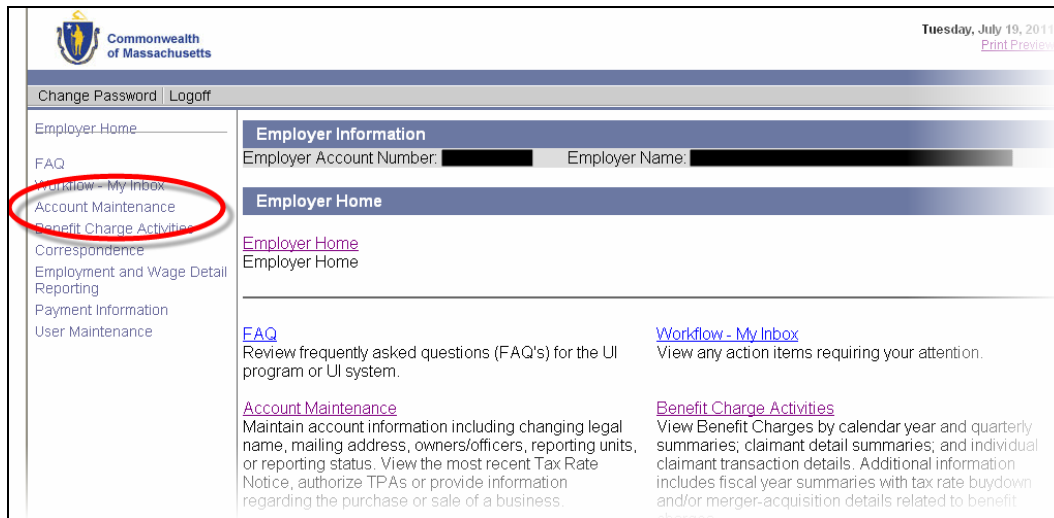# ABOUT ACCOUNT MAINTENANCE

Introduction	This section describes how to use the functions available from the Account Maintenance page. Functions include: • View Employer Account Profile • Address Information • Employer Appeals • Maintain Employer Name • Maintain Owners/Officers • Maintain Employer Reporting Units • Provide Information on the Purchase or Sale of a Business • Suspend Employer Account • Revive Employer Account (for Suspended Accounts) • View Rate Notice • Voluntary Contribution • Third Party Administrator (TPA) Authorization • Change Method of Payment (for Governmental and Non-Profit Organizations)

NAVIGATING TO ACCOUNT MAINTENANCE

To navigate to Account Maintenance, perform the following steps:

1. Log in to QUEST. Click the **Account Maintenance** link in the left pane (the link also appears on the main pane of the Employer Home page).

2. The **Account Maintenance** page appears. Available account maintenance functions are listed in links in the left pane as well as the main pane. The main pane also displays explanations of the functions. Click a link to access a function.