

# Third-Party Administrator (TPA) Assignment & Association

November 2025

## Automatic Assignment

As part of the transition to MiUI, UIA will attempt to convert all Employer-TPA relationships that currently exist in MiWAM into MiUI, including WOTC TPAs. The exception is if the employer has two or more assigned TPAs in MiWAM. In this case, the employer will not be added to the TPA's record and must grant permission to that TPA after Go Live. **They will need the TPA's new MiUI TPA ID to complete this action.**



TPAs with the proper authorization will also be able to associate themselves with an employer on their own outside of the Automatic Assignment process.

Instructions on how Employer-TPA assignment works outside of this **one-time** Automatic Assignment process can be found in the following pages of this Quick Reference Guide.

## Roles Provided to TPAs in Automatic Assignment

While UIA is transferring Employer-TPA relationships to MiUI, the exact role assignments are not being carried over from MiWAM. As part of Automatic Assignment, TPAs will have the rows listed in the below table. Employers still have the ability to update these role assignments within MiUI.

TPAs	Roles
Employer Representatives & Reimbursable Group Accounts	Submit Employment and Wage Detail Edit Tax Payments Update and Submit
Professional Employer Organizations (PEOs) or Fiscal Intermediaries (FI)	All Edit/Submit Roles
TPAs with Permissions to Conduct WOTC actions in MiWAM*	WOTC Update and Submit

\* TPAs who only had the power to conduct WOTC actions in MiWAM will only receive the WOTC Update and Submit role, regardless of their MiUI organization type.

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## Employer-TPA Association in MiUI

In MiUI, for a Third-Party Administrator (TPA) to work on behalf of an Employer, the two accounts must be associated.

After Go-Live, the Employer-TPA association process can be completed by an Employer or by certain types of TPAs (see below). For an Employer-TPA relationship to exist, the TPA must be registered in MiUI.

After that relationship is established, TPAs can execute actions for the Employer based on their assigned roles. Multiple TPAs **cannot** have Edit or Submit access for the same role and Employer at the same time. Said TPAs can, however, have overlapping View access.



## TPA Organization Types\*

TPA Organization Type	Account Association	Initial Role Assignment	Term Limit	Authorization Timing
<b>Employer Representatives &amp; Reimbursing Employer Groups</b>	Completed by Employer/Staff	Assigned by Employer/Staff	N/A	At the start of a quarter
<b>Professional Employer Organizations (PEOs) or Fiscal Intermediaries (FI)</b>	Completed by Employer/Staff/TPA	Assigned by Employer/Staff/System**	N/A	At the start of a quarter

Work Opportunity Tax Credit (WOTC) roles have unique exceptions. These roles:

- Can be initiated by any TPA with a Power of Attorney
- Must be approved by UIA staff when initiated by the TPA
- Can start anytime
- Can last for up to 5 years



\*\* When a PEO/FI establishes an Employer-TPA relationship, they will automatically receive all non-WOTC Edit/Submit roles. The Employer will still be able to update those selections.

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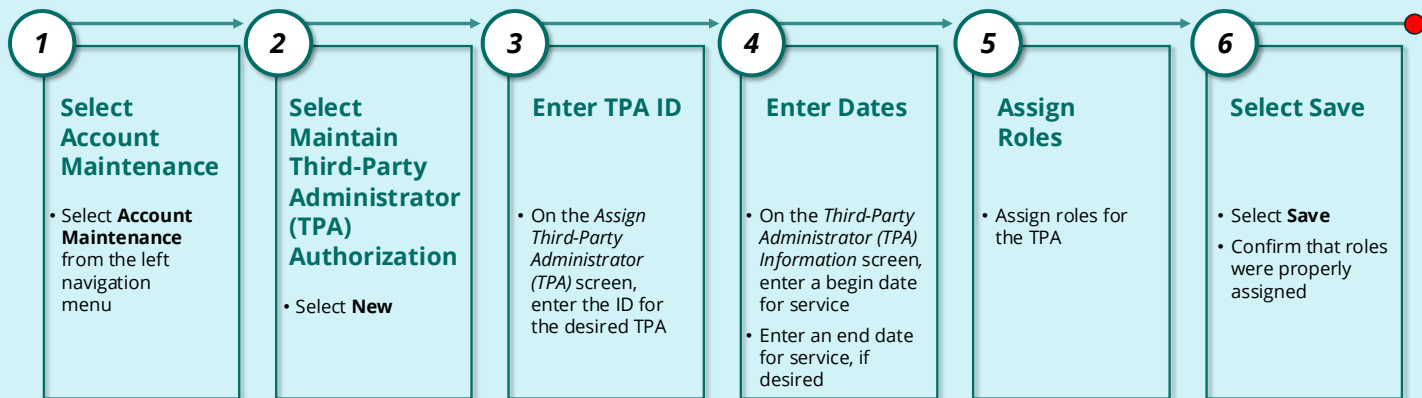
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## Employer-Led Associations

### Associating & Assigning Roles (Non-WOTC)

**Required to Complete Process:**

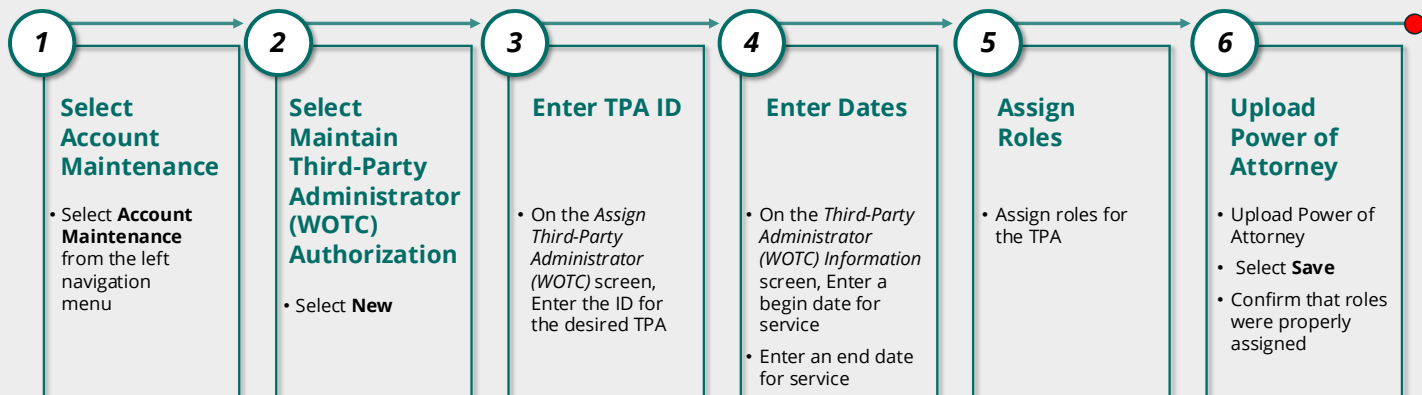
- TPA ID



### Associating & Assigning WOTC Roles

**Required to Complete Process:**

- TPA ID
- Power of Attorney



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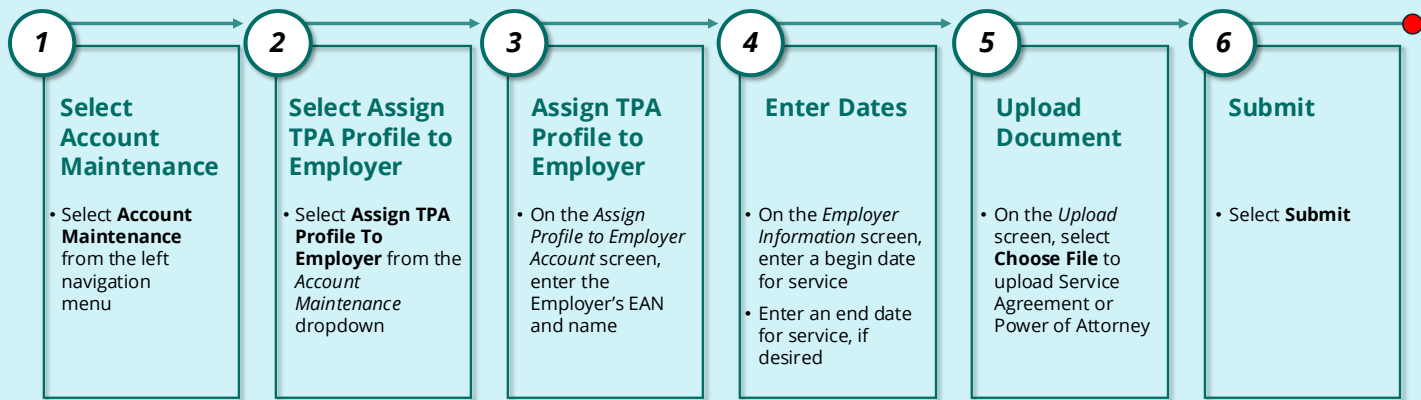
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## TPA-Led Associations

### Associating & Assigning Roles as a PEO or FI (Non-WOTC)

#### Required to Complete Process:

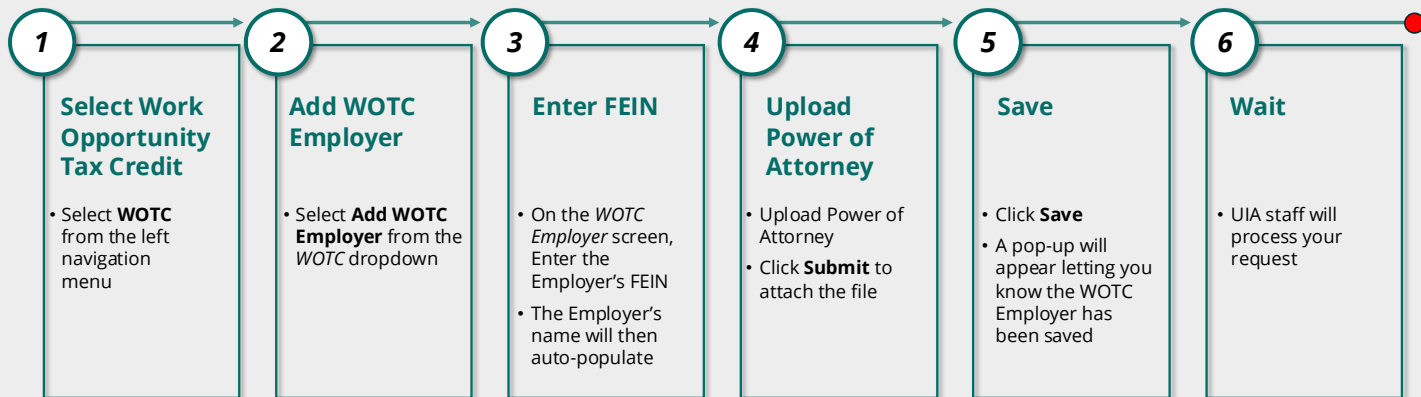
- Employer EAN
- Employer Name
- Power of Attorney or Service Agreement\*



### Associating & Assigning WOTC Roles

#### Required to Complete Process:

- Employer FEIN
- Power of Attorney



\* Professional Employer Organizations will upload a Service Agreement, while Fiscal Intermediaries will upload a Power of Attorney