# Third-Party Administrator (TPA) Assignment & Association

August 2026

## 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. The Employer-TPA association process can be completed by an Employer or by certain types of TPAs (see below).

After that relationship is established, TPAs can take 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. TPAs can, however, have overlapping View access.

When MiUI went live with tax functionality, certain TPAs were automatically assigned certain roles based on their organization type. A**t this time, employer-TPA relationships should be established following the processes on pages 2-3 of this document.**

## TPA Organization Types*

| TPA Organization Type | Account Association | Role Assignment | Term Limit | Authorization Timing |
|---|---|---|---|---|
| **Employer Representatives & Reimbursing Employer Groups** | Completed by Employer/Staff | Receives roles based on what Employer assigns | N/A | Start of quarter |
| **Professional Employer Organizations (PEOs) or Fiscal Intermediaries (FI)** | Completed by Employer/Staff/ TPA | Receives all Edit roles by default, though employers can update it | N/A | Start of 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

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# Employer-Led Associations

## Associating & Assigning Roles (Non-WOTC)

**Required to Complete Process:**
- TPA ID

**1 Select Account Maintenance**
- Select **Account Maintenance** from the left navigation menu

**2 Select Maintain Third-Party Administrator (TPA) Authorization**
- Select **New**

**3 Enter TPA ID**
- On the *Assign Third-Party Administrator (TPA)* screen, enter the ID for the desired TPA

**4 Enter Dates**
- On the *Third-Party Administrator (TPA) Information* screen, enter a begin date for service
- Enter an end date for service, if desired

**5 Assign Roles**
- Assign roles for the TPA

**6 Select Save**
- Select **Save**
- Confirm that roles were properly assigned

## Associating & Assigning WOTC Roles

**Required to Complete Process:**
- TPA ID
- Power of Attorney

**1 Select Account Maintenance**
- Select **Account Maintenance** from the left navigation menu

**2 Select Maintain Third-Party Administrator (WOTC) Authorization**
- Select **New**

**3 Enter TPA ID**
- On the *Assign Third-Party Administrator (WOTC)* screen, Enter the ID for the desired TPA

**4 Enter Dates**
- On the *Third-Party Administrator (WOTC) Information* screen, Enter a begin date for service
- Enter an end date for service

**5 Assign Roles**
- Assign roles for the TPA

**6 Upload Power of Attorney**
- Upload Power of Attorney
- Select **Save**
- Confirm that roles were properly assigned

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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*

**1 Select Account Maintenance**
- Select **Account Maintenance** from the left navigation menu

**2 Select Assign TPA Profile to Employer**
- Select **Assign TPA Profile To Employer** from the *Account Maintenance* dropdown

**3 Assign TPA Profile to Employer**
- On the *Assign Profile to Employer Account* screen, enter the Employer's EAN and name

**4 Enter Dates**
- On the *Employer Information* screen, enter a begin date for service
- Enter an end date for service, if desired

**5 Upload Document**
- On the *Upload* screen, select **Choose File** to upload Service Agreement or Power of Attorney

**6 Submit**
- Select **Submit**

## Associating & Assigning WOTC Roles

**Required to Complete Process:**
- Employer FEIN
- Power of Attorney

**1 Select Work Opportunity Tax Credit**
- Select **WOTC** from the left navigation menu

**2 Add WOTC Employer**
- Select **Add WOTC Employer** from the *WOTC* dropdown

**3 Enter FEIN**
- On the *WOTC Employer* screen, Enter the Employer's FEIN
- The Employer's name will then auto-populate

**4 Upload Power of Attorney**
- Upload Power of Attorney
- Click **Submit** to attach the file

**5 Save**
- Click **Save**
- A pop-up will appear letting you know the WOTC Employer has been saved

**6 Processing**
- UIA staff will process your request

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