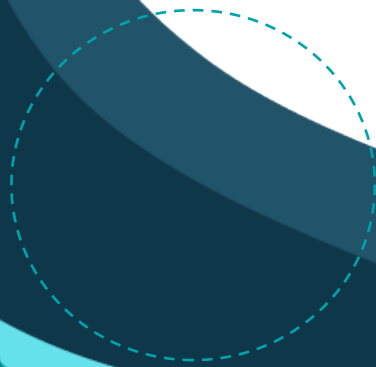
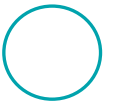


Michigan Unemployment  
Insurance Agency

**View Associated Employers  
and Rates**

**MiUI Job Aid**

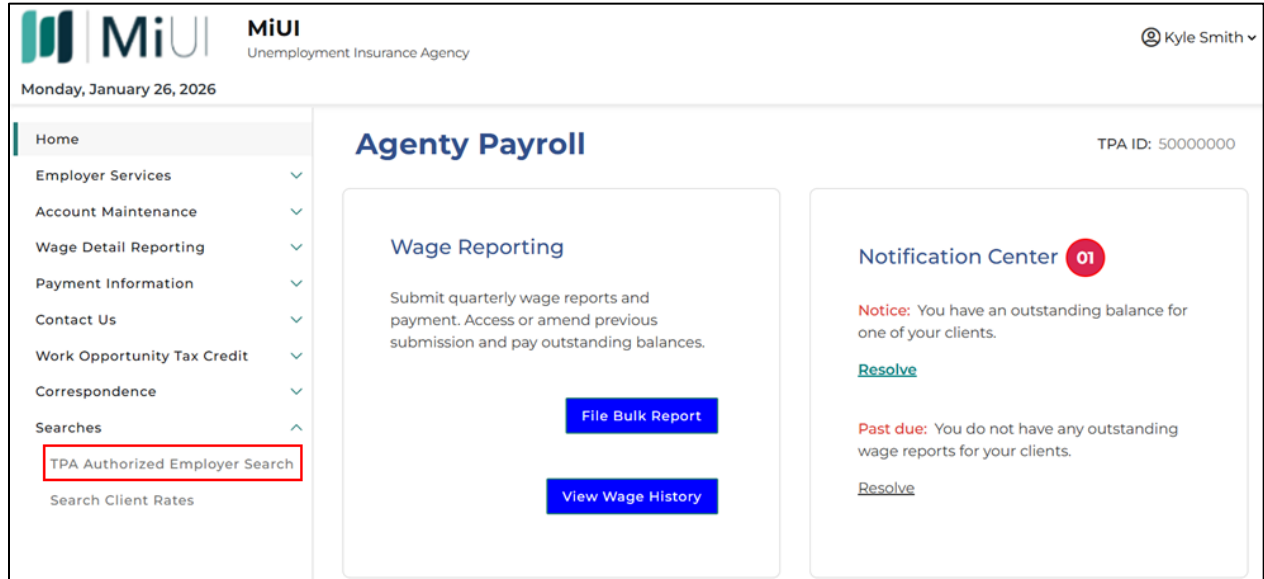


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## View Associated Employers

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



The screenshot shows the MiUI Unemployment Insurance Agency interface. The top header includes the MiUI logo, the text "MiUI Unemployment Insurance Agency", and the user name "Kyle Smith". The date "Monday, January 26, 2026" is displayed. The left navigation menu is expanded to "Searches", with "TPA Authorized Employer Search" highlighted in a red box. The main content area is titled "Agency Payroll" and includes a "Wage Reporting" section with a "File Bulk Report" button and a "View Wage History" button. A "Notification Center" section shows a "Notice" with a "Resolve" link and a "Past due" message with a "Resolve" link. The TPA ID "50000000" is visible in the top right corner.

- 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.

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

Role

#### Search Results

4. The table of search results includes columns for the *Employer Name*, *FEIN*, *EAN*, *Role*, *Service Begin Date*, and *Service End Date* (if applicable) for each associated employer.

Search Results

Employer Name ▲	FEIN ▲	EAN ▲	Role ▲	Service begin date ▲	Service end date ▲
<a href="#">Robert October Smith Sports</a>	991234567	2398363	<a href="#">Edit Account Maintenance</a> <a href="#">Edit Benefit Charges</a> <a href="#">Edit Claims Forms Mailing</a> <a href="#">Submit Employment and Wage Detail</a> <a href="#">Edit Tax Payments Update and Submit</a>	10/01/2025	

[Role Definitions](#)



**Note:**

- You can sort by a specific heading by selecting the title of the heading.
- Selecting [Role Definitions](#) will display a pop-up window with details on the permissions associated with a role.



**Note:** Prior to submitting a bulk payment, please review the employer names, EANs, and your role permissions for each associated employer to confirm you are submitting for the correct employers.

5. Select the [Employer Name](#) to navigate to the *Employer Homepage* of the selected employer.

Search Results

Employer Name ▲	FEIN ▲	EAN ▲	Role ▲	Service begin date ▲	Service end date ▲
<a href="#">Robert October Smith Sports</a>	991234567	2398363	<a href="#">Edit Account Maintenance</a> <a href="#">Edit Benefit Charges</a> <a href="#">Edit Claims Forms Mailing</a> <a href="#">Submit Employment and Wage Detail</a> <a href="#">Edit Tax Payments Update and Submit</a> <a href="#">Edit Rate Notice and Voluntary Contribution</a>	10/01/2025	

- From the *Employer Homepage*, you are able to take actions on the selected employer's account on their behalf.



**Note:** The options in the left navigation will differ based on your assigned roles for the employer you have accessed.



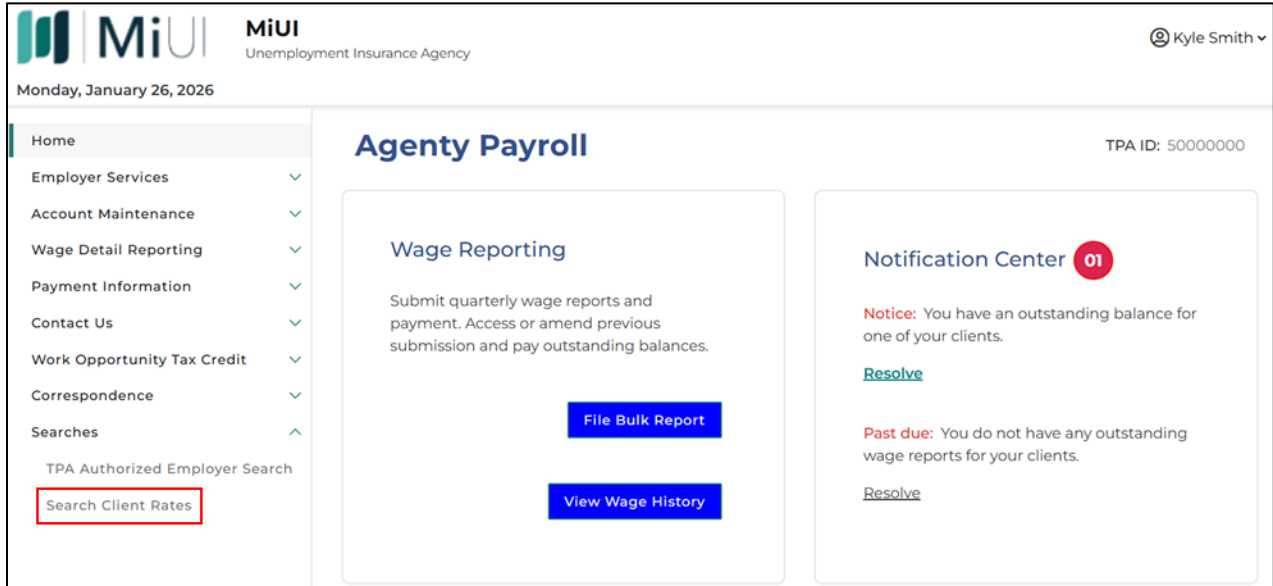
**Tip:** To exit from the employer, click [Leave Employer](#) to return to the *Third-Party Administrator Homepage* or [Change Employer](#) to return to the *Employer Search* screen.

## Search Client Rates



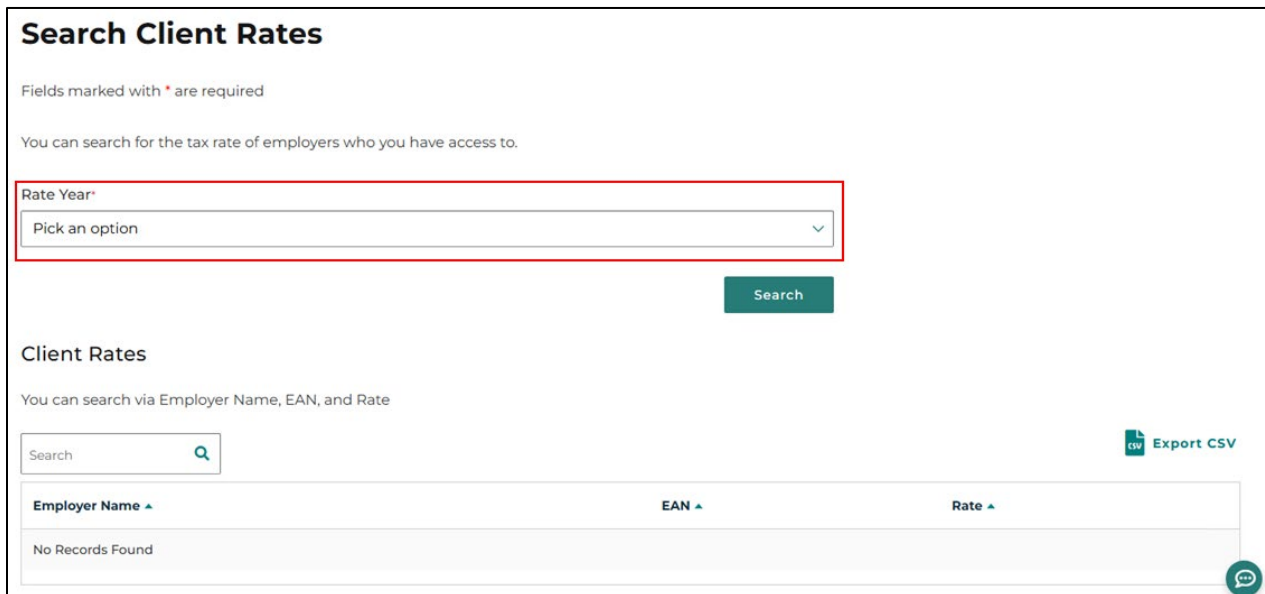
**Note:** The TPA must have the *Edit Rate Notice and Voluntary Contribution* or *View Rate Notice and Voluntary Contribution* role for the associated employer to display in the search results.

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



The screenshot shows the MiUI Unemployment Insurance Agency homepage. The left navigation menu is expanded to 'Searches', and 'Search Client Rates' is highlighted with a red box. The main content area shows 'Agency Payroll' with options for 'Wage Reporting' and 'Notification Center'.

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



The screenshot shows the Search Client Rates screen. The 'Rate Year' drop-down menu is highlighted with a red box, showing 'Pick an option'. Below the search form, there is a 'Client Rates' section with a search bar and a table header for 'Employer Name', 'EAN', and 'Rate'. The table currently shows 'No Records Found'.

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

Rate Year\*

2025

Search

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

Client Rates

You can search via Employer Name, EAN, and Rate

Export CSV

Employer Name ^	EAN ^	Rate ^
Robert October Smith Sports	<a href="#">2398363</a>	2.70%



**Note:**

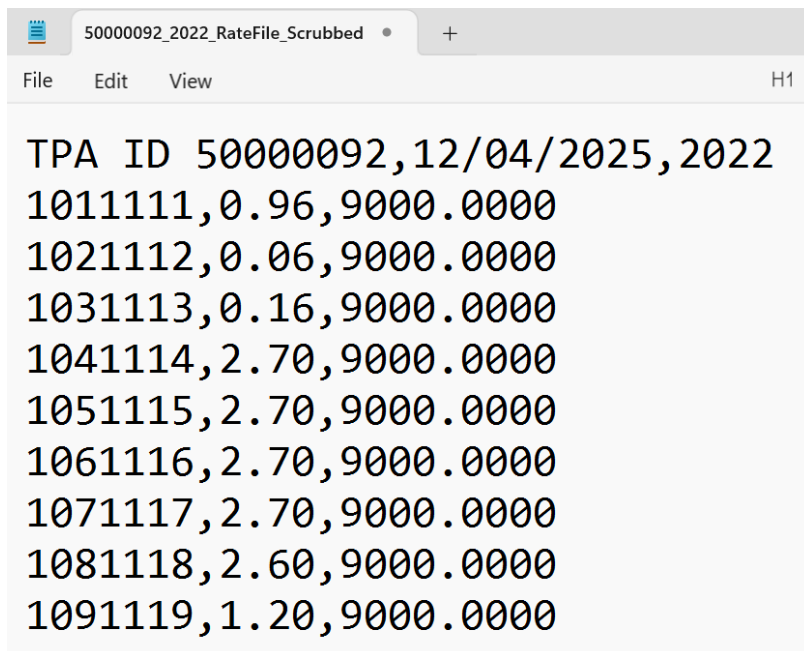
- Selecting the [EAN](#) of an employer will navigate to the *Employer Homepage* of their account.
- Selecting **Export CSV** will download a .csv file of the search results to your local computer.

## 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



```

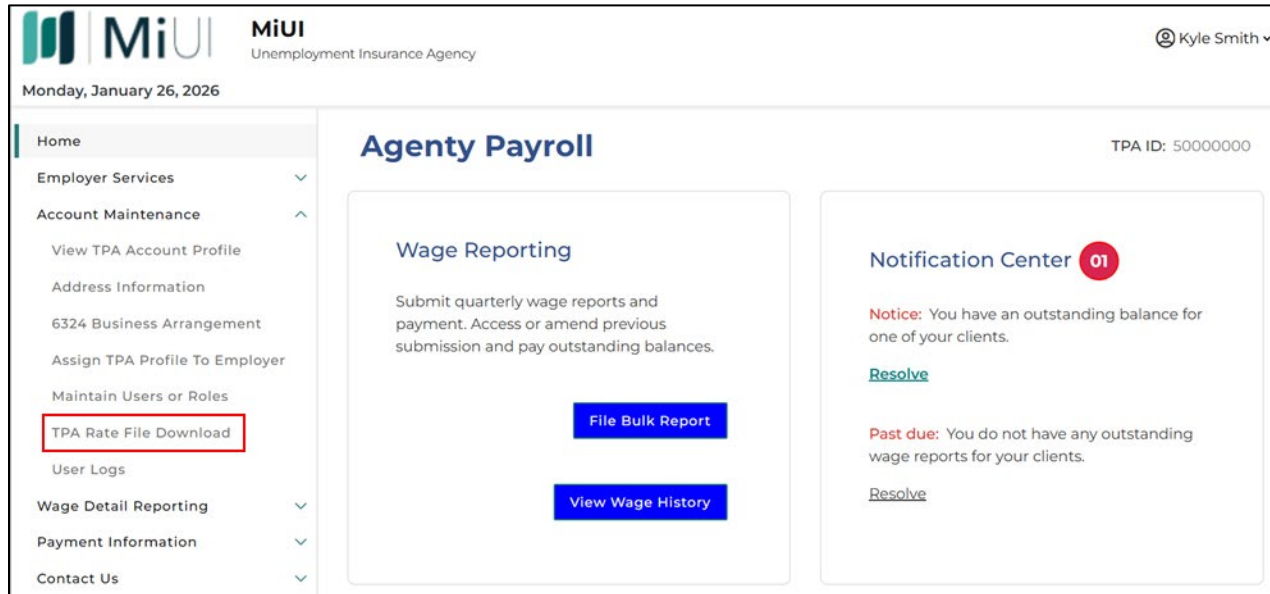
50000092_2022_RateFile_Scrubbed
File Edit View H1
TPA ID 50000092,12/04/2025,2022
1011111,0.96,9000.0000
1021112,0.06,9000.0000
1031113,0.16,9000.0000
1041114,2.70,9000.0000
1051115,2.70,9000.0000
1061116,2.70,9000.0000
1071117,2.70,9000.0000
1081118,2.60,9000.0000
1091119,1.20,9000.0000
  
```

## Generating the Client Rate Report



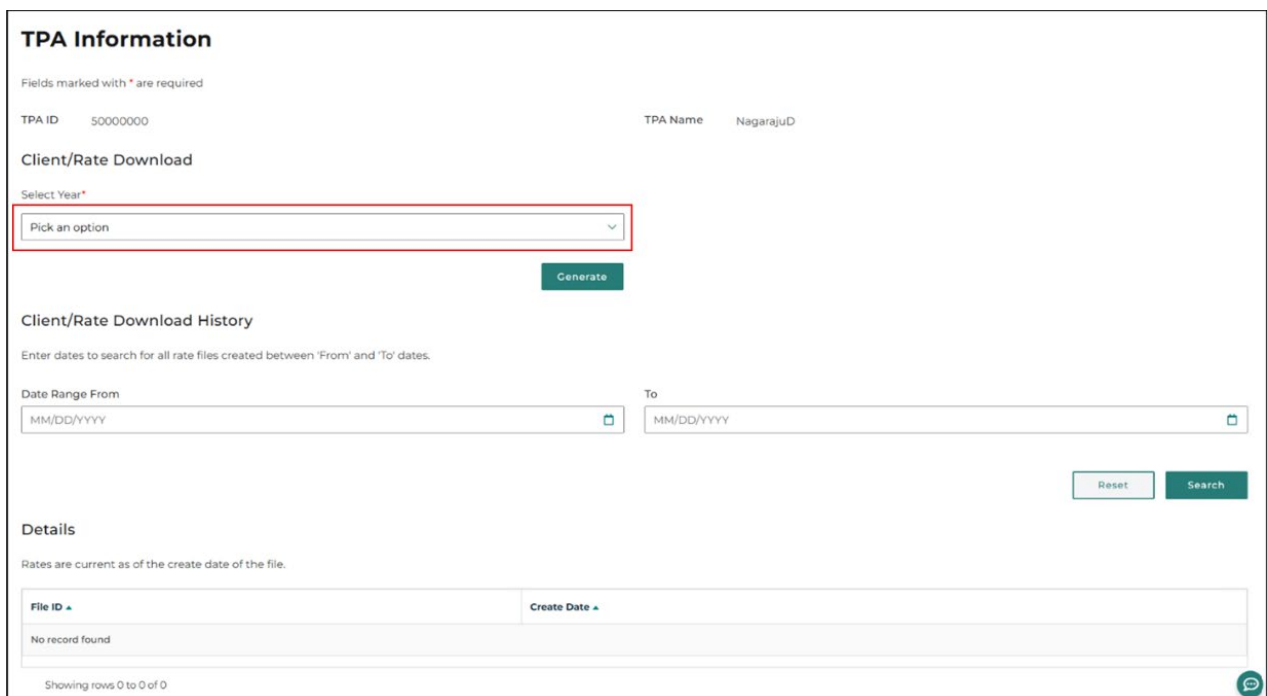
**Note:** The TPA must have the *Edit Rate Notice and Voluntary Contribution* or *View Rate Notice and Voluntary Contribution* role for an associated employer for their rate to show in the rate file.

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 Unemployment Insurance Agency dashboard. The left navigation menu includes: Home, Employer Services, Account Maintenance (expanded), View TPA Account Profile, Address Information, 6324 Business Arrangement, Assign TPA Profile To Employer, Maintain Users or Roles, **TPA Rate File Download** (highlighted with a red box), User Logs, Wage Detail Reporting, Payment Information, and Contact Us. The main content area is titled 'Agency Payroll' and includes a 'Wage Reporting' section with instructions to submit quarterly wage reports and buttons for 'File Bulk Report' and 'View Wage History'. A 'Notification Center' on the right shows two notices: one for an outstanding balance and another for past due wage reports, both with 'Resolve' links. The TPA ID is 50000000 and the user is Kyle Smith.

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



The screenshot shows the 'TPA Information' screen. It displays TPA ID 50000000 and TPA Name NagarajuD. Under the 'Client/Rate Download' section, there is a 'Select Year\*' dropdown menu with the text 'Pick an option' and a 'Generate' button. Below this is the 'Client/Rate Download History' section, which includes instructions to enter dates for searching and fields for 'Date Range From' and 'To' (both with MM/DD/YYYY format and calendar icons). There are 'Reset' and 'Search' buttons. The 'Details' section at the bottom shows a table with columns for 'File ID' and 'Create Date', but it displays 'No record found' and 'Showing rows 0 to 0 of 0'.

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

4. Enter an optional date range for when the file was generated in the *Date Range From* and *To* fields. 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

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 To

MM/DD/YYYY 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](#).