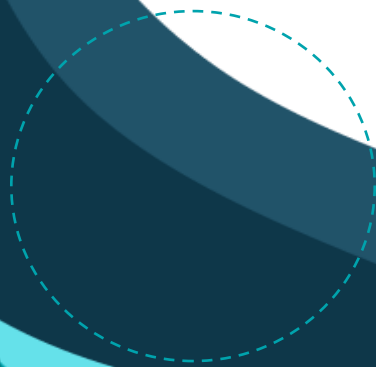
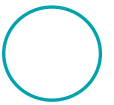


Michigan Unemployment
Insurance Agency

**View Associated Employers
and Rates**

MiUI Job Aid

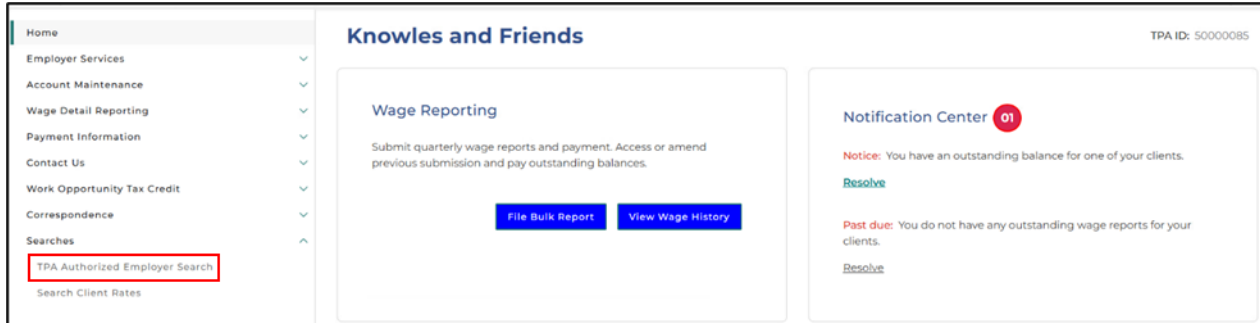


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View Associated Employers

- From the left navigation on the *Third-Party Administrator (TPA) Homepage*, select **Searches**. From the *Searches* drop-down, select **TPA Authorized Employer Search**.



- On the *Employer Search* screen, enter the search criteria for the associated employer(s) if desired.

Employer search

Fields marked with * are required

You can search for employers who assigned TPAs access via Employer Name, EAN, or FEIN.

Employer Name:

Employer Account Number:

FEIN:

Role:

Search Results

Employer Name ▲	FEIN ▲	EAN ▲	Role ▲	Service begin date ▲	Service end date ▲
No records found					

[Role Definitions](#)



Note: You can search by *Employer Name*, *Employer Account Number*, *FEIN*, or *Role*. Search criteria is optional. Selecting **Search** without entering criteria will display a list of all associated employers.

3. Select **Search** to display the results.

Role

All
▼

Reset
Search

Search Results

4. View the associated *Employer Name*, *FEIN*, *EAN*, *Role*, *Service Begin Date*, and *Service End Date* (if applicable) for each associated employer.

Reset
Search

Search Results

Employer Name ▲	FEIN ▲	EAN ▲	Role ▲	Service begin date ▲	Service end date ▲
Watsons Farming	776787765	2397994	View Benefit Charges	10/01/2025	12/31/2025
Joe Smith	345678922	2398270	View Benefit Charges	01/01/2024	

[Role Definitions](#) 1



Note:

- You can sort the column headings by selecting the title of the heading.
- Selecting [Role Definitions](#) will display a pop-up window with details on the permissions and access for each selected role.

5. Select an Employer Name to navigate to *Employer Homepage* of the selected employer.

Search Results

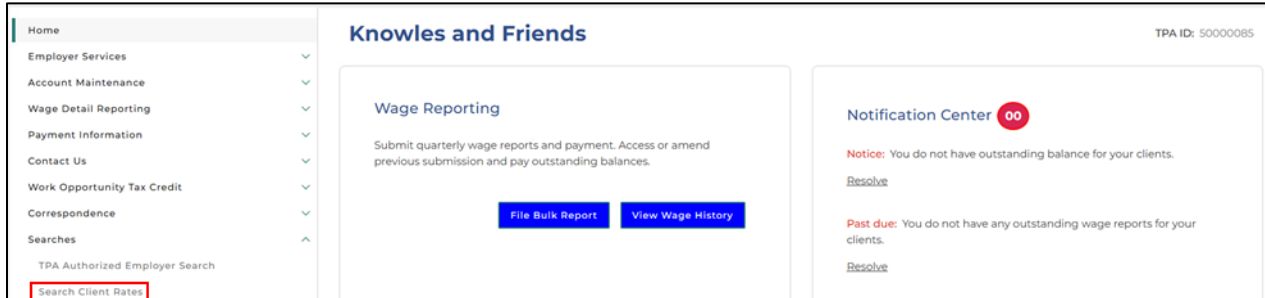
Employer Name ▲	FEIN ▲	EAN ▲	Role ▲	Service begin date ▲	Service end date ▲
Watsons Farming	776787765	2397994	View Benefit Charges	10/01/2025	12/31/2025
Joe Smith	345678922	2398270	View Benefit Charges	01/01/2024	

Search Client Rates

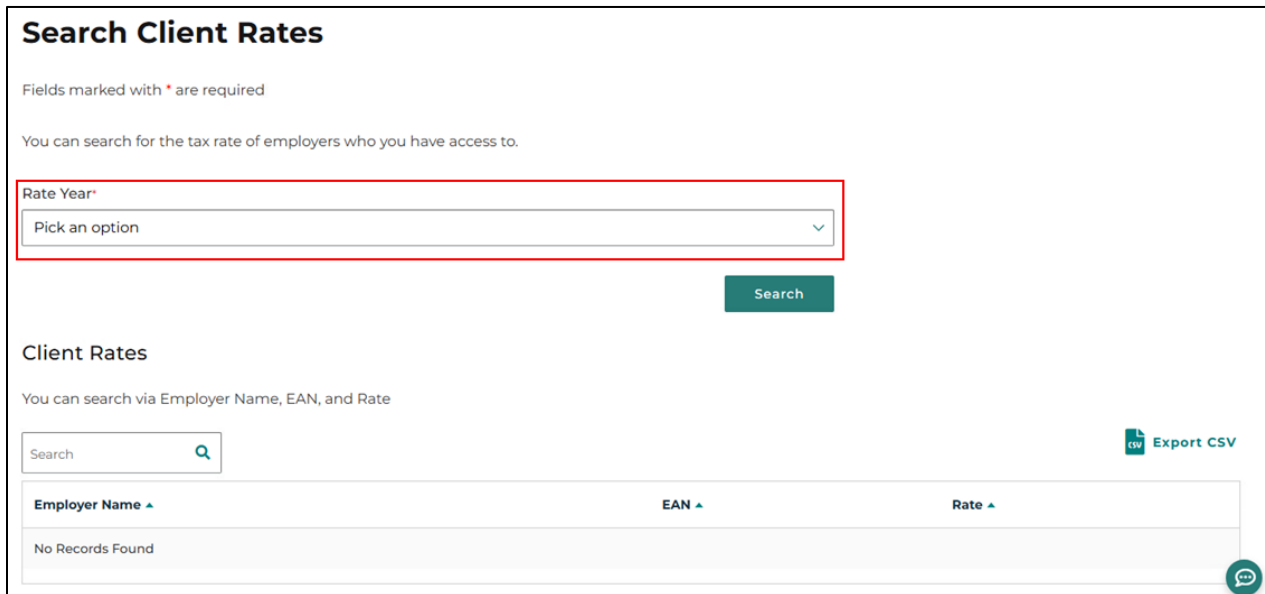


Note: The TPA must have the *Edit Rate Notice and Voluntary Contribution* or *View Rate Notice and Voluntary Contribution* role for the associated employer to display in the search results.

1. From the left navigation on the *Third-Party Administrator (TPA) Homepage*, select **Searches**. From the *Searches* drop-down, select **Search Client Rates**.



2. On the *Search Client Rates* screen, select the **Rate Year** from the *Rate Year* drop-down.




3. Select **Search** to display the results.







4. View the *Employer Name*, *EAN*, and *Rate* for each associated employer.



Client Rates

You can search via Employer Name, EAN, and Rate

Search 

 **Export CSV**

Employer Name 	EAN 	Rate 
Root & Stem	2398094	13.30%



Note:

- Selecting the EAN of an employer will navigate to the *Employer Homepage* of their account.
- Selecting **Export CSV** will download a .csv file of the search results to your local computer.

Client Rate Report

Client Rate Report File Layout

File Layout			
Field Name	Format / Description	Length	Logic / Validation
TPA ID	Numeric/ID for the third-party administrator	8	TPA ID for TPA for which the file was created
Date	Date/Date file is created, create date of file	8	MM/DD/CCYY
Rate Year	Numeric/Year for which rates are applicable	4	CCYY
Employer Account Number (EAN)	Employer's account number	7	Employer Account Number
Rate	Employer's rate	Varies	##.##
Taxable Wage Base	Employer's taxable wage base	Varies	#####

Example of Rate Report File

```

50000092_2022_RateFile_Scrubbed
File Edit View H1
TPA ID 50000092,12/04/2025,2022
1011111,0.96,9000.0000
1021112,0.06,9000.0000
1031113,0.16,9000.0000
1041114,2.70,9000.0000
1051115,2.70,9000.0000
1061116,2.70,9000.0000
1071117,2.70,9000.0000
1081118,2.60,9000.0000
1091119,1.20,9000.0000

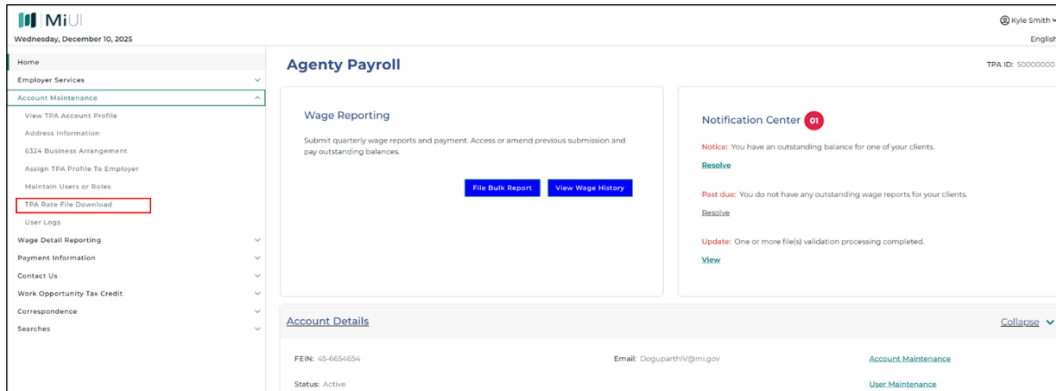
```

Generating the Client Rate Report



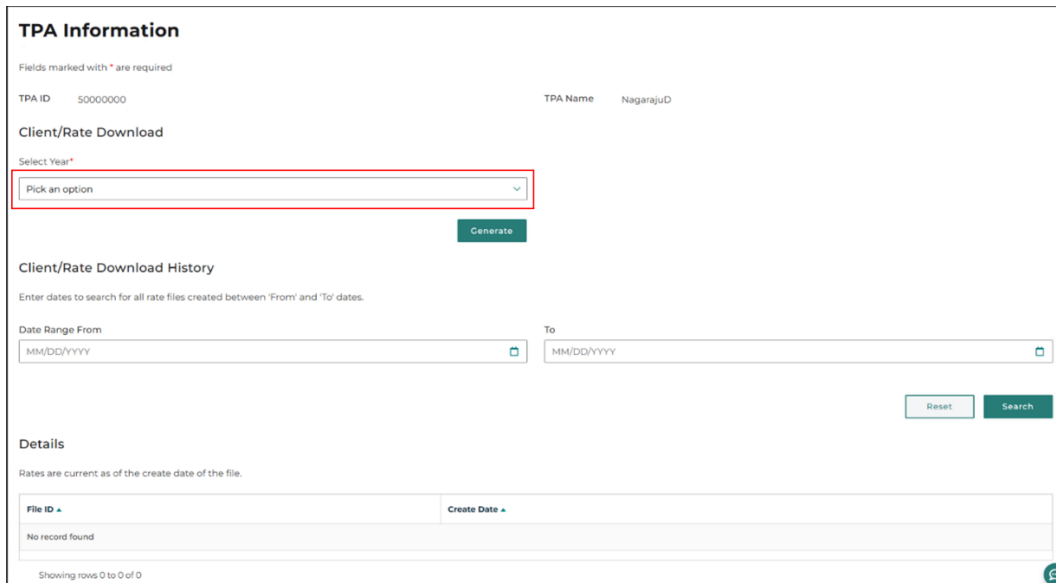
Note: The TPA must have the *Edit Rate Notice and Voluntary Contribution* or *View Rate Notice and Voluntary Contribution* role for the associated employer to display in the search results.

1. From the left navigation on the *Third-Party Administrator (TPA) Homepage*, select **Account Maintenance**. From the *Account Maintenance* drop-down, select **TPA Rate File Download**.



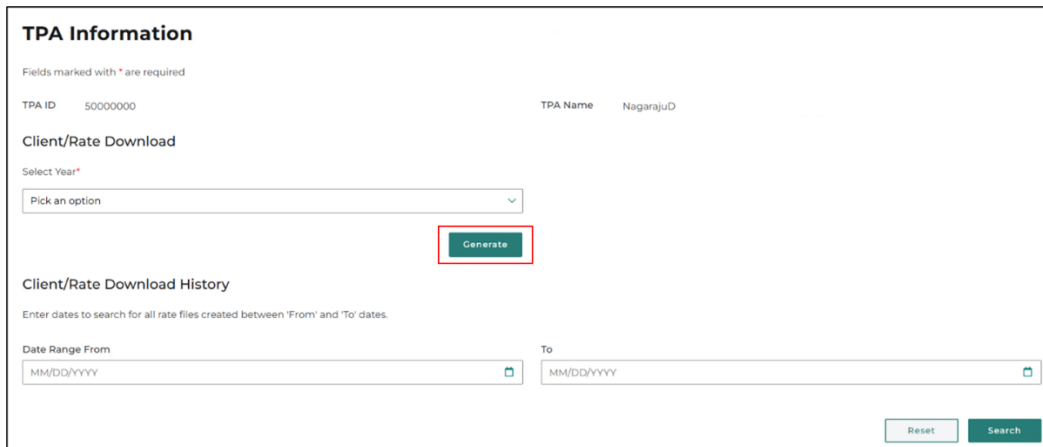
The screenshot shows the MiUI TPA Homepage. The left navigation menu is expanded to 'Account Maintenance', and 'TPA Rate File Download' is highlighted with a red box. The main content area shows 'Wage Reporting' and 'Notification Center' sections. The 'Account Details' section at the bottom shows the TPA ID: 50000000, FEN: 45-6654654, and Email: DoguparthV@mi.gov.

2. On the *TPA Information* screen, select the year of rates from the *Select Year* drop down.



The screenshot shows the 'TPA Information' screen. The 'Client/Rate Download' section has a 'Select Year*' dropdown menu highlighted with a red box. The dropdown menu is currently showing 'Pick an option'. Below the dropdown is a 'Generate' button. The 'Client/Rate Download History' section has a 'Date Range From' and 'To' input fields, both showing 'MM/DD/YYYY'. There are 'Reset' and 'Search' buttons below these fields. The 'Details' section shows 'File ID' and 'Create Date' fields, both currently empty, with a message 'No record found' below them.

3. Select **Generate** to generate the file for selected year.



TPA Information

Fields marked with * are required

TPA ID 50000000 TPA Name NagarajuD

Client/Rate Download

Select Year*

Pick an option

Generate

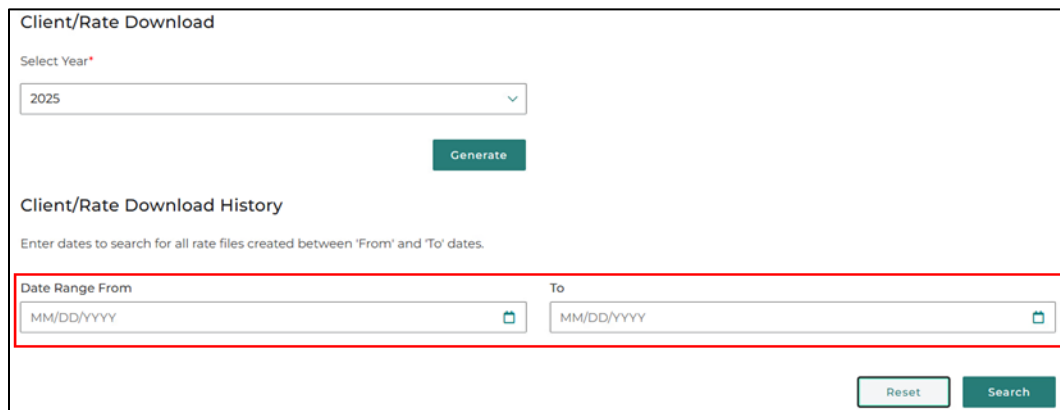
Client/Rate Download History

Enter dates to search for all rate files created between 'From' and 'To' dates.

Date Range From MM/DD/YYYY To MM/DD/YYYY

Reset Search

4. Enter an optional date range in the *Date Range From* and *To* fields. The date range is for when rate file was generated. Otherwise, selecting **Search** with blank fields will display all generated rate files.



Client/Rate Download

Select Year*

2025

Generate

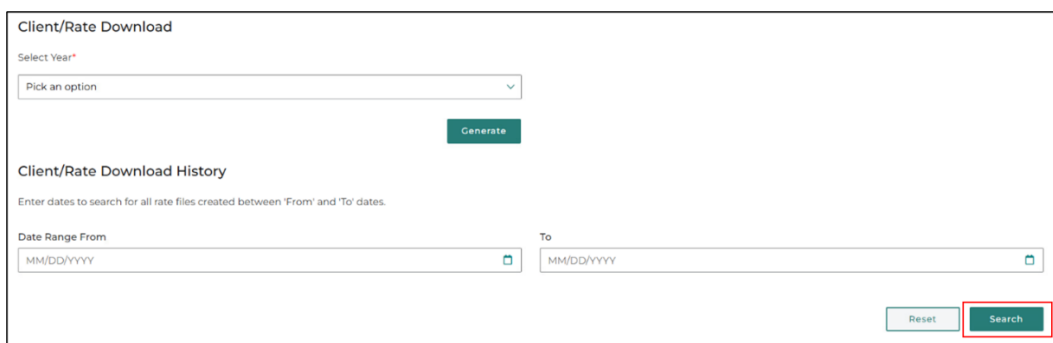
Client/Rate Download History

Enter dates to search for all rate files created between 'From' and 'To' dates.

Date Range From MM/DD/YYYY To MM/DD/YYYY

Reset Search

5. Select **Search** to display the rate files.



Client/Rate Download

Select Year*

Pick an option

Generate

Client/Rate Download History

Enter dates to search for all rate files created between 'From' and 'To' dates.

Date Range From MM/DD/YYYY To MM/DD/YYYY

Reset **Search**



Note: If the rate file is still being generated, MiUI will display the message: *File Generation in progress. Select the Search Button after 5 minutes to review the file.*

6. In the *Details* section, select the File ID to download the .txt file of the rates.

Details

Rates are current as of the create date of the file.

File ID ▾	Create Date ▾
50000008_2022_RateFile.txt	12/10/2025

Showing rows 1 to 1 of 1



Note: For more information about Unemployment Tax Rate, please visit [LEO - Unemployment Tax Rate](#).