Quarter 4 - January 25

If payment is not submitted by the due date indicated you will be assessed interest and/or penalties.  
 To prevent unauthorized withdrawals, contact your financial institution and provide ACH Company ID 9044030366. This authorizes UIA to receive the electronic payment.  
 If you would like to make an ACH Credit payment, please click here to find the [FactSheet](#).

Total Amount Due \$ 3,507.11

Payment Amount\*  Payment Medium\*

#### Payment Profile Options

[Add Payment Profile](#)

Payment Profile 1 [✎](#)

When you are making a partial payment, failure to pay the total amount due by the due date will result in interest and/or penalties being charged to your account. Past due debt may be referred to collections and enforcement penalties may result. Select 'Next' to continue to the payment submission screen.

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

9. Select an existing **Payment Profile** radio button in the *Payment Profile Options* section.

### Payment Method

Fields marked with \* are required

Due Dates  
**Quarter 1 - April 25**  
**Quarter 2 - July 25**  
**Quarter 3 - October 25**  
**Quarter 4 - January 25**


If payment is not submitted by the due date indicated you will be assessed interest and/or penalties.  
**To prevent unauthorized withdrawals, contact your financial institution and provide ACH Company ID 9044030366. This authorizes UIA to receive the electronic payment.**  
 If you would like to make an ACH Credit payment, please click here to find the [FactSheet](#).

Total Amount Due \$ 3,507.11


Payment Amount\*  Payment Medium\*

### Payment Profile Options

[Add Payment Profile](#)

Payment Profile 1 

When you are making a partial payment, failure to pay the total amount due by the due date will result in interest and/or penalties being charged to your account. Past due debt may be referred to collections and enforcement penalties may result. Select 'Next' to continue to the payment submission screen.




**Note:** TPAs cannot schedule a bulk payment. However, if a TPA is associated with an employer and has the *Edit Tax Payments Update and Submit* role, the TPA can schedule and submit payments for that individual employer account. TPAs can do this by completing a [TPA Authorized Employer Search](#) and accessing the employer’s homepage. For a step-by-step on making payments as an employer, please see the [MiUI Toolkit](#).

10. Select **Next**.


### Payment Profile Options

[Add Payment Profile](#)

Payment Profile 1 

When you are making a partial payment, failure to pay the total amount due by the due date will result in interest and/or penalties being charged to your account. Past due debt may be referred to collections and enforcement penalties may result. Select 'Next' to continue to the payment submission screen.





**Note:** If a payment profile does not exist, select [Add Payment Profile](#).

11. Select **Submit** to submit the payment.

1 Payment Method and Details    2 Verification    3 Certification

### Payment Verification

Total Payment Amount	\$ 3,507.11	Bank Account Name	
Last 4 of Bank Account Number		Account Type	Checking
Payment Effective Date	10/27/2025		

The file submitted has included for a total amount of \$ 3507.11. If there are any errors, please press previous and re-upload the bulk upload file. Employer account balances will be updated within 48 hours. Please check back once the payment has processed.

By paying your Unemployment Taxes using this online service, you are authorizing the State of Michigan to charge your Checking account for the amount you submitted.

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



**Note:** On submission, MiUI processes the payment through the CEPAS payment webservice. If the payment is rejected, MiUI displays the error message: *Your payment has been rejected. Please verify that your payment information is entered correctly and resubmit your payment.*

12. Select **Home**.


1 Payment Method and Details      2 Verification      3 Certification

## Payment Confirmation

TPA Name	himala new tpa	TPA Account Number	11111111
Effective Date	10/27/2025	Payment Confirmation #	12345678912345
Transaction Date	10/27/2025	Payment Type	Quarterly Report Payment
Remaining Balance	N/A	Payment Medium	ACH Debit
Total Payment Amount	\$3,507.11		

Thank you for your payment. Please return in 24 – 48 hours for update on the payment settlement.  
Print a copy of this page for your records.

[Home](#)   [Make Payment](#)



**Tip:** Select **Make Payment** to make an additional payment.

## Appendix: Bulk Payment

### File Specifications

File Layout - File Detail				
Field Name	Data Type	Size	Format	Description
TPA ID	Numeric/TPA ID		10	Validate the logged-on User ID is authorized to upload the file for the TPA.
Download Date	MMDDCCYY/Date file is downloaded		8	No validation.
Record Count	Numeric/Count of Records in file		3	Validate with the count of employers included in file, TPA may add rows for additional employers. The max number of employers is 999.

### File Instructions

<b>Bulk Payment File Layout</b>	<ul style="list-style-type: none"> <li>Header includes: TPA ID, Download Date, Record Count.</li> <li>Each record contains: employer Account Number, Total Amount Due, Quarterly Payment Amount, Quarter End Date, Payment Type.</li> </ul>
<b>Updating Payment Amounts</b>	<ul style="list-style-type: none"> <li>After downloading and saving, update the third value (Quarterly Payment Amount) for each record with the correct payment to be applied.</li> <li>Enter "0" for employers who will not receive a payment.</li> <li>If employer records are removed, update the third value in the header (Record 1); note that Record 1 is not included in the record count.</li> </ul>
<b>Quarterly Report Payments</b>	<ul style="list-style-type: none"> <li>Set the fifth value (Payment Type) to "R" for quarterly report payments.</li> <li>Ensure the fourth value (Quarter End Date) is present; if it is missing, the payment will be processed as a loose payment.</li> </ul>
<b>Loose Payments</b>	<ul style="list-style-type: none"> <li>Set the fifth value (Payment Type) to "L" for loose payments.</li> <li>The fourth value (Quarter End Date) must be blank.</li> </ul>



**Note:** MiUI will provide submitters with a downloadable allocation file they can edit before submitting bulk payments. If you make an error in the submission process, download the file again and make the necessary corrections.