**User Designation Form for UI Online and/or Unemployment Services for Employers**

**Employer Company Name 8-digit Employer Account Number (EAN) or FEIN**

Hereby appoint as the **Employer System Administrator.**

***Please check all that apply:*** [ ] **UI Online** [ ] **Unemployment Services for Employers**

**First Name Last Name**

**Email Address Telephone Number**

The designated User’s powers shall include, but not be limited to, in the specified system(s) the authority to protest and appeal benefit determinations, report wages, file payments, change addresses and authorize access to an agent (TPA) or other users who conduct business on the company’s behalf. We acknowledge that by designating User to represent the company named above, we agree to be bound by the terms of service listed below.

**Terms of Service**

User IDs and Passwords are unique to the person designated as the User to access the UI Online system and/or Unemployment Services for Employers systems and should not be shared with others. The Department of Unemployment Assistance (DUA) is not responsible for end user software or ISP filters that would otherwise prevent the use of these systems. If the designated User departs the company/organization, it is the employer’s responsibility to notify DUA so that the User’s access may be revoked and a new User may be added.

**Authorization Statement**

By signing this form, I certify, under the pains and penalties of perjury, that I am the **authorized owner or officer of the company/organization listed above** and that I have the authority to designate the individual listed above to access the company/organization account with UI Online and Unemployment Services for Employers. I understand that providing false information may subject me to criminal liability under Massachusetts General Laws, Chapter 151A Section 47.

**Printed Name** **Title**

**Signature** **Date**

**Submit this form by visiting** [**https://unemployment.mass.gov/Employers/**](https://unemployment.mass.gov/Employers/) **and selecting *Submit User designation form* in the *Online Registration* menu.**

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