

## Adding Employers to my eServices TPA account

### How do I add employers to my TPA UI eServices for Employers account?

**Note:** To complete this request, you will be required to attach an Authorization Form.

1. Within your eServices account, click the “Add Employer’s Account Access” link under I WANT TO...
2. Click the “Click here to add an Authorization form” link
  - a. Type the name of the company in the Description field
  - b. Click “Browse”
  - c. Choose the Authorization Form you want to attach
    - i. We will accept the DLI Authorization form that can be downloaded from this request or IRS Form 8655 with the checkbox on Line 19 checked
  - d. Click “Save”
3. Complete Employer’s UI Account information for the business you want to add
  - a. Use the drop down box to choose if the employer is a new business
  - b. Type FEIN of the business
  - c. Type the UI account number of the business
  - d. Click the “Yes” radio button if a UI-5 form has been filed for this employer
    - i. Type in the total gross wages paid in the last liable quarter for the employer
      - 1) This must include dollars and cents
      - 2) If a zero amount was reported as gross wages, please click the “Zero Reported” check box
    - ii. Type in the total taxable wages paid in the last liable quarter for the employer
      - 1) Type in the dollars and cents of the taxable wages paid in the last liable quarter
      - 2) If a zero amount was reported as taxable wages for the last liable quarter, click the “Zero Reported” check box
  - e. If a UI-5 has not been filed for the employer, click the “No” radio button
    - i. Choose the Employer class for the business using the drop down box
    - ii. Type in the current UI Total Tax Rate
      - 1) This will include the sum of the UI rate and AFT rate
4. Click “Submit”
5. Type in your Secret Answer
6. View and/or print your confirmation

**Note:** Regardless of whether the request is approved or denied, you’ll receive a web message letting you know the outcome of the request. If the Authorization form is determined to be authentic, the request will be approved and you’ll be able to see the “Other Employer’s Accounts” tab has had the employer account added to it.

## Adding Employers to my eServices TPA account

ACCOUNTS <sup>1</sup>	REQUESTS <sup>4</sup>	MESSAGES <sup>1</sup>	LETTERS <sup>0</sup>	BULK SERVICES			
MY ACCOUNT <sup>1</sup>	OTHER EMPLOYER'S ACCOUNTS <sup>1</sup>						
UI TAX ACCOUNT						Hide History	Filter
Account Id	Account Type	Name	Emp Class	Address	Balance		
<a href="#">205 5517</a>	UI Tax	APRILS BOOK LOUNGE	Exp Rated	1315 LOCKEY AVE HELENA M	6,971.11		

To view information regarding an employer account, click on the Account Id link in the "Other Employer's Accounts" tab.