Michigan Unemployment Insurance Agency

View Associated Employers and Rates

MiUI Job Aid

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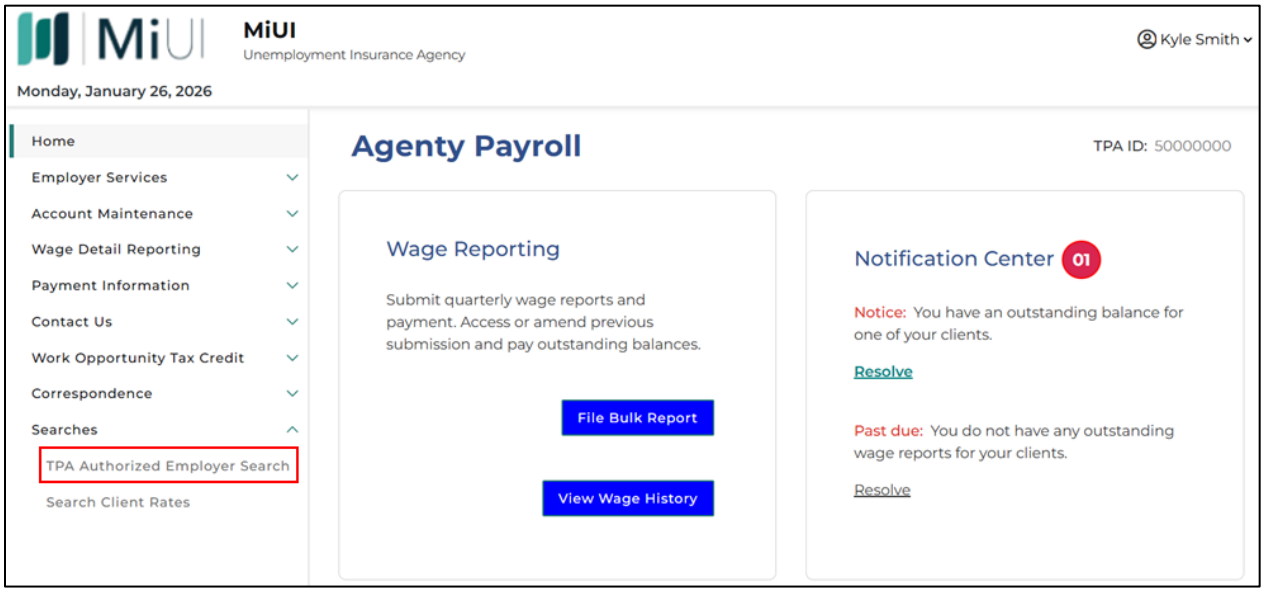
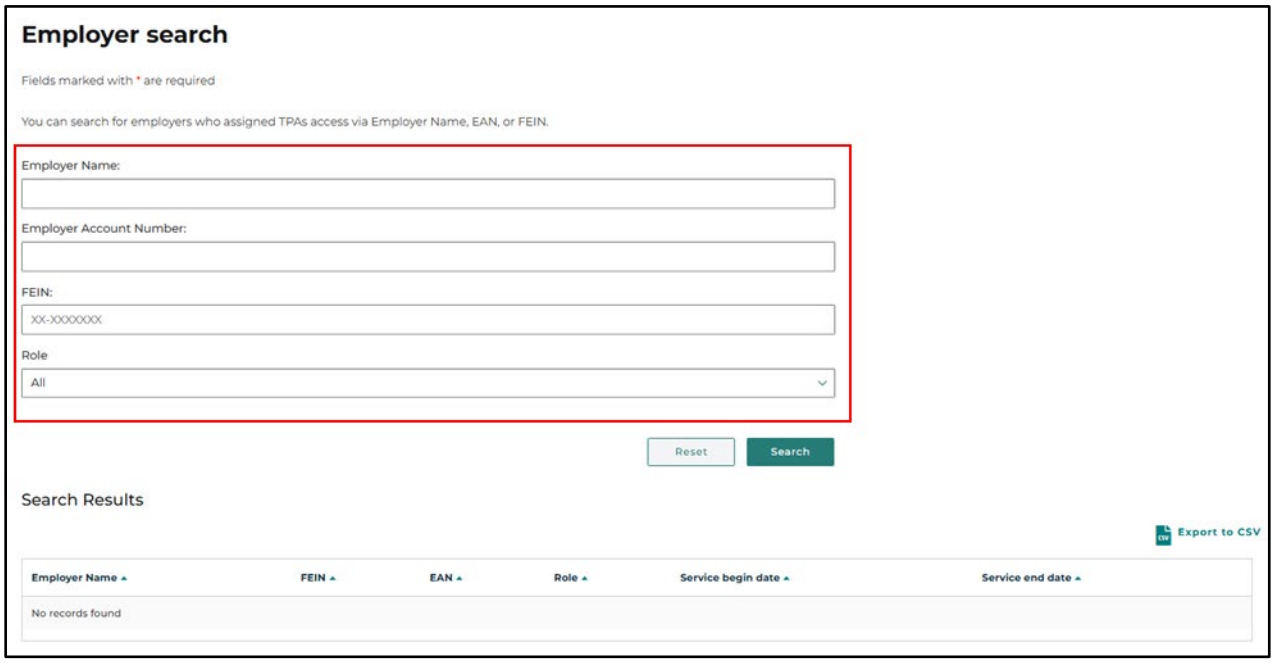
View Associated Employers

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

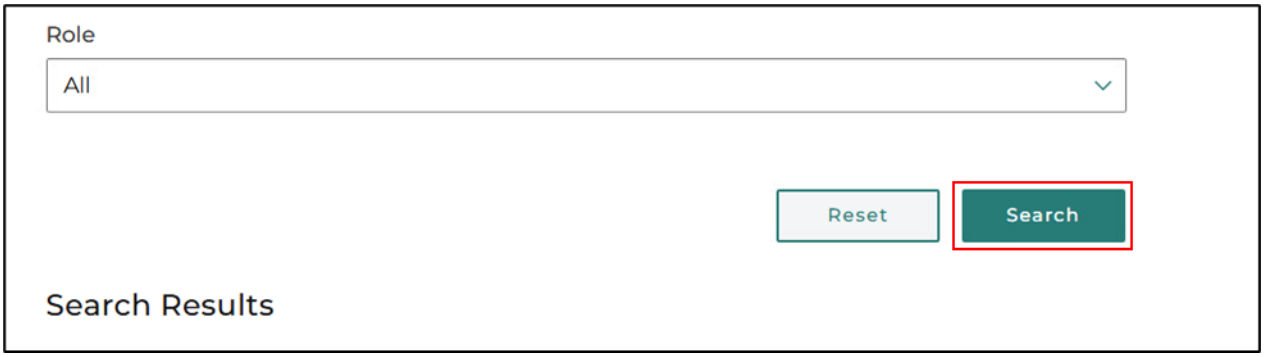


2. On the *Employer Search* screen, enter the search criteria for the associated employer(s) if desired.

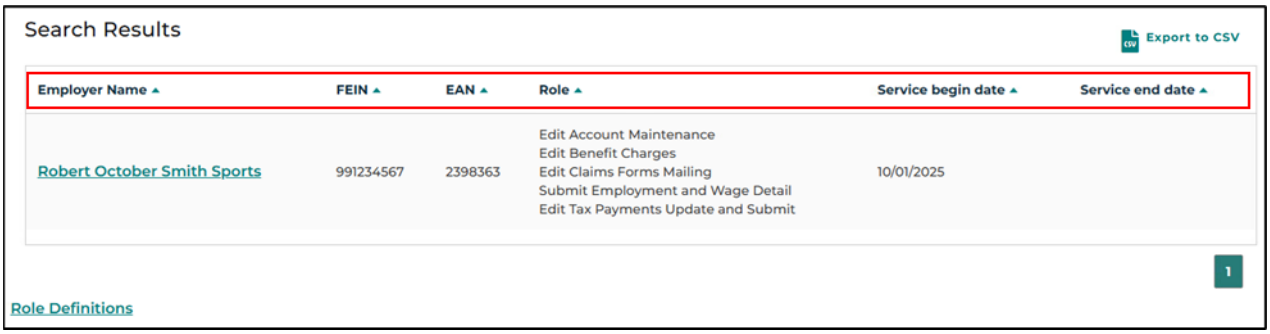


Note: You can search by *Employer Name*, *Employer Account Number*, *FEIN*, or *Role.* Search criteria is optional. Selecting **Search** without entering criteria will display a list of all associated employers.

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



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.

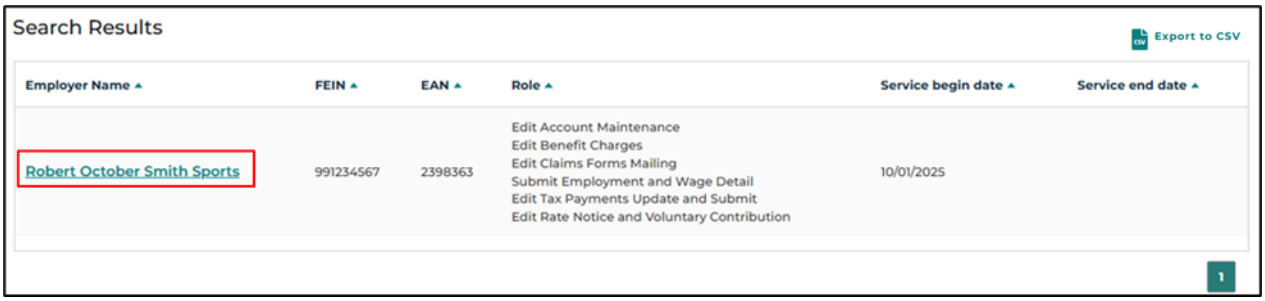


Note:

- You can sort by a specific heading by selecting the title of the heading.
- Selecting **Export CSV** will download a .csv file of the search results to your local computer.
- 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.



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

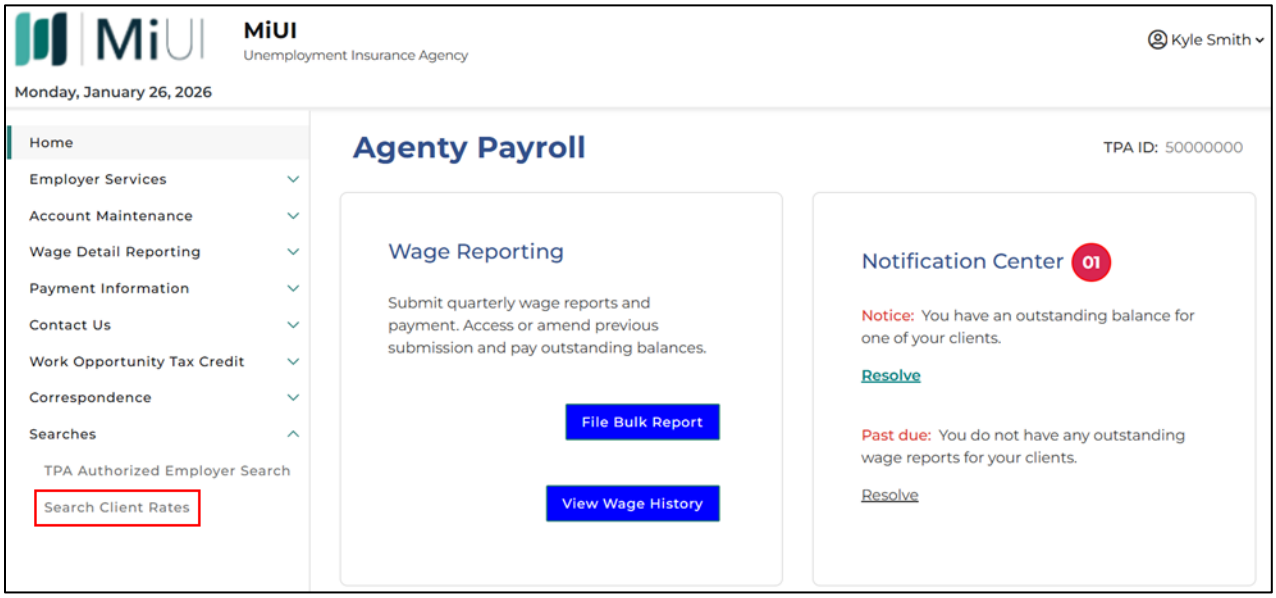
Note: The options in the left navigation will differ based on your assigned roles for the employer you have accessed.

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.

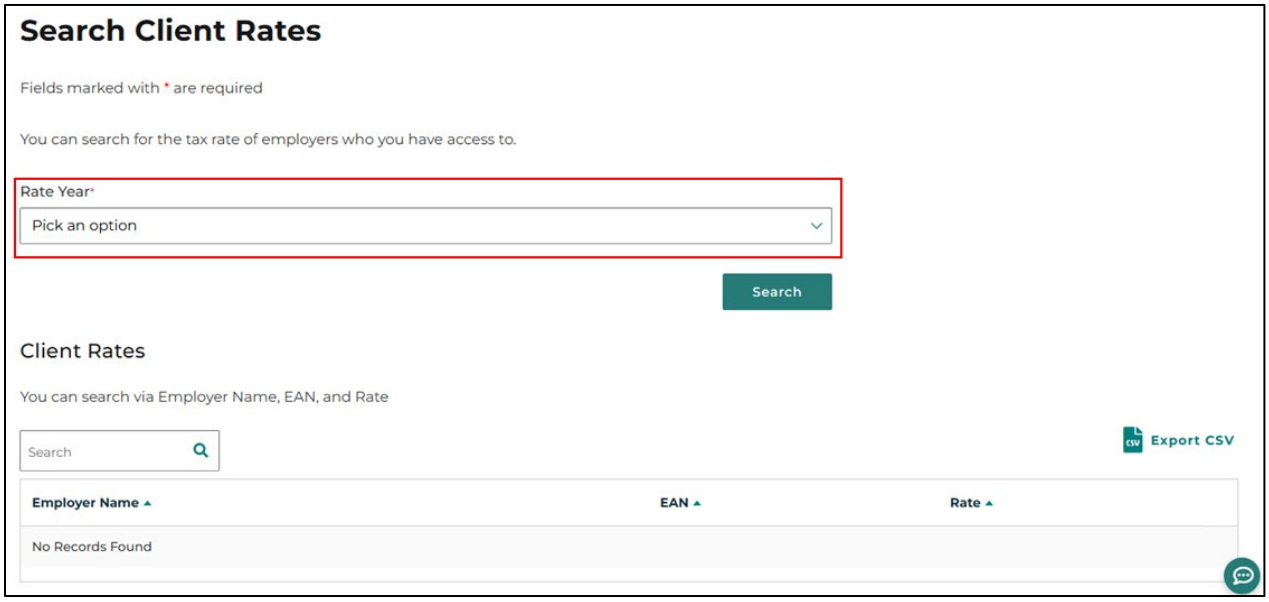
Search Client Rates

> **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.

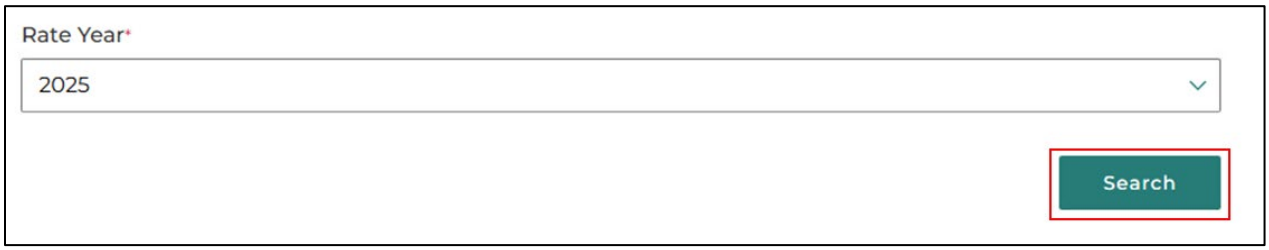
1. From the left navigation on the *Third-Party Administrator (TPA) Homepage*, select **Searches**. From the *Searches* drop-down, select **Search Client Rates**.



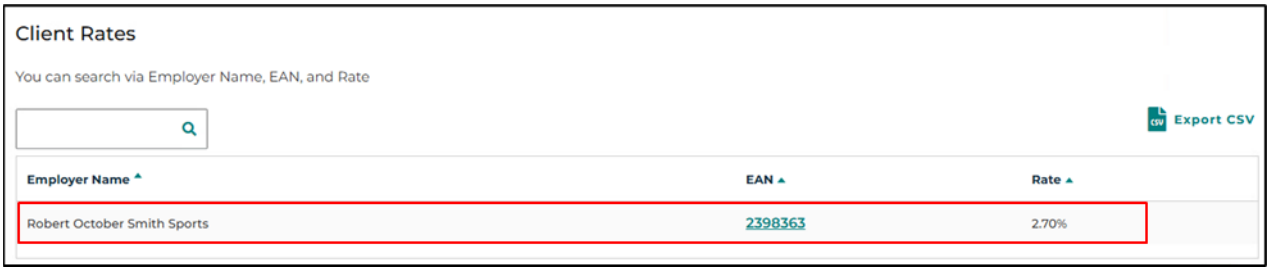
2. On the *Search Client Rates* screen, select the **Rate Year** from the *Rate Year* drop-down.



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



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



Note:

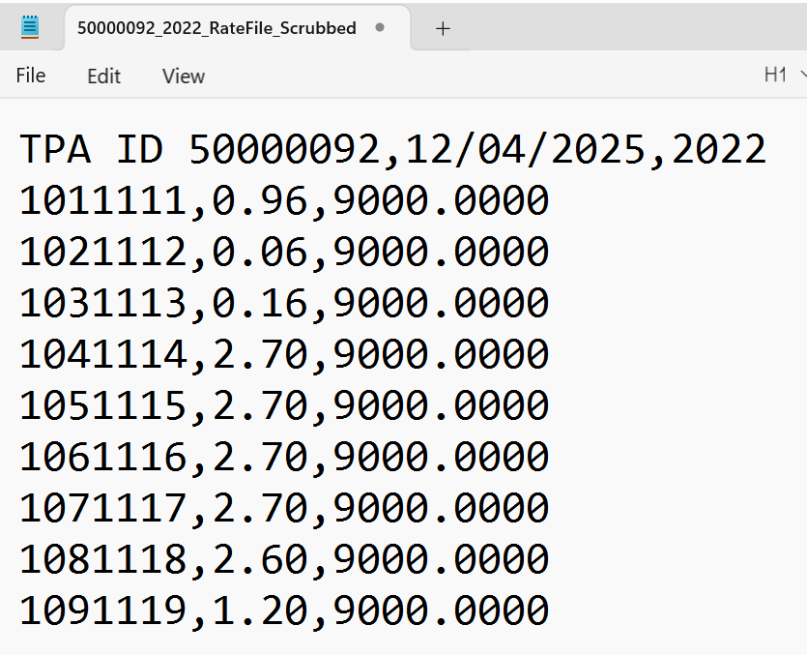
- Selecting the EAN of an employer will navigate to the *Employer Homepage* of their account.
- Selecting **Export CSV** will download a .csv file of the search results to your local computer.

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	####.####

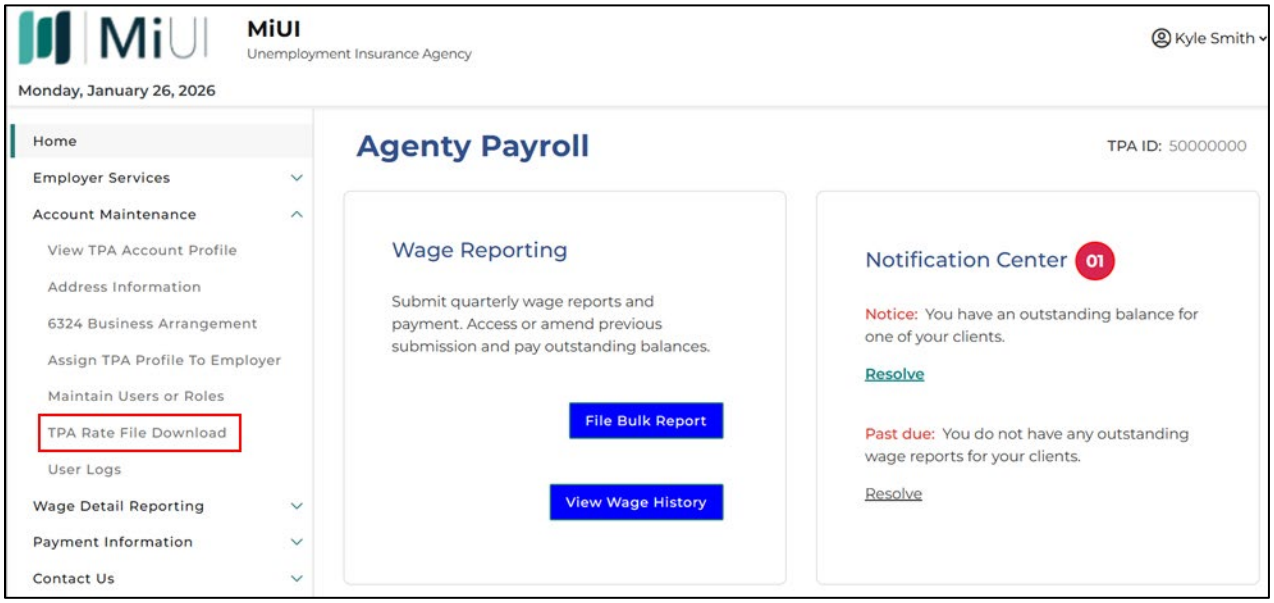
Example of Rate Report File



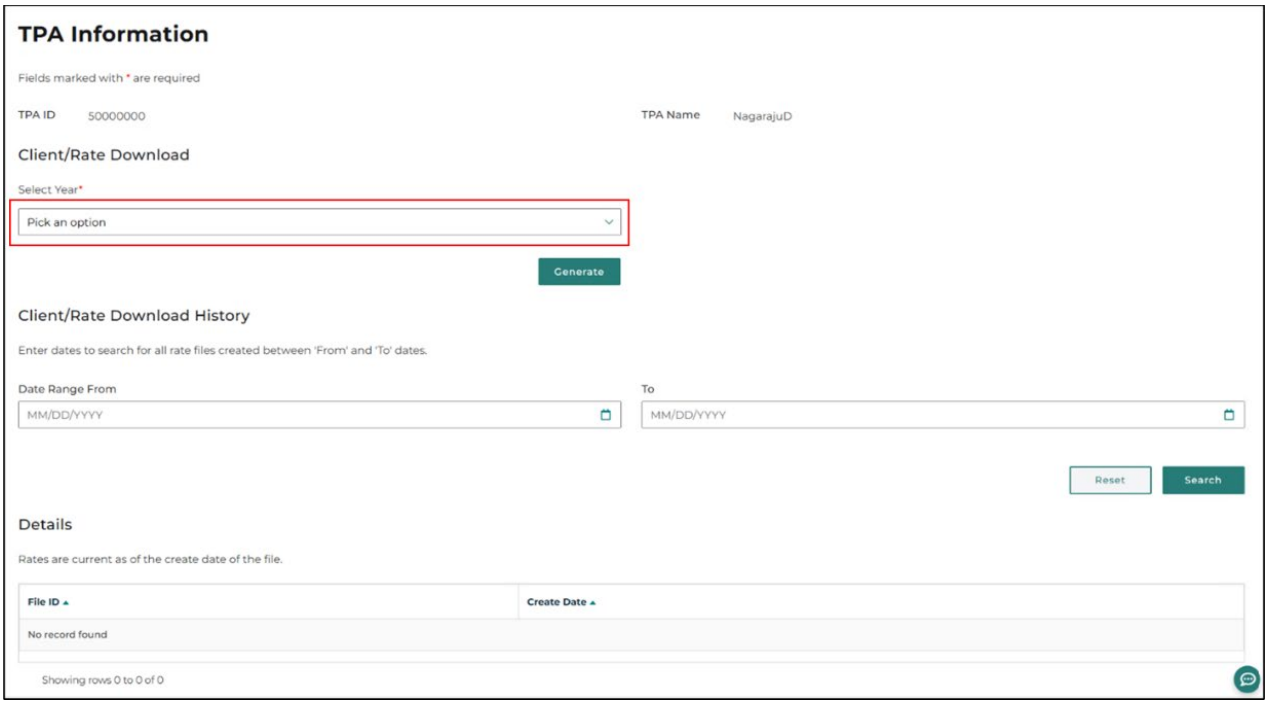
Generating the Client Rate Report

> **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.

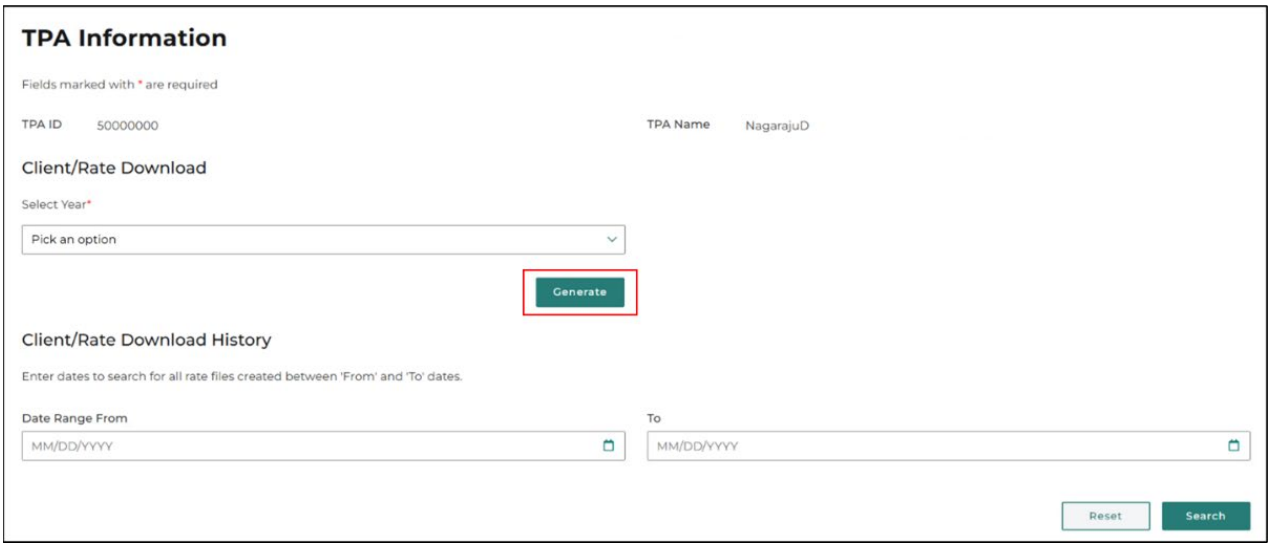
1. From the left navigation on the *Third-Party Administrator (TPA) Homepage*, select **Account Maintenance**. From the *Account Maintenance* drop-down, select **TPA Rate File Download**.



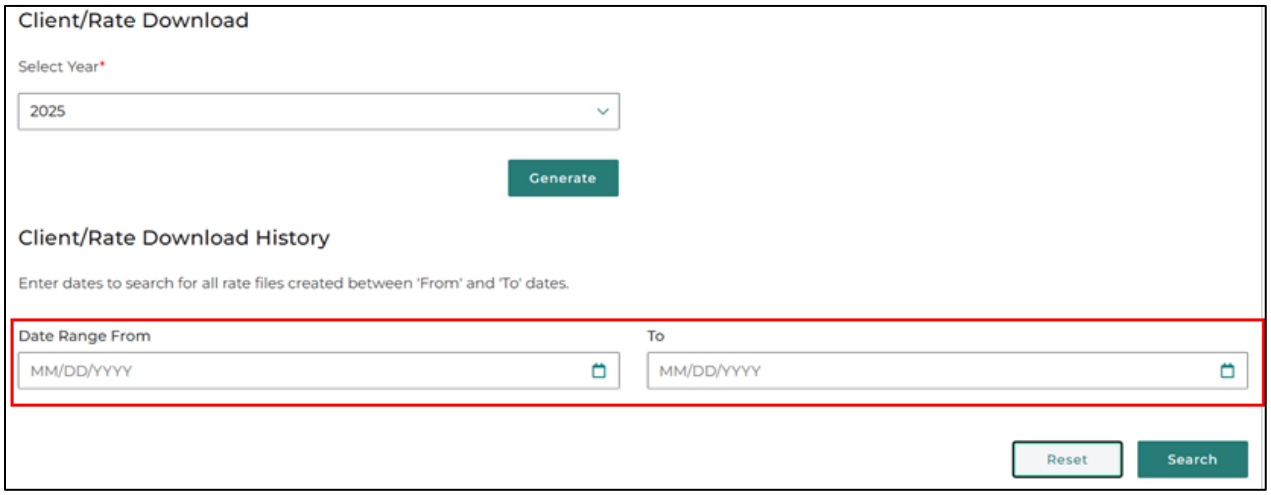
2. On the *TPA Information* screen, select the year of rates from the *Select Year* drop down.



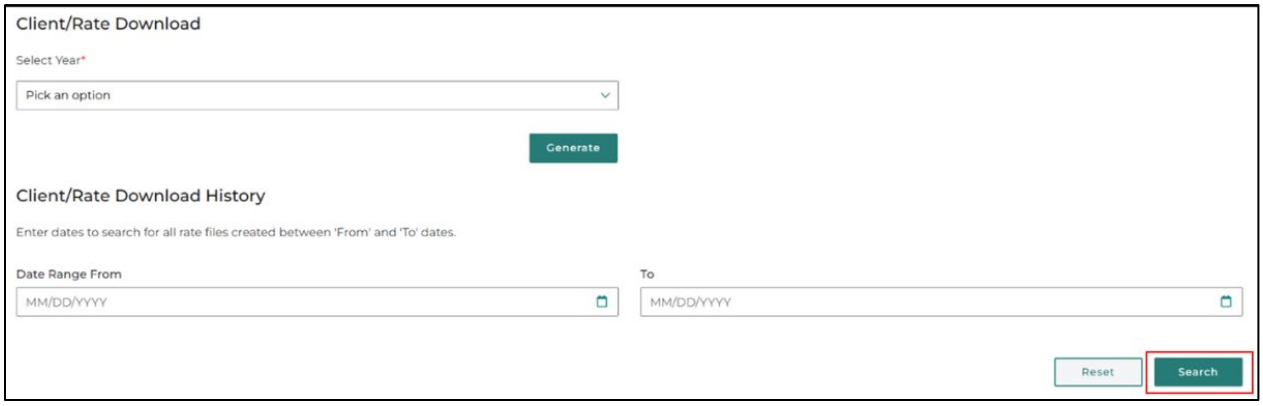
3. Select **Generate** to generate the file for the selected year.



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.

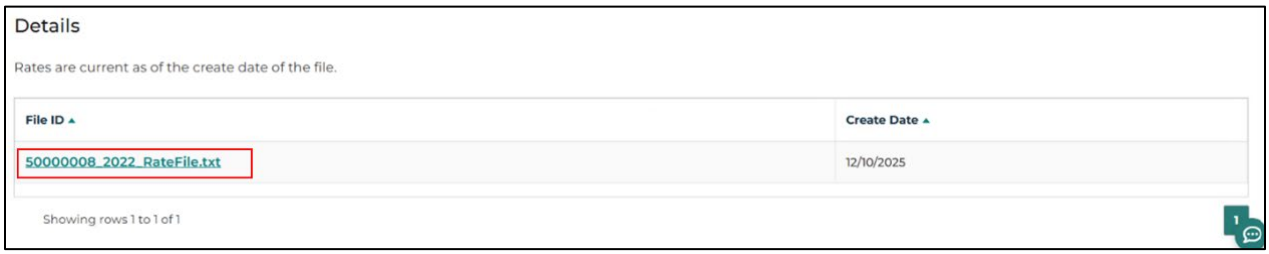


5. Select **Search** to display the rate files.



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.



Note: For more information about Unemployment Tax Rate, please visit LEO - Unemployment Tax Rate.