

# Payment Information

## Introduction

The TPA will be able to make payments for multiple or individual employer accounts or view payment information for agent submissions and client groups from the 'Payment Information' page accessed from the TPA home page. In order to manage the employer account individually and perform other payment related functions on behalf of the employer, you must navigate to the employer's account via the 'Searches' function. Please refer to the 'Searches/Employer Account Home' section of this user guide for instructions to access the employer account home page. In addition, refer to the 'Employer Self Service User Guide' for information on employer payment functions.

**IMPORTANT: Your TPA account must have the required roles (security access) in order to perform Payment Update and Submit functions, for each assigned employer account. You must contact the employer you are servicing to get these roles assigned to you; if you are not pre-authorized to self assign these roles.**

## DEFERRALS

Deferral eligibility will be given to private Contributory and non-profit 501C3 Contributory Employers. The option to defer will be provided in the month of April for Quarter 1 filing or July for Quarter 2 filing.

The option to defer is provided for a quarter only after the current quarter has been filed timely. All deferrals become due by Quarter 3 due date (Oct. 31). All deferrals must be done manually by each employer account.

Please remember that deferral is not a requirement and that Unemployment Health Insurance and Workforce Training Fund contributions cannot be deferred.