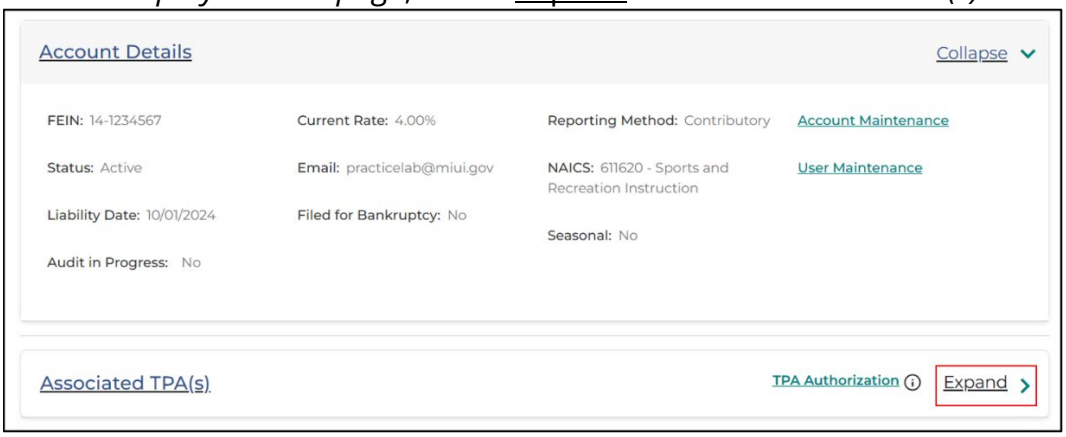
MiUI

Michigan Unemployment Insurance Agency

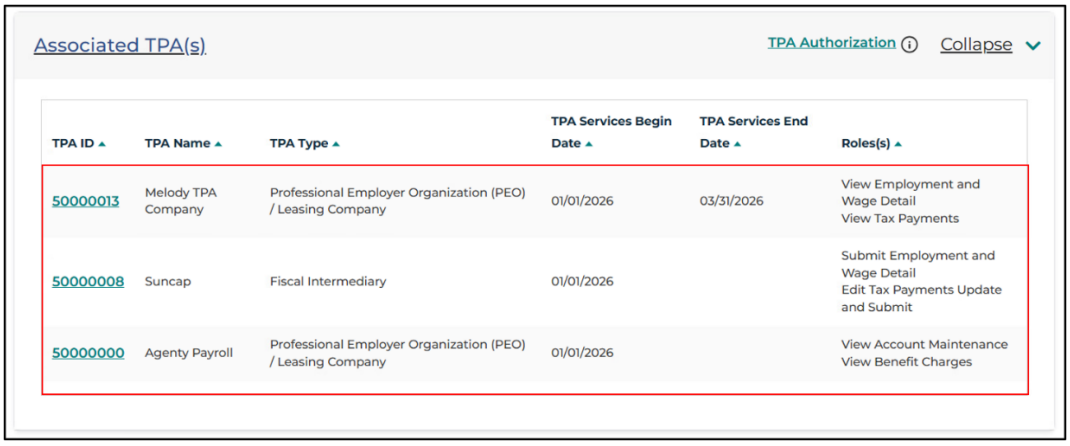
Modify Existing Third-Party Administrator (TPA) Roles

MiUI Job Aid

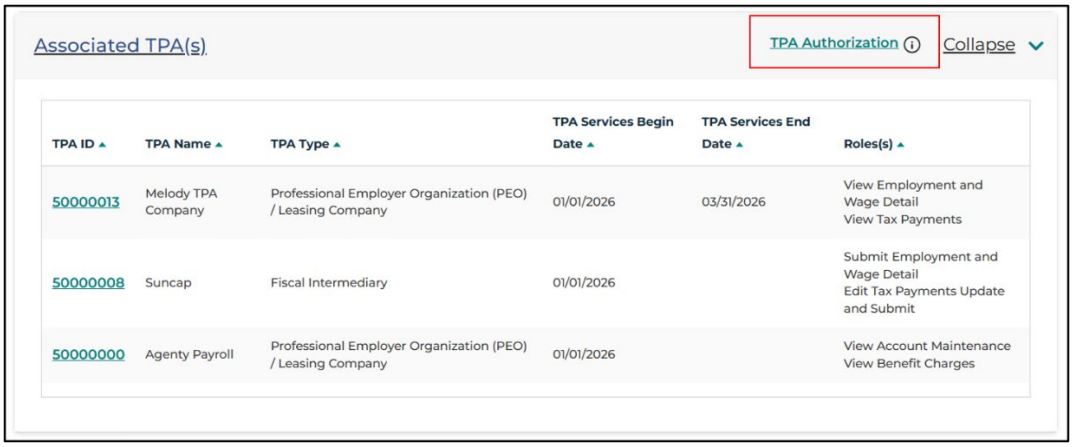
1. On the *Employer Homepage*, select Expand on the *Associated TPA(s)* header.



2. MiUI displays the TPA ID, TPA name, TPA type, TPA services begin date, TPA services end date, and role(s).

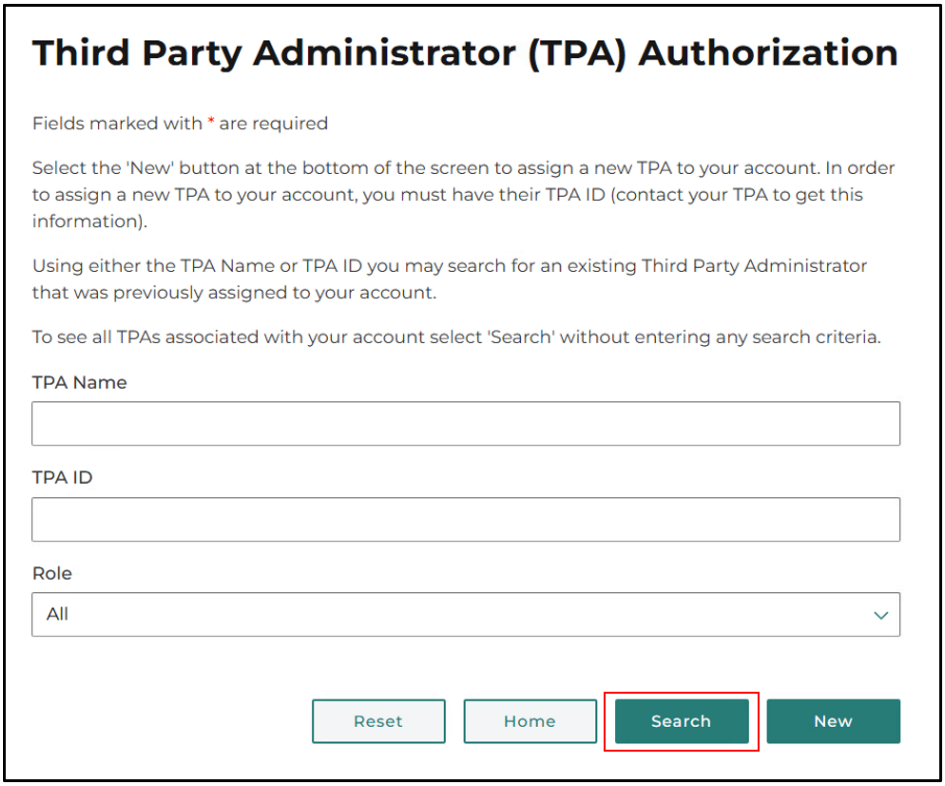


3. To modify existing roles, select TPA Authorization.



Tip: To modify a specific TPA's existing roles, you can also select their TPA ID.

4. On the *Third Party Administrator (TPA) Authorization* screen, select **Search** to display any associated TPAs.

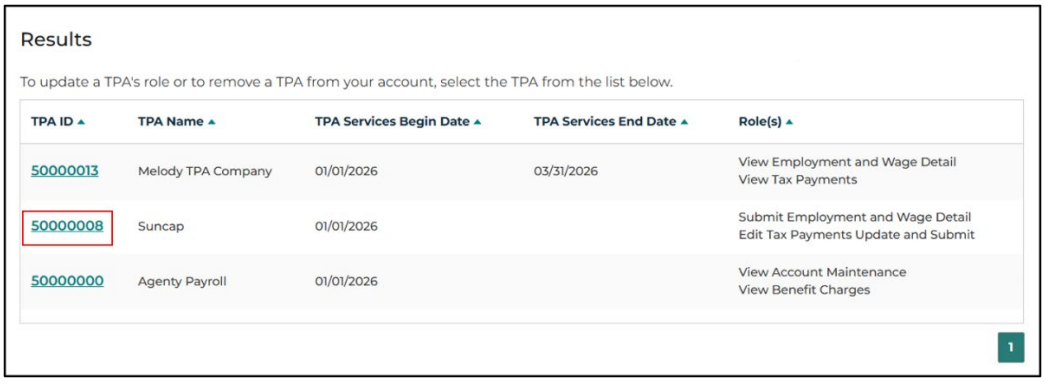


Tip: If you have multiple TPAs on your account, you can enter the desired search criteria (TPA name, ID, or role) to refine your search results.

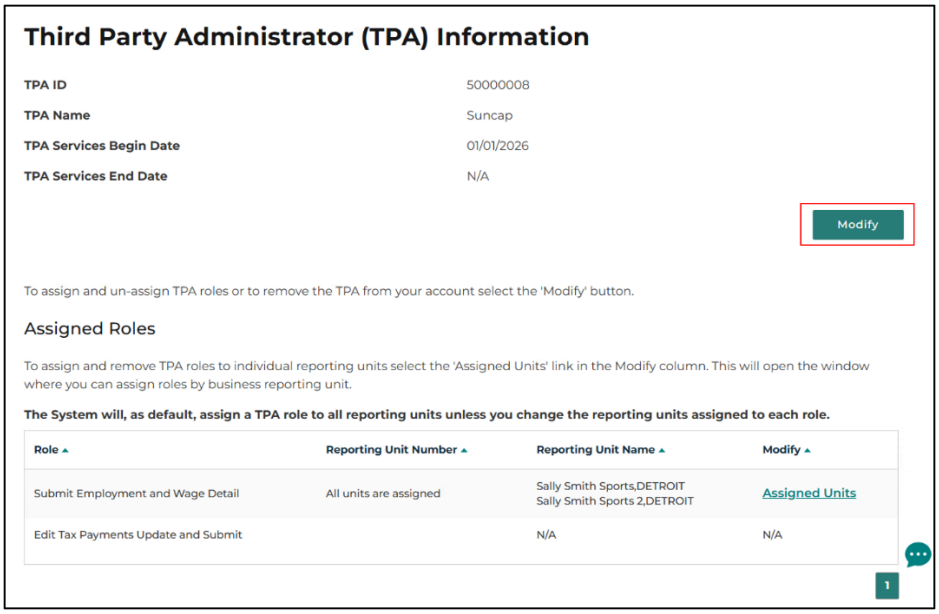
Note:

- This will not search for all TPAs in MiUI; this will only return search results for TPAs that are associated with your employer account.
- If a desired TPA has not yet been added to your account, select **New**. Go to Add Third-Party Administrator (TPA) for a step-by-step.

5. In the *Results* section that appears, select the TPA ID.

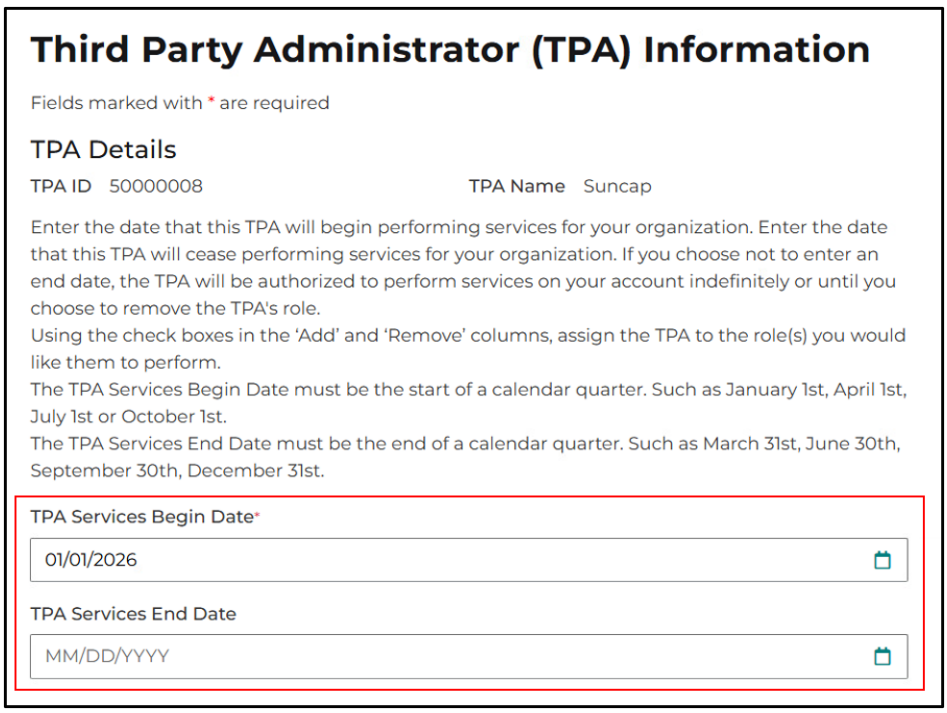


6. On the *Third Party Administrator (TPA) Information* screen, select **Modify** to modify existing roles.

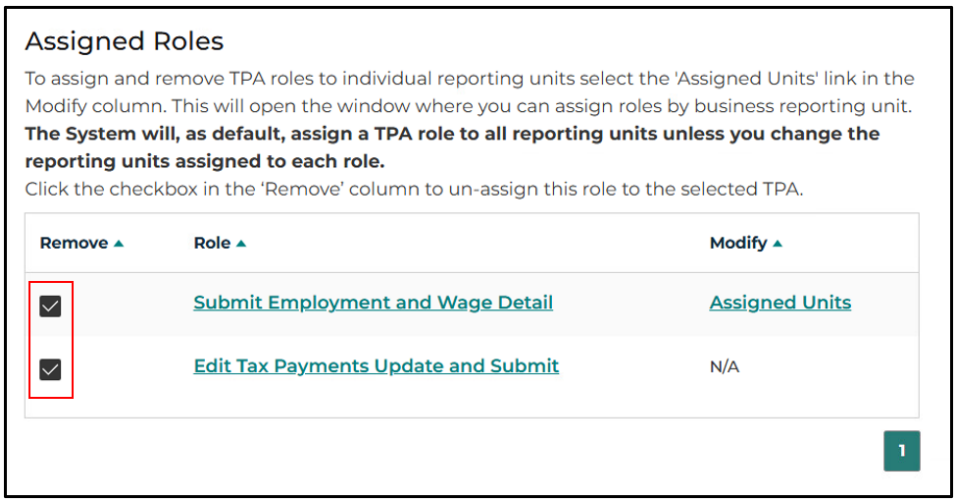


Note: To modify the reporting units assigned to the TPA, select Assigned Units. This allows you to remove or add a TPA's access to certain reporting units. This capability is only available for the *Edit Benefit Charges*, *View Benefit Charges*, *Edit Claims Forms Mailing*, *Submit Employment and Wage Detail*, and *View Employment and Wage Detail* roles.

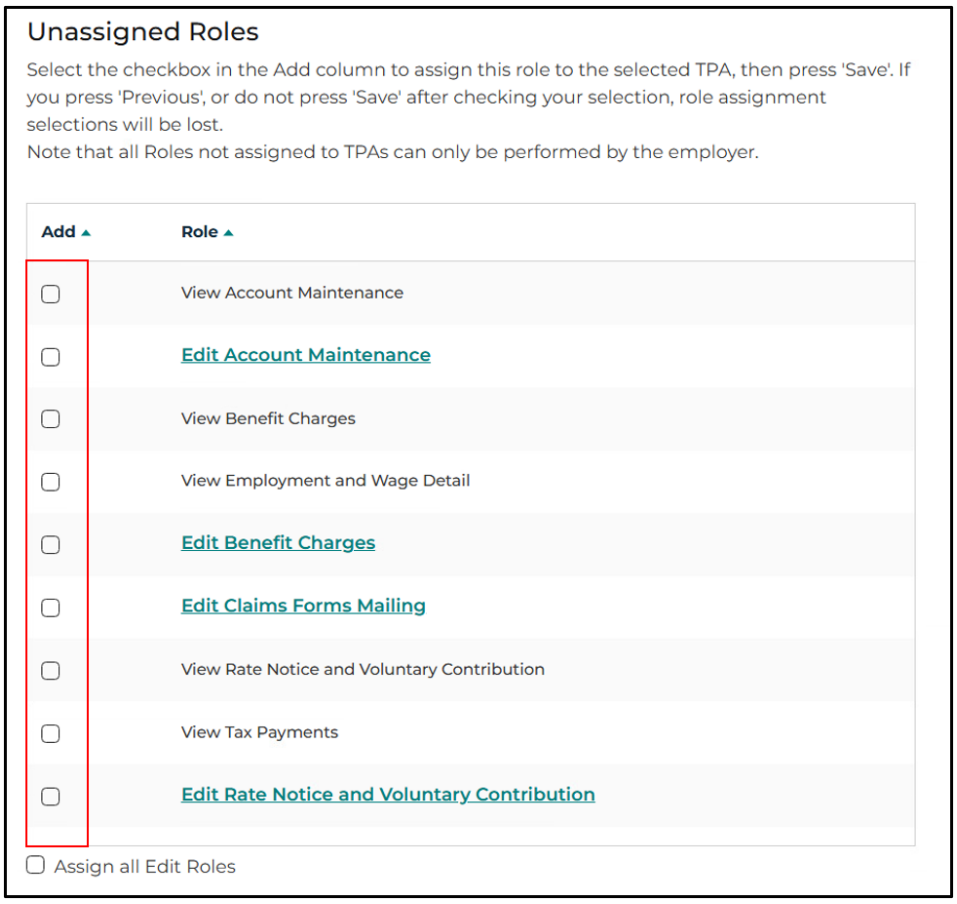
7. Modify the TPA service begin and end dates, if needed.



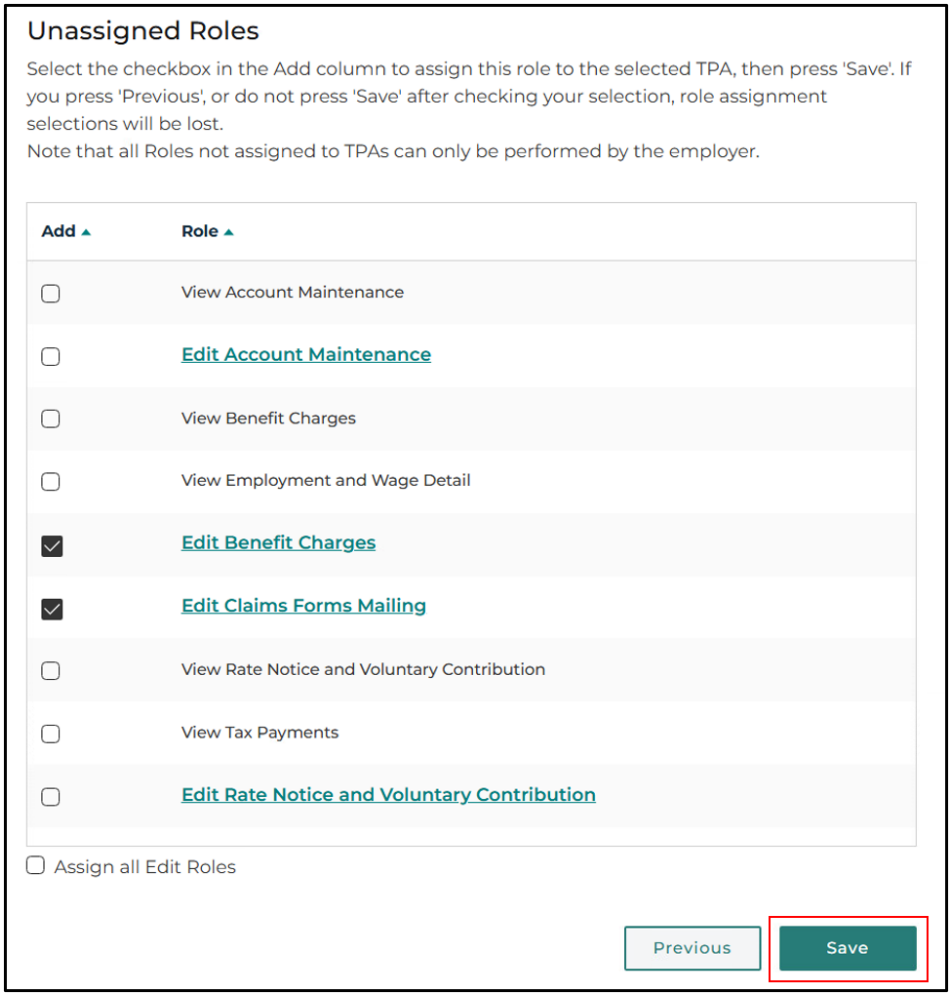
8. In the *Assigned Roles* section, select the checkboxes in the *Remove* column to remove any roles, if desired.



9. In the *Unassigned Roles* section, select the checkbox(es) in the *Add* column to add any roles, if desired.



10. Select **Save** to save any changes made to the TPA roles.



Note: A TPA cannot be simultaneously assigned *View* and *Edit/Submit* access for the same role.