

TPA ADDRESS INFORMATION

Introduction

This section of the document will explain how an authorized user can view the address information on a TPA account and modify it when necessary. You will also be able to modify your preferred email address for communication here. A TPA account can have up to four different types of addresses and they are: Headquarters, Mailing, Wage & Separation and Benefits Charge. The addresses provided for each type will be used as the mailing address for correspondences related to the address type.

Step-by-Step Instructions:

1. Navigate to the TPA home page. If required, please refer to the instructions in the section 'Logging In'.
2. Click on the link 'Account Maintenance'. The Account maintenance home page will appear.
3. Click on 'Address Information' to view /modify the address on the TPA account. The page shown below will appear.

NOTE: If you wish to view the address history associated with the account, click on the link 'View TPA Address History'.

The screenshot shows the 'Third Party Administrator' interface. The top navigation bar includes 'Change Password' and 'Logoff'. The left sidebar contains a menu with 'TPA Home', 'Account Maintenance', 'Account Profile', 'Address Information', 'Employment and Wage Detail Reporting', 'Payment Information', 'Searches', and 'User Maintenance'. The main content area displays 'TPA ID: 100' and 'TPA Name: XXXX'. Below this is a section titled 'Address Information' with a dropdown menu to 'Select the Address Type'. A table lists address types: 'Headquarters', 'Mailing', 'Wage and Separation', and 'Benefits Charge'. The 'Mailing' row is highlighted and contains the address '19 Staniford Street, Boston, MA, 02135, XXXX'. Below the table are links for 'View TPA Address History' and 'Update Email Preference'. Three callout boxes provide instructions: one pointing to the 'Address Information' header, one pointing to the 'Mailing' row, and one pointing to the 'Update Email Preference' link.

Address Type	Address	City	State	Zip Code	Employer/TPA
Headquarters					
Mailing	19 Staniford Street	Boston	MA	02135	XXXX
Wage and Separation					
Benefits Charge					

4. **Changing address:** On the screen shown above, click on the address type (for example: 'Mailing') to view/modify the address. The following page will appear. Upon completion of your changes, click on 'Save'.

Change Password | Logoff * Indicates Required Field

TPA Home

Account Maintenance
 ▸ Account Profile
 ▸ **Address Information**
 Employment and Wage Detail Reporting
 Payment Information
 Searches
 User Maintenance

Third Party Administrator
 TPA ID: 100 TPA Name: XXXX

Modify Address
 Enter address information below and click 'Save'.

Address Type: Mailing

Attention:

Address Line 1: 19 Staniford Street *

Address Line 2:

City: Boston *

State: MA - Massachusetts

Zip Code: 02135

Country: US - United States Of America *

Phone: 6170000000 ext:

Fax:

E-Mail: zz@detma.org

The email address here is used only as secondary information. You primary email will be used for sending all email communications.

You will be asked to confirm the address change. Confirm by clicking on 'Submit'. The address change is complete.

1. **Changing email address:** Click on the link 'Update Email Preference' shown in step 4. The following page will appear. Enter your contact email and click 'Submit' to update your changes.

Change Password | Logoff

TPA Home

Account Maintenance
 ▸ Account Profile
 ▸ **Address Information**
 Employment and Wage Detail Reporting
 Payment Information
 Searches
 User Maintenance

Third Party Administrator
 TPA ID: 100 TPA Name: XXXX

Email Preference
 Enter your contact email address. This address will serve as your main point of contact for all communication with this Agency.

Contact Email: