

How to Request or Renew a PFML Employer Exemption

This process will be in place starting July 1, 2026.

Any request submitted June 30, 2026, or prior will continue to be processed in MassTaxConnect. Requests submitted July 1, 2026, or beyond must be submitted in the PFML Employer Portal as described below.

Step 1: Visit the PFML employer portal

[Create an account or log in to your existing employer account.](#)

Step 2: Find your organization

From the Welcome page, go to the “Organizations” tab. If you are new to the PFML employer portal, you may need to [use your MassTaxConnect PFML account ID to verify your organization](#). You can [fill out this form for assistance if you have trouble verifying your organization](#) within the PFML employer portal.

Step 3: Manage exemptions

Navigate to the “Exemptions” tab. If the EIN associated with your organization has a history of PFML exemptions, this tab will show past approved exemptions, including coverage type and effective dates.

Step 4: Start a request for a new exemption or renewal of an existing exemption

In the “Exemptions” screen, select the “start new request” button. You will be taken to an acknowledgment page. Then you can begin your request. You will be asked for the following information:

- ✓ **Contact Information:** your name, title, phone number, and email. Also, the contact info for your third-party administrator, if applicable.
- ✓ **Organization information:** including workforce size.
- ✓ **Plan information:** coverage type and effective dates.
- ✓ **Supporting documents:** upload proof of paid leave benefits plus:
 - A completed Confirmation of Insurance (COI) form for fully insured plans, or
 - A Surety Bond form and Self-Insured Insurance Declaration for self-insured plans.

Step 5: Review and Submit

After submission you will receive an email with updates on your request.

Prefer a video tutorial?

[Watch a walk-through of the exemption request process.](#)

Additional information about PFML exemption requests

What do I do if I need to renew my PFML exemption that is effective July 1, 2026?

If you need to request an exemption renewal before June 30, 2026, please follow the existing process that is in place through MassTaxConnect. If you need to submit a retroactive request for an exemption that is effective July 1, 2026, please submit your request in the PFML Employer Portal.

What if I manage multiple organizations?

You can add multiple EINs to one account. All EINs that you are verified for will be shown in your organizations tab.

Can multiple staff members access the portal?

Yes, multiple people can access the same organization in the portal but each individual should have their own log-in. To add members, click on the business name and find the “add leave administrator” link.

Can insurance carriers submit exemptions?

No, only employers can submit exemption requests.

Do insurance carriers need to make any changes to accommodate this new process?

No, insurance carriers need to continue to support employers by completing the Massachusetts Paid Family and Medical Leave Confirmation of Insurance form.

Who do I contact if I need assistance with an exemption that was filed prior to July 1, 2026?

If you require assistance with an exemption request or renewal filed prior to July 1, 2026, please contact MassTaxConnect.

Is anything changing with private PFML plan data reporting?

No, the [Employer Private Plan Reporting Obligations](#) remain the same. As in previous years, private plan insurance carriers for fully insured plans may submit aggregated data that includes multiple employers in a single report. All employers with an approved exemption during any portion of the reporting period must submit reporting for the 2026 fiscal year, which spans July 1, 2025, to June 30, 2026. The submission form will open on July 1, 2026. Requested information must be provided by August 31, 2026.