Navigator Tours Quick Reference Guide

February 2026

Navigator Tours Available for Employers and TPAs in MiUI

Navigator is a tool within MiUI that delivers on-screen, step-by-step "tours" to help you complete specific processes in the system. Each tour displays pop-up instructions with helpful text to guide you through each step. The following tours are currently available to employers and TPAs:

Navigator Tour	Audience	Description
Add and Maintain Payment Profile	**Employers and TPAs**	This tour guides employers and TPAs through creating and maintaining a payment profile when making a payment within an employer's account.
Download a Confirmation File	**Employers and TPAs**	This tour guides employers and TPAs through downloading their confirmation file after submitting a wage report.
Submit a Wage Report	**Employers and TPAs**	This tour guides employers through submitting a wage report via file upload.
Associate a Third-Party Administrator	**Employers**	This tour guides employers through associating a TPA to their MiUI account.
Add Employer User	**Employers**	This tour guides employers through adding a new user profile.
Add TPA User	**TPAs**	This tour guides TPAs through adding a new user profile.
File an Employer Protest or Appeal Request	**Employers**	This tour guides employers through requesting a protest of a determination or an appeal of a redetermination.
Make a Payment	**Employers**	This tour guides employers through making a payment in MiUI.
TPA-Download a Rate Report File for all Employers	**TPAs**	This tour guides TPAs through downloading a rate report file in MiUI.

The Navigator button can be moved at any time, select and drag the Navigator icon to the desired location.

Navigator FAQs

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FAQs

Q: Who can use Navigator?

Anyone with a MiUI account can access Navigator tours. When users sign in to MiUI, the Navigator button will appear in the bottom-right corner of their screen and is ready to use right away.

Q: Can you move the Navigator button?

Yes, the Navigator button can be repositioned at any time. To do so, select the Navigator icon and drag the button to the desired location.

Q: How do I access Navigator?

Select the Navigator icon to expand the tool. From there, you can start, pause, or stop tours.

Q: How can I see what tours are available?

To search for a tour, select the Navigator icon and open the View tab. Enter the full tour name, part of the name, or a keyword in the search field. The results will display matching tours and indicate the screen where each tour begins.

The blue badge on the Navigator button displays the number of tours available on your current screen. If no number appears, there are no tours available for that screen.

Q: How do I start a tour?

To start a tour, select the Navigator icon to expand the tool. In the expanded view, you'll see the tour name listed under the Tours section. To launch the tour, select the blue Play button next to the tour name.

Q: Does MiUI save my work if I have a Navigator tour running?

Yes! You can continue using MiUI normally while a tour is running, it will not take any actions for you. Navigator is simply meant to guide you through your steps.

Q: Do I have to start on the first screen of the Navigator tour for guidance to begin?

No, tours can be started on any screen of the process.

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Q: What happens if I do not select Next on the Navigator tour?

If you do not select the Next button on the tour you will still be able to continue your work by entering information into the fields and other actions. Please note that the highlight around the element on screen will remain highlighted.

Q: Can I stop and start the tour when I want?

Yes. If you pause and then resume on the same screen, the tour continues from the step where you left off. If you stop and restart, the tour restarts at the first step for the screen you're on. To jump to a later step, you can use the dots at the bottom of the help text or select the Next button on the help text to move forward to the desired step.

Q: How do I close a tour?

You can close a tour using two options:

- **Pause a tour**: Select the **X** on the callout. This pauses guided assistance for that tour. To resume, select the Navigator icon on the bottom right of MiUI and select the **Play** button. If a tour is paused, other tours won't play until you resume or stop the paused tour.
- **Stop a tour**: Select the **Stop** button on the Navigator icon on the bottom right of MiUI. This will stop all guided assistance on the selected tour, if you would like to play the tour it will restart from the screen you are on.

Q: What happens to Navigator if I use the zoom feature on my browser?

We recommend to keep your browser zoom at 100% - 125% when using Navigator to make sure the guidance is clear and easy to follow.

Q: Is Navigator available when accessing MiUI through mobile devices?

Yes, Navigator is accessible through your mobile device.

Additional Resources

- **Navigator Job-Aid**
- **Introduction to Navigator Microlearning**