MiUI

Michigan Unemployment Insurance Agency

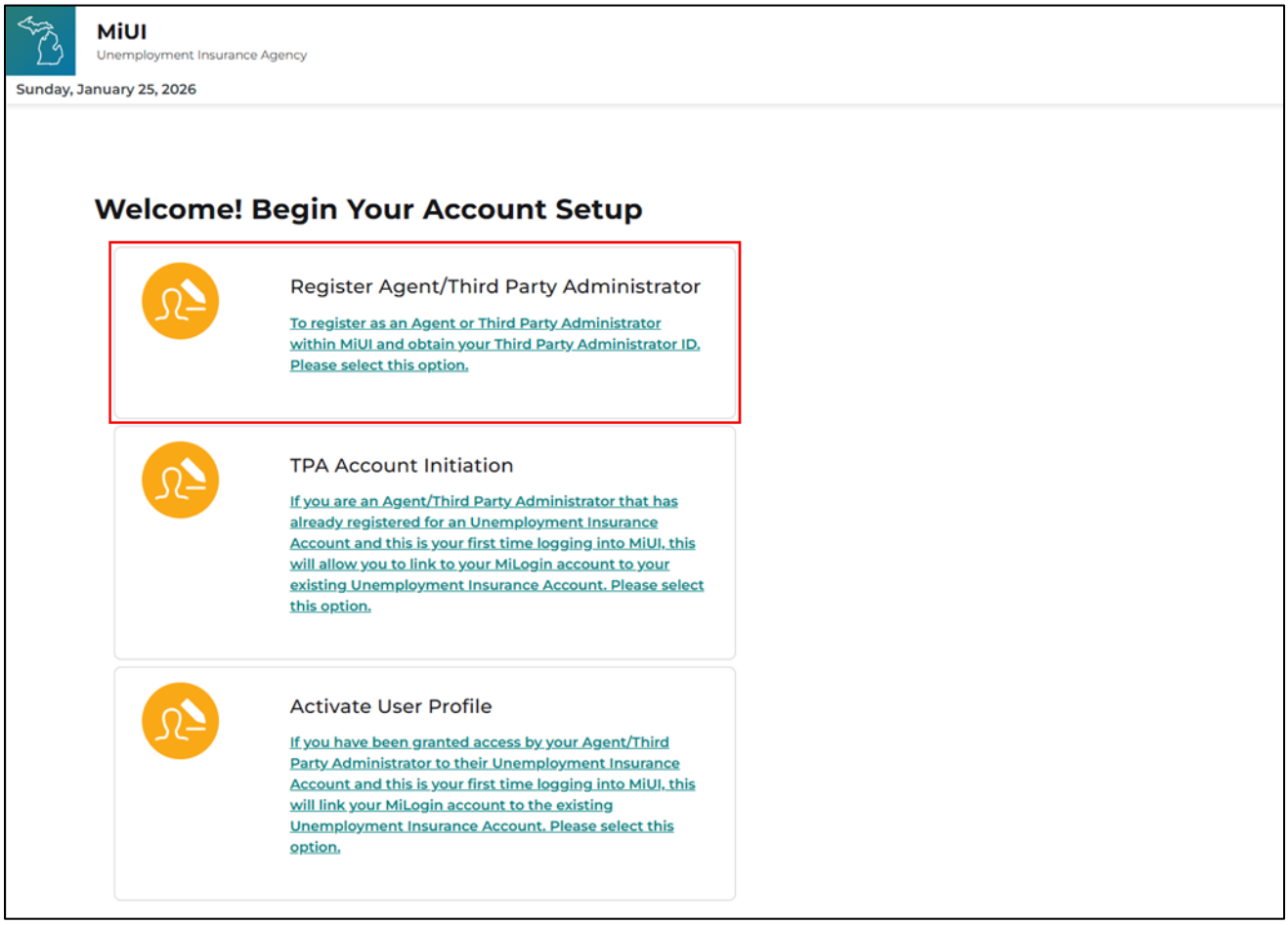
Register a New TPA Account

MiUI Job Aid

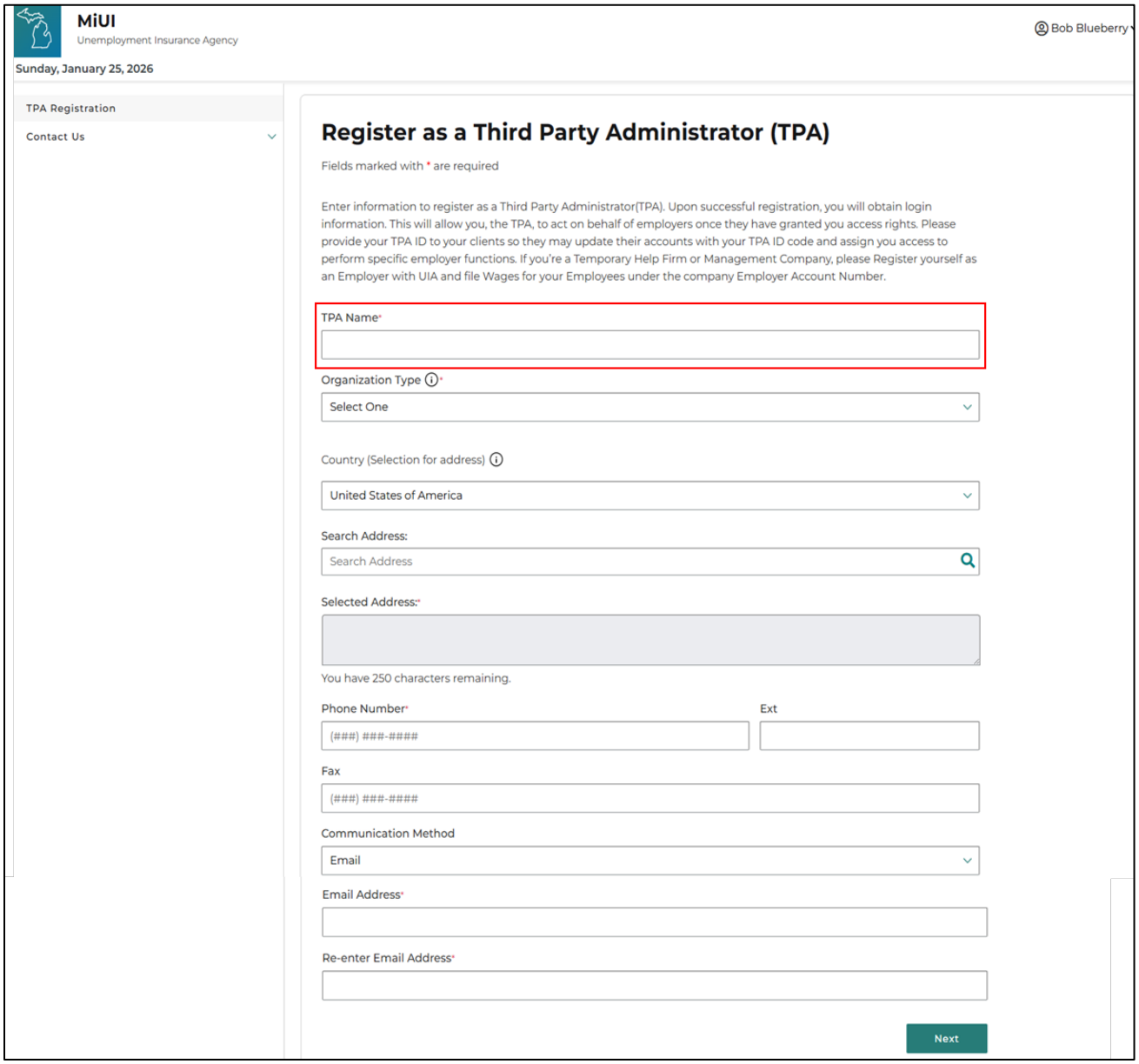
Note:

- The following steps are listed from the perspective of a third-party administrator (TPA) who has already logged into their MiUI account through their MiLogin for Business account.
- If you have not created a MiLogin for Business account, please review the Create a MiLogin for Business Account and Add MiUI to a MiLogin for Business Account Step-by-Step Guide.

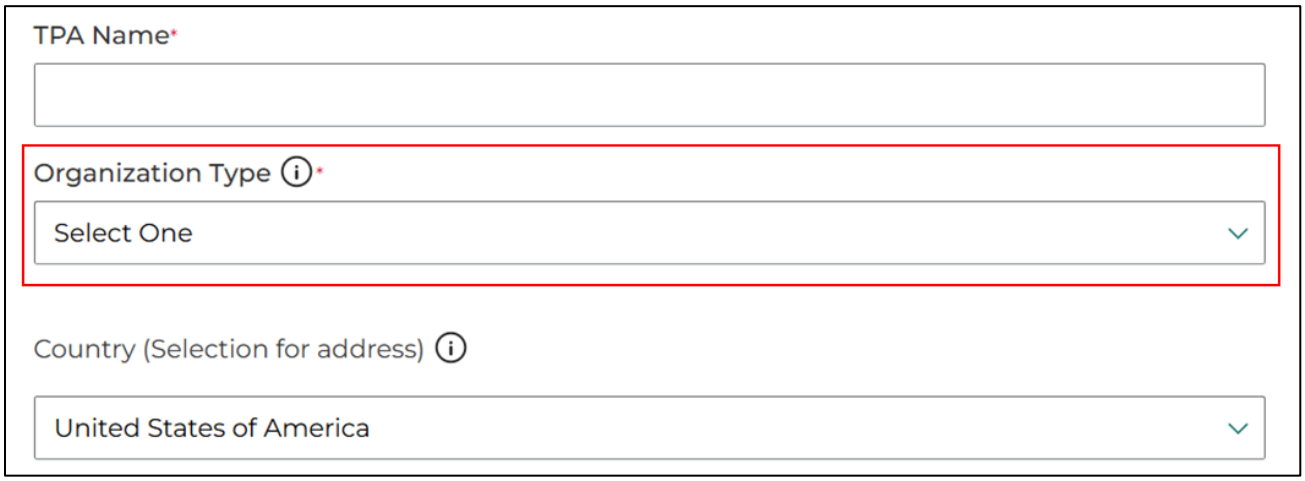
1. On the MiUI landing page, select **Register Agent/Third Party Administrator**.



2. On the *Register as a Third Party Administrator (TPA)* screen, enter the TPA name in the *TPA Name* field.



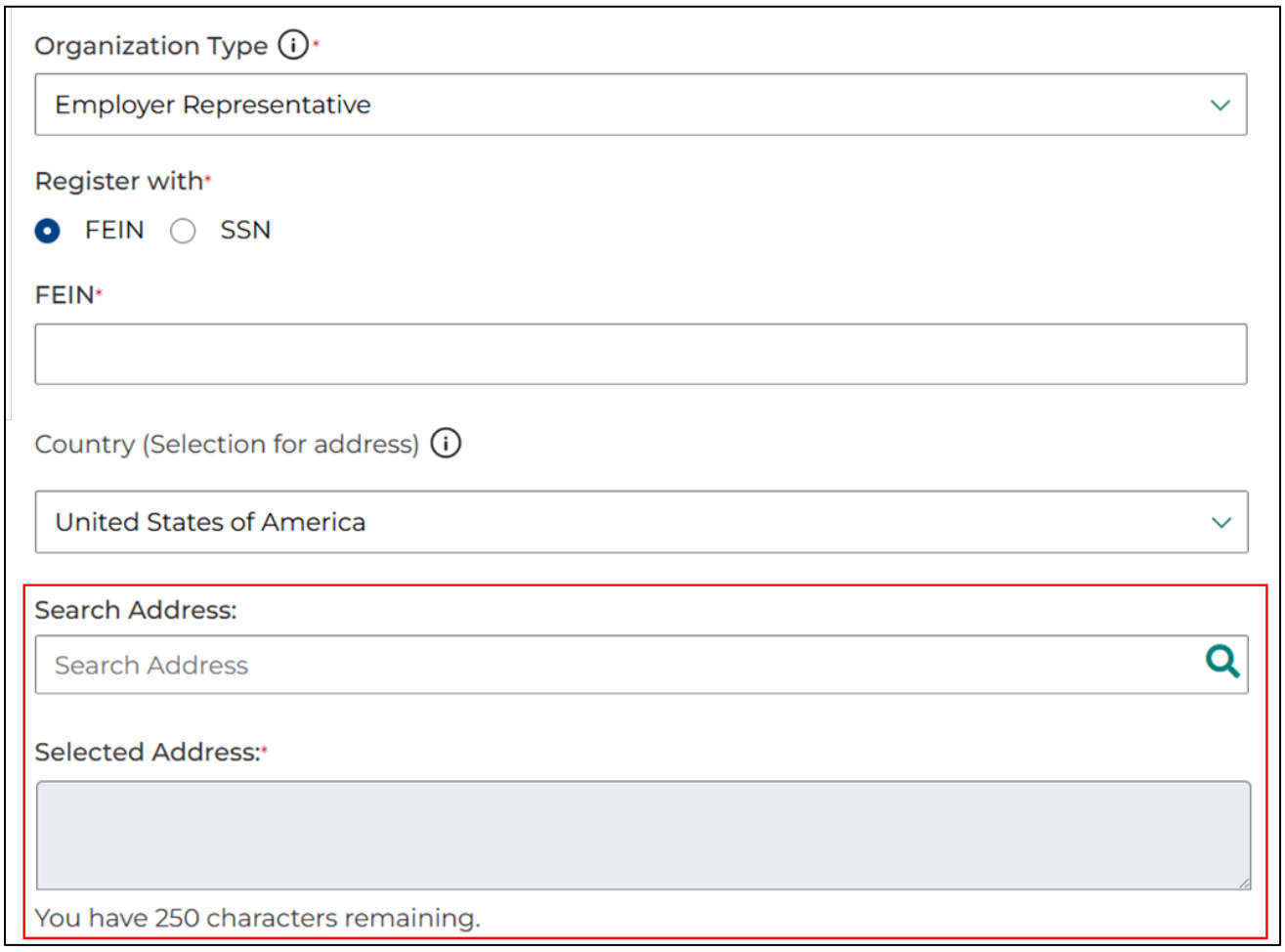
3. Enter the organization type in the *Organization Type* field.



4. Select the radio button for **SSN** or **FEIN** then enter the number in the *SSN* field or *FEIN* field.

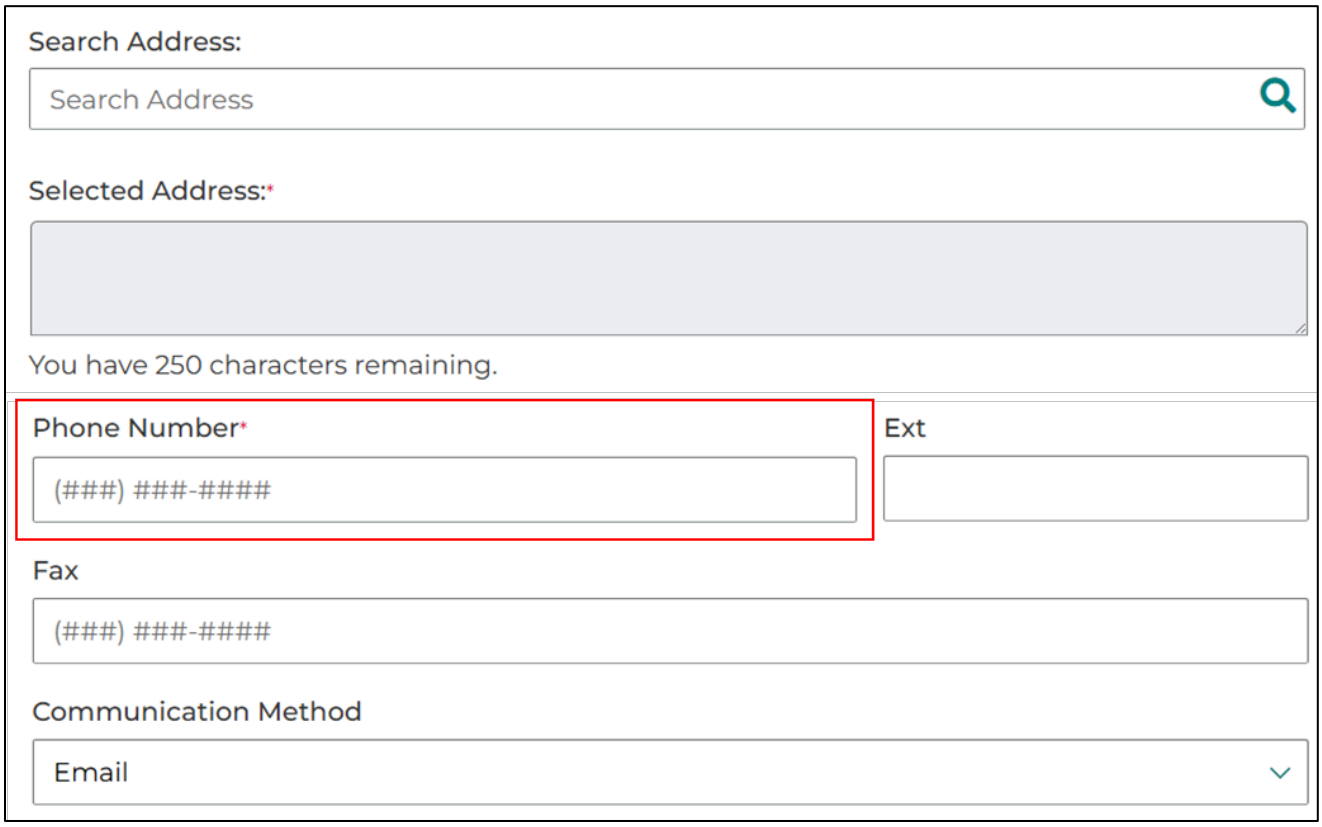
Note: If your organization type is anything other than *Employer Representative,* you will be required to enter a FEIN rather than an SSN.

5. Enter the address in the *Search Address* field and select the appropriate **address** from the displayed results to populate the *Selected Address* field.

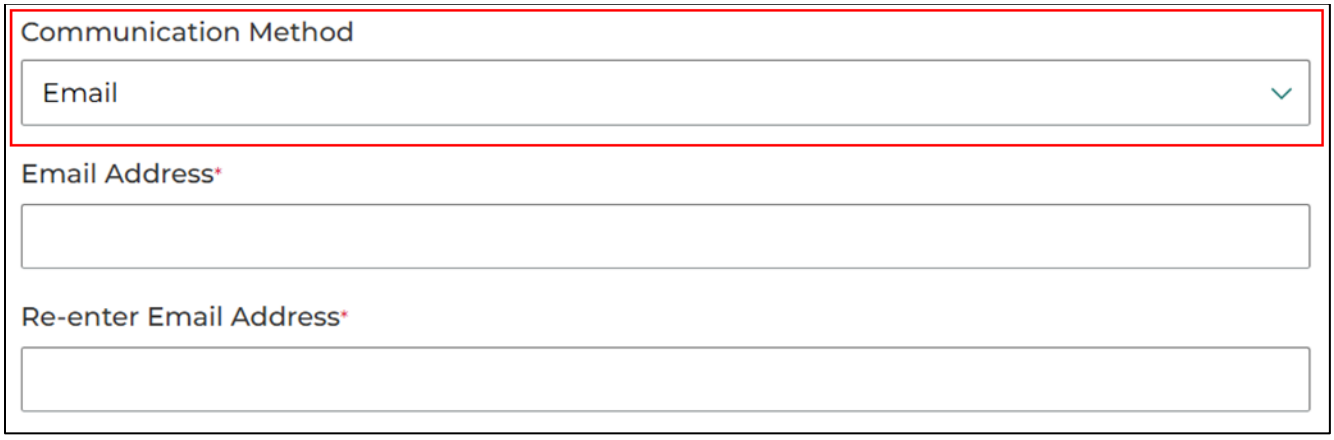


6. If an address does not appear, select **Enter Manually** to type in the address.

7. Enter the phone number for the TPA in the *Phone Number* field.

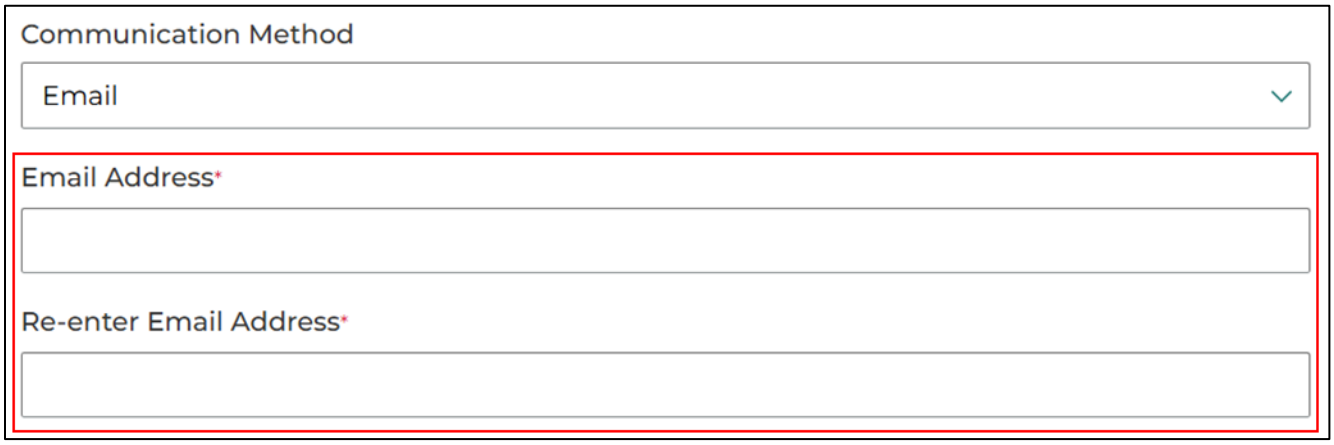


8. Select the communication method from the *Communication Method* drop-down.

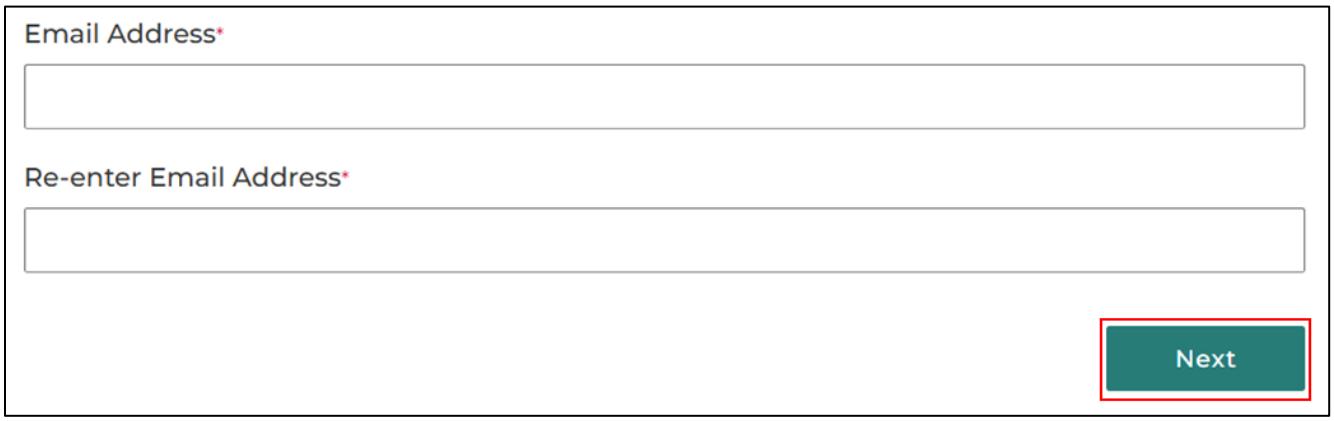


Note: The default communication method is **Email**. If **US Mail** is selected from the *Communication Method* drop-down, the *Email Address* field will not display.

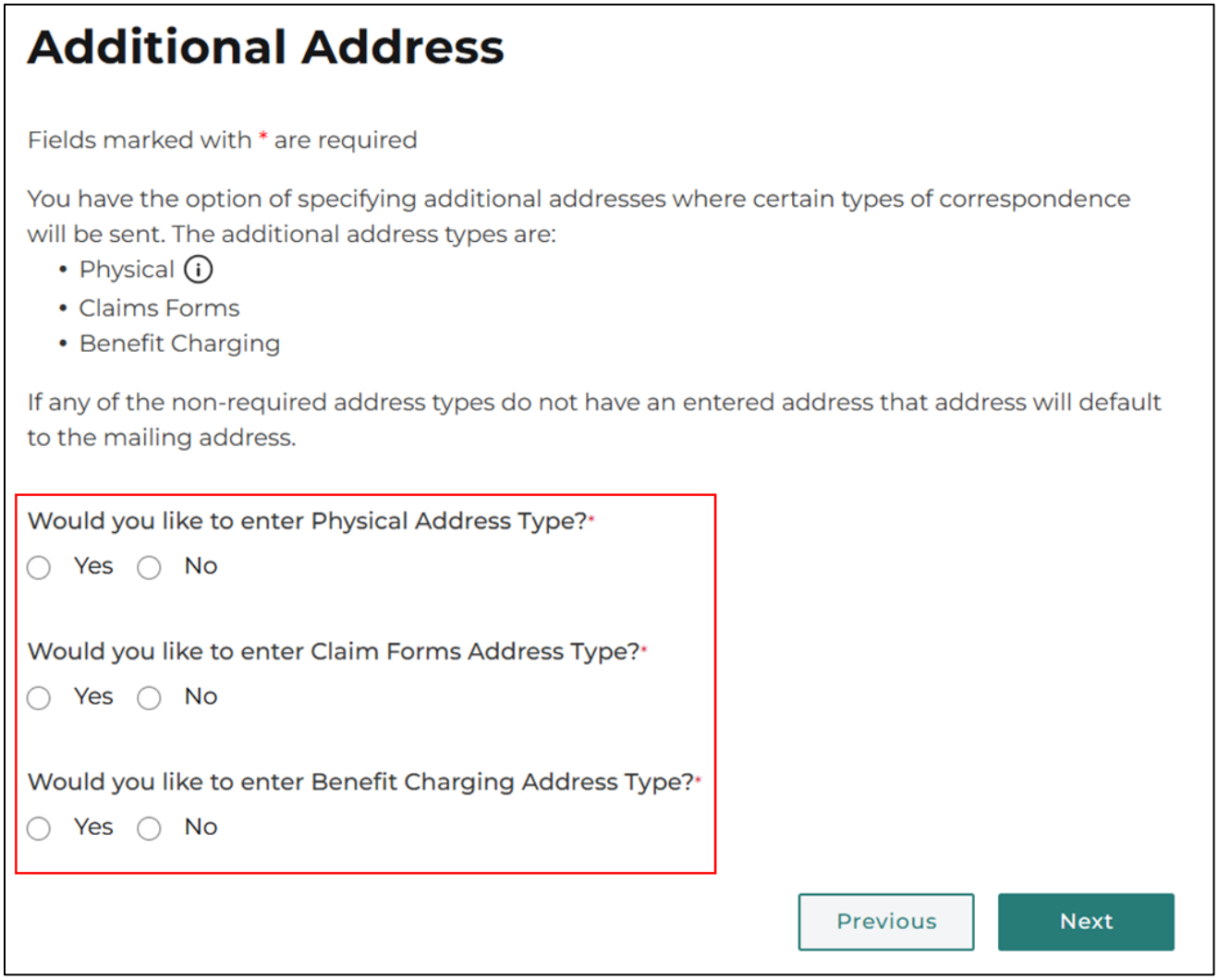
9. Enter the email address in the *Email Address* field and re-enter the address in the *Re-enter Email Address* field if required.



10. Select **Next** to proceed to the *Additional Address* screen.

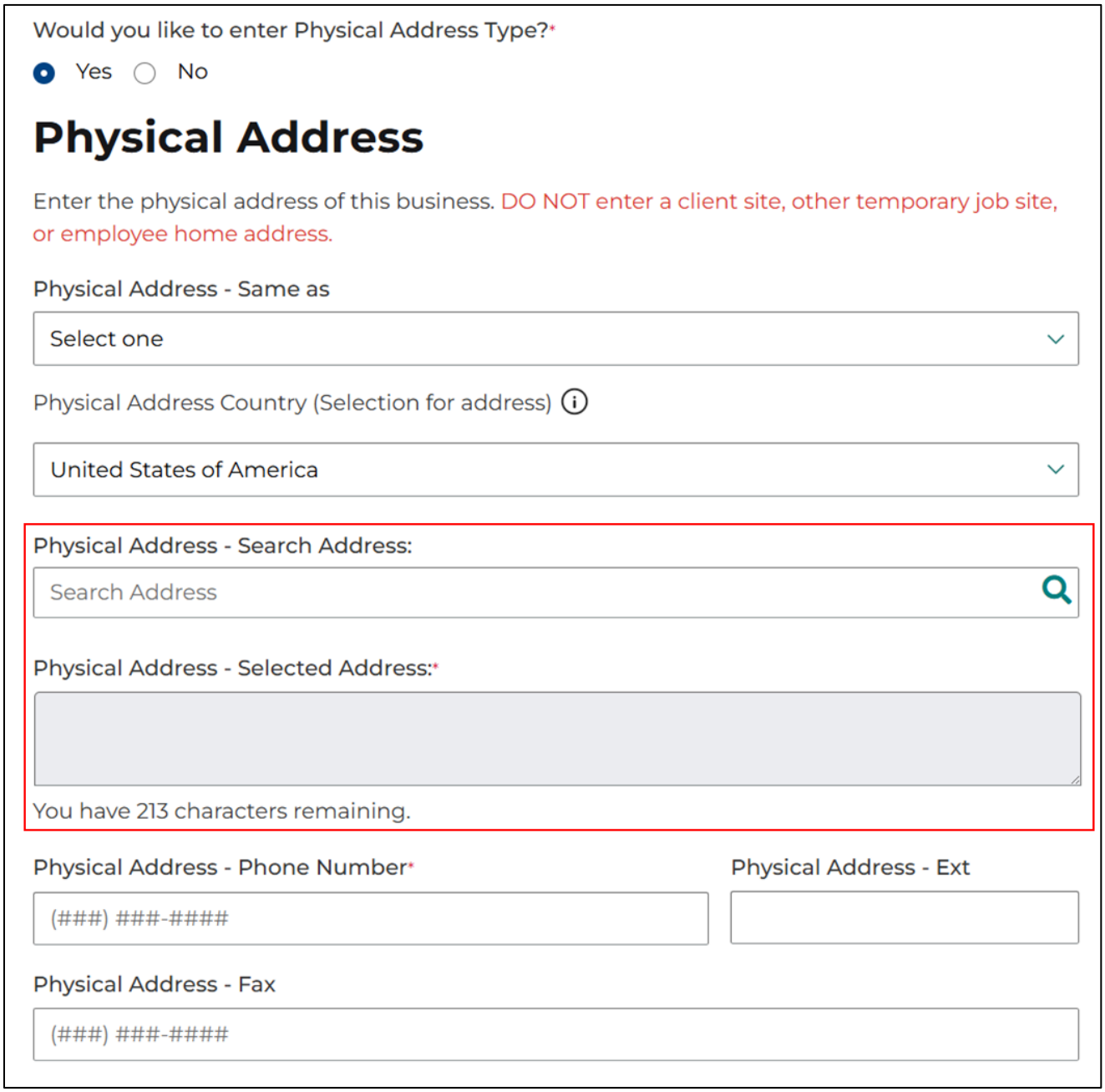


11. On the *Additional Address* screen, Select **Yes** or **No** to the questions:
    - *Would you like to enter Physical Address Type*?
    - *Would you like to enter Claims Forms Address Type*?
    - *Would you like to enter Benefit Charging Address Type*?



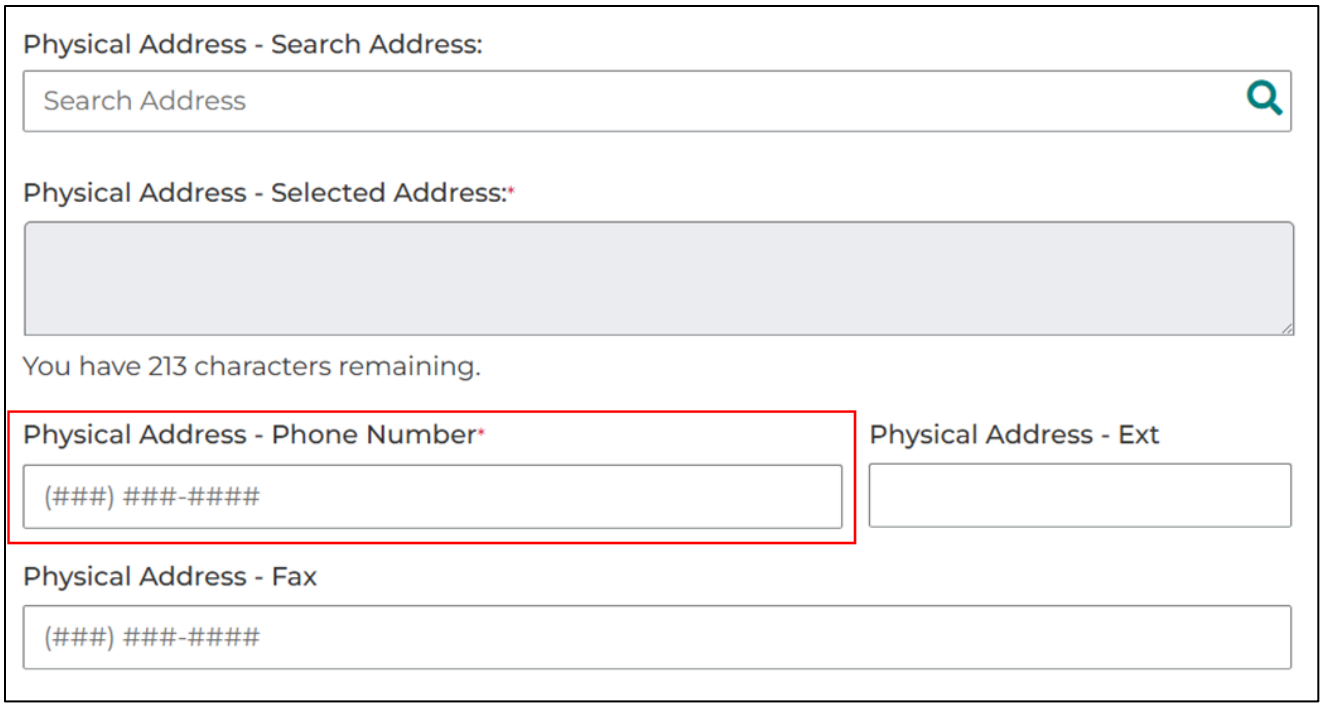
Note: If **Yes** is selected for any of the non-required address types, additional fields will appear. If **No** is selected for any of the non-required address types, your mailing address will be used in its place.

12. Notice if **Yes** is selected on *Would you like to enter [Physical, Claims Forms, or Benefit Charging] Address Type*, fields appear to enter address information. Enter the address in the *Search Address* field and select the appropriate **address** from the displayed results to populate the *Selected Address* field.

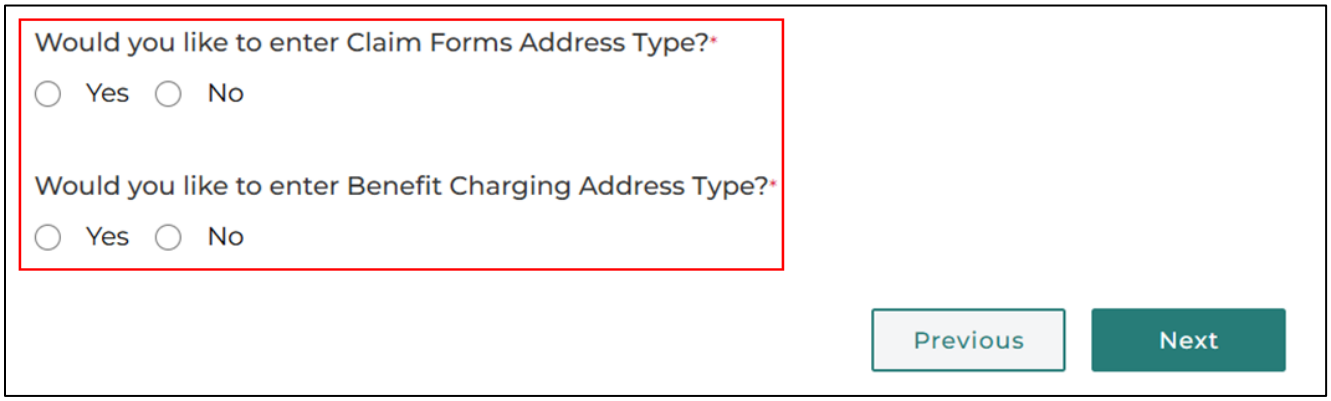


Tip: On the *[Physical, Claims Forms, or Benefit Charging] Address – Same As* field, you have the option to select Mailing Address or another previously entered address to auto-populate the address and phone number fields.

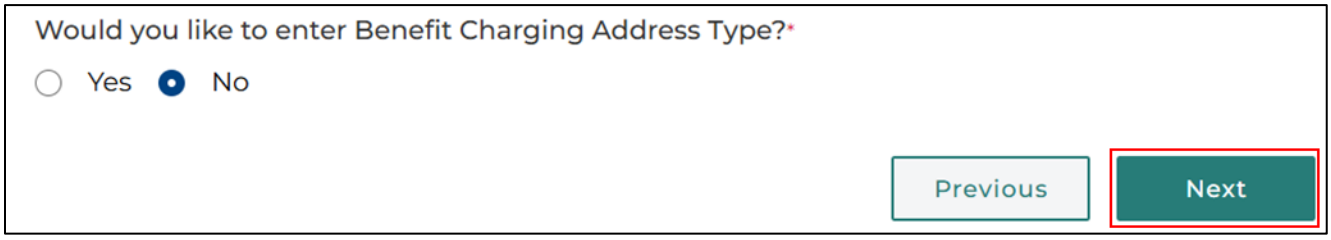
13. Enter the phone number in the *Phone Number* field.



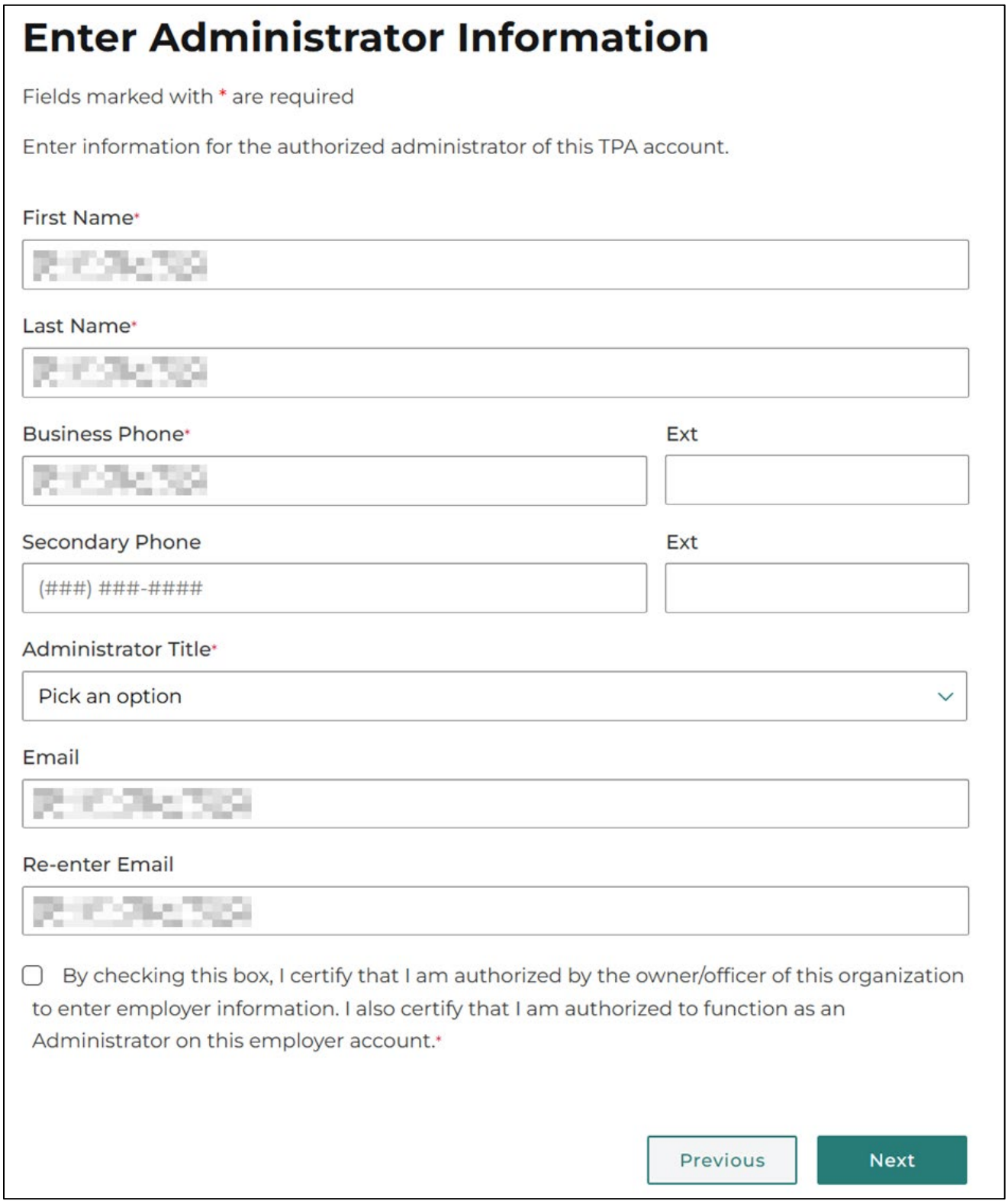
14. Select **Yes** or **No** to enter additional addresses.
    - If **Yes** is selected, continue adding additional addresses as detailed in **Steps 11-13**.
    - If **No** is selected, continue to the **Next Step**.



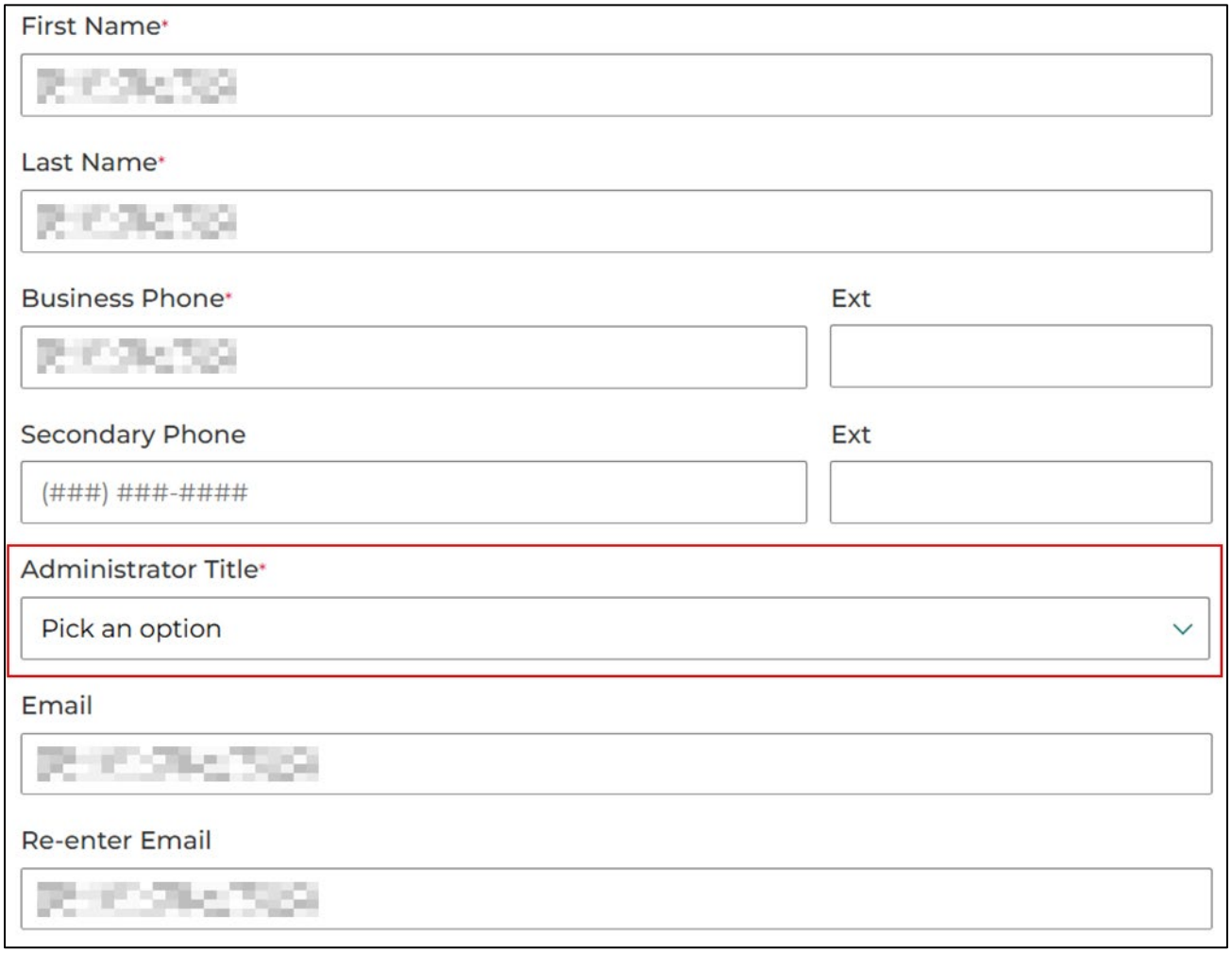
15. Select **Next**.



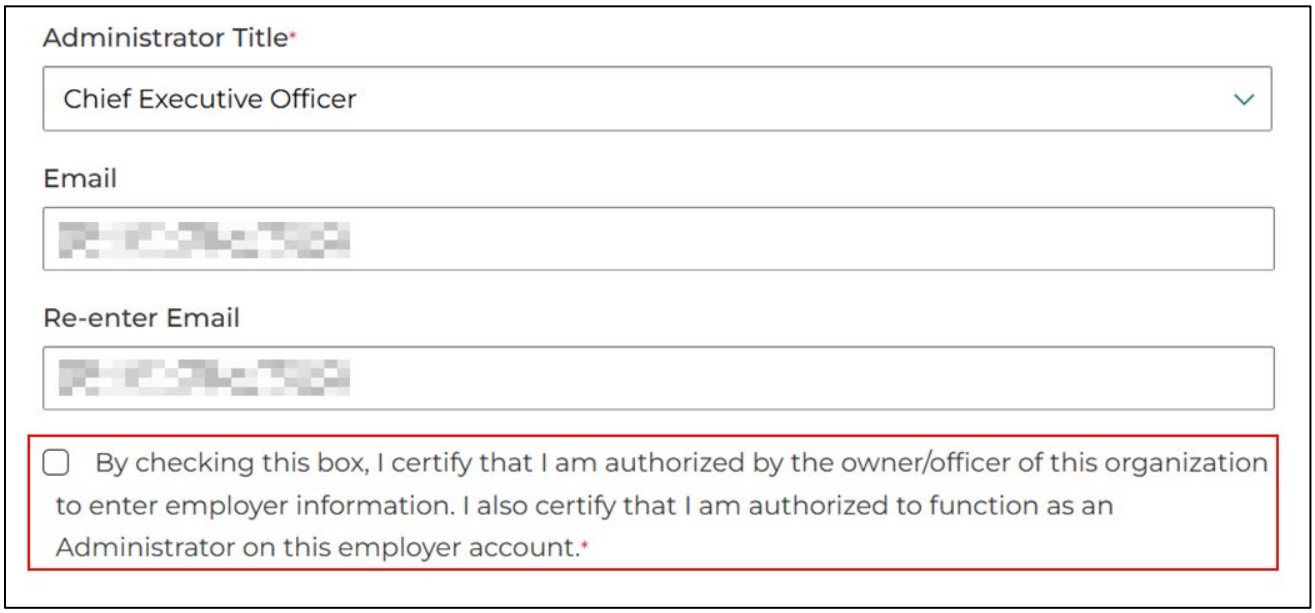
16. On the *Enter Administrator Information* screen, update the administrator information as needed.



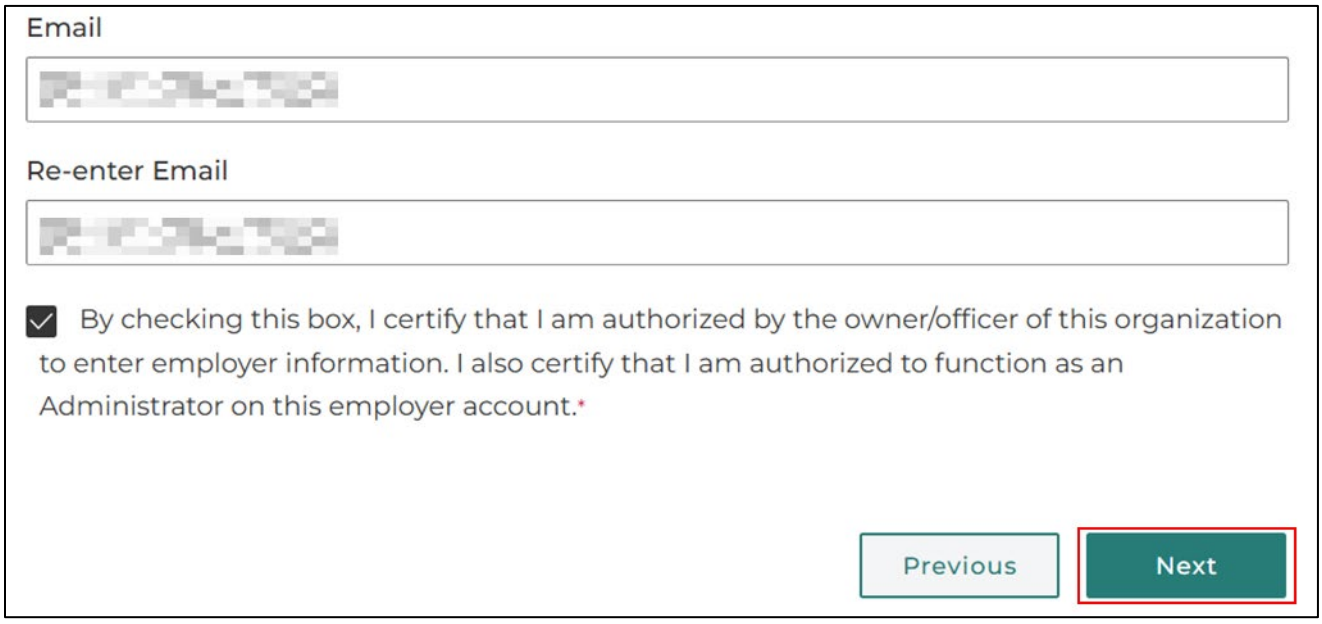
17. Select a title from the *Administrator Title* drop-down.



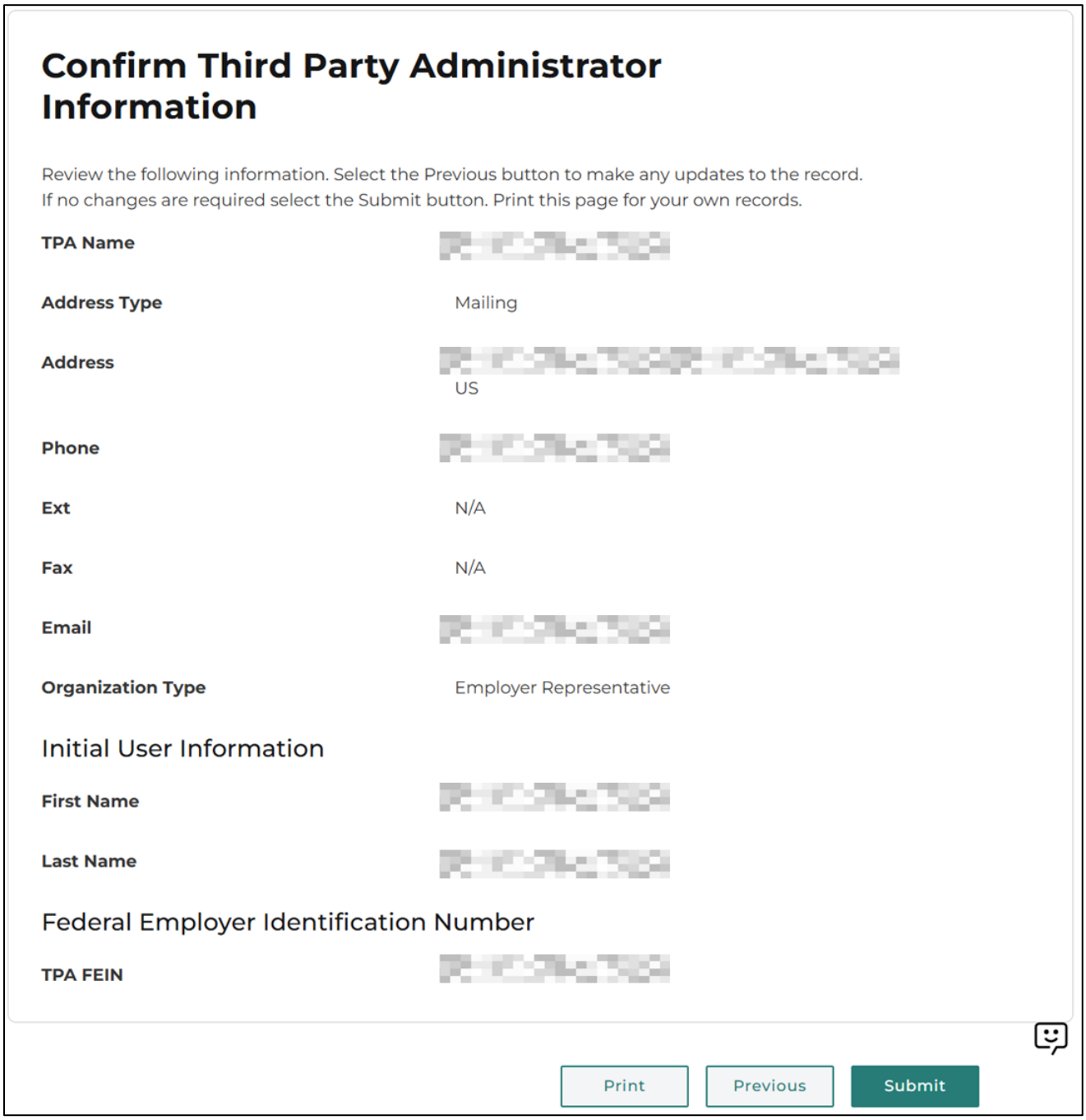
18. Select the checkbox next to *by checking this box, I certify that I am authorized by the owner/officer of this organization to enter employer information. I also certify that I am authorized to function as Administrator to this employer account.*



19. Select **Next**.

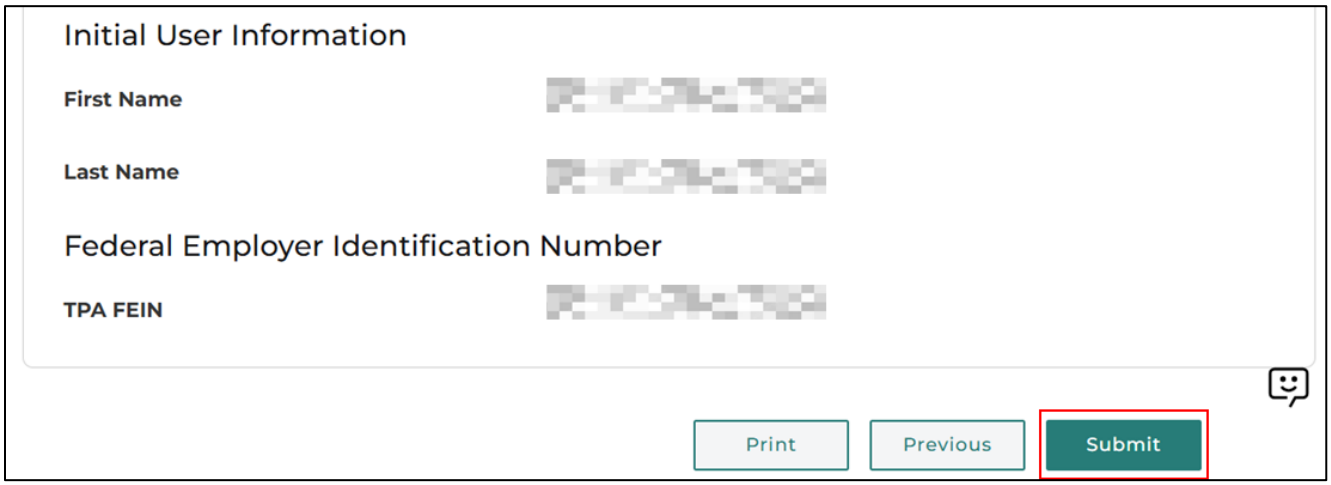
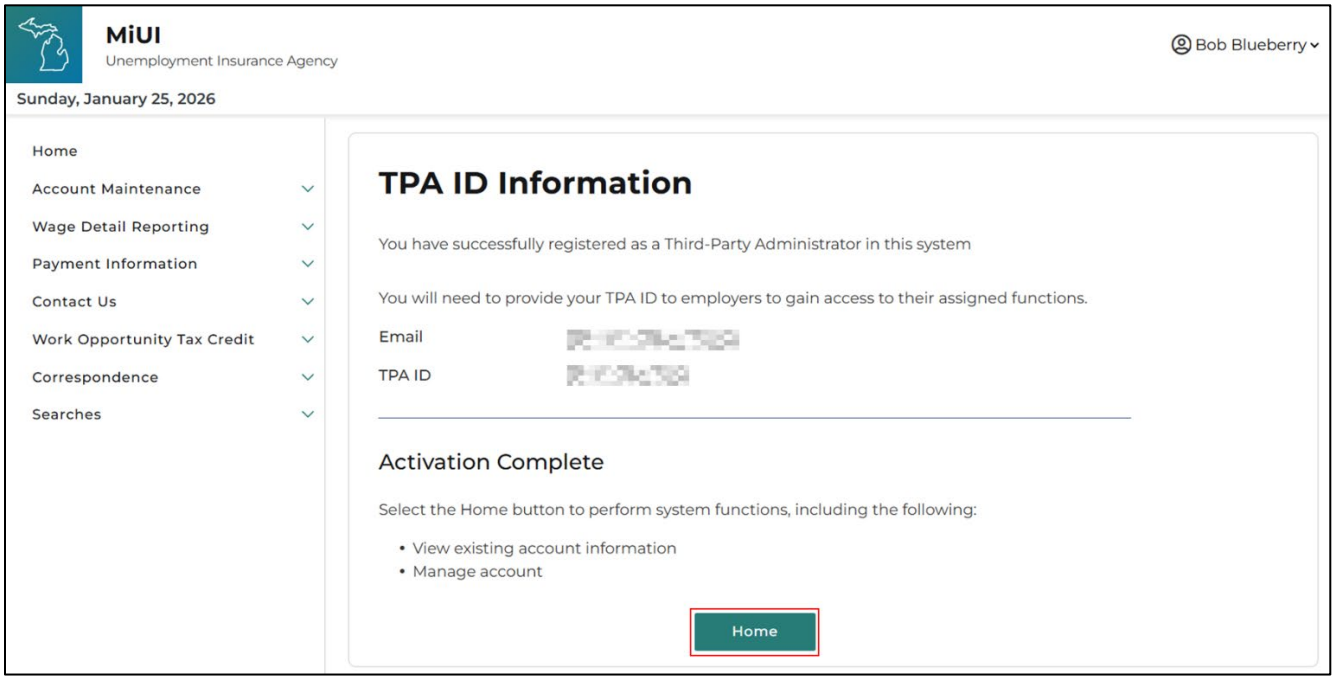


20. On the *Confirm Third Party Administrator Information* screen, verify all details are accurate.



Tip: Select **Print** to download a PDF version of the registration information.

21. Select **Submit** to navigate to the *TPA ID Information screen*.



22. On the *TPA ID Information* screen, verify the TPA ID was successfully generated, and select **Home** to navigate to the *TPA Homepage* and begin performing system functions.