

SEARCHES/EMPLOYER ACCOUNT HOME

Introduction

This section of the document will show how an authorized user can search and view the individual employer home pages of assigned employers. Once at the employer home page, you will be able to access & perform most of the employer functions on behalf of the employer. However, the functions that you will be able to perform will be controlled by the roles assigned to you by the employer. Once you are at the employer home page, you will be able to see only the functions assigned by the employer. Please refer to the [Employer User Guide](#) for complete information on all the functions, performed from an employer account. You must contact the employer you are servicing to gain access to a role you require.

Step-by-Step Instructions:

1. Navigate to the TPA home page. If required, please refer to the section 'Logging In' in the [TPA User Guide](#). The following page will appear.

The screenshot shows the TPA Home page interface. At the top, there are links for 'Change Password' and 'Logoff'. Below this is a navigation menu on the left with options: 'TPA Home', 'Account Maintenance', 'Assign TPA Role', 'Employment and Wage Detail Reporting', 'Payment Information', 'Searches', and 'User Maintenance'. The main content area is titled 'Third Party Administrator' and displays 'TPA ID: 100' and 'TPA Name: XXXX'. Below this, there is a 'TPA Home' section with a link to 'TPA Home'. The page is divided into two columns of links and descriptions:

Account Maintenance View or update TPA account information such as; Name, Organization Type, addresses and phone numbers.	Assign TPA Role Submit client(s) for assignment of employment and wage detail and payment roles
Employment and Wage Detail Reporting Submit Employment and Wage Detail files for multiple or individual employer accounts (adjustments and original reports), or view employment and wage detail report information for TPA submissions and client groups. To manage Employment and Wage Detail Reports for individual employer accounts, this includes 'Copy from Previous' or 'Manual' submissions, navigate to the Employer's account via the 'Searches' function.	Payment Information Make payments for multiple or individual employer accounts or view payment information for agent submissions and client groups. To manage individual employer accounts, navigate to the employer's account via the 'Searches' function.
Searches Search for employers for which the TPA has been assigned account access.	User Maintenance Create new or update existing TPA user information

2. Click on the link 'Searches'. The following page will appear.

The screenshot shows the Searches page interface. At the top, there are links for 'Change Password' and 'Logoff'. Below this is a navigation menu on the left with options: 'TPA Home', 'Account Maintenance', 'Assign TPA Role', 'Employment and Wage Detail Reporting', 'Payment Information', 'Searches', and 'User Maintenance'. The main content area is titled 'Third Party Administrator' and displays 'TPA ID: 100' and 'TPA Name: XXXXXX'. Below this, there is a 'Searches' section with two links: 'Client/Rate Download' and 'Employer Search'. The descriptions for these links are:

Client/Rate Download Search for Employer/client rates file.	Employer Search Search for Employers/clients by Employer Name, Employer Account Number, and/or role.
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- The employer home page will appear as shown below. You will be able to perform employer functions from here by clicking on the appropriate links. Please refer to the employer user guide for the complete set of instructions on performing employer functions.

While you are at this page, you will be able to go to a different employer account by clicking on the link 'Change Employer'. Click on 'Leave Employer' to leave the employer home page and return to the TPA home page.

Change Password Logoff	
Employer Home FAQ/Contact Us Account Maintenance Benefit Charge Activities Correspondence Employment and Wage Detail Reporting Payment Information User Maintenance	Third Party Administrator TPA ID: 100 TPA Name: XXXXXX
	Employer Information Change Employer Leave Employer Employer Account Number: 1001 Employer Name: Employer
	Employer Home Employer Home Employer Home
	FAQ/Contact Us Review frequently asked questions (FAQ's) for the UI program or UI system. Submit inquiries if the FAQ does not answer your question.
	Account Maintenance Maintain account information including changing legal name, mailing address, owners/officers, reporting units, or reporting status. View the most recent Tax Rate Notice, authorize TPAs or provide information regarding the purchase or sale of a business.
Benefit Charge Activities View Benefit Charges by calendar year and quarterly summaries; claimant detail summaries; and individual claimant transaction details. Additional information includes fiscal year summaries with tax rate buydown and/or merger-acquisition details related to benefit charges.	Correspondence Search for Correspondence
Employment and Wage Detail Reporting Submit Employment and Wage Detail Reports for this Agency and the Department of Revenue. View historical Employment and Wage Reporting information.	Payment Information Make payments; view account summary, pending payments, processed or cancelled payments, taxable wages, and FUTA credit information.
User Maintenance Assign or Update user access to Employer account information.	

Click here to go to TPA home page.

This area will display the available employer maintenance functions.