

ABOUT ACCOUNT MAINTENANCE

Introduction

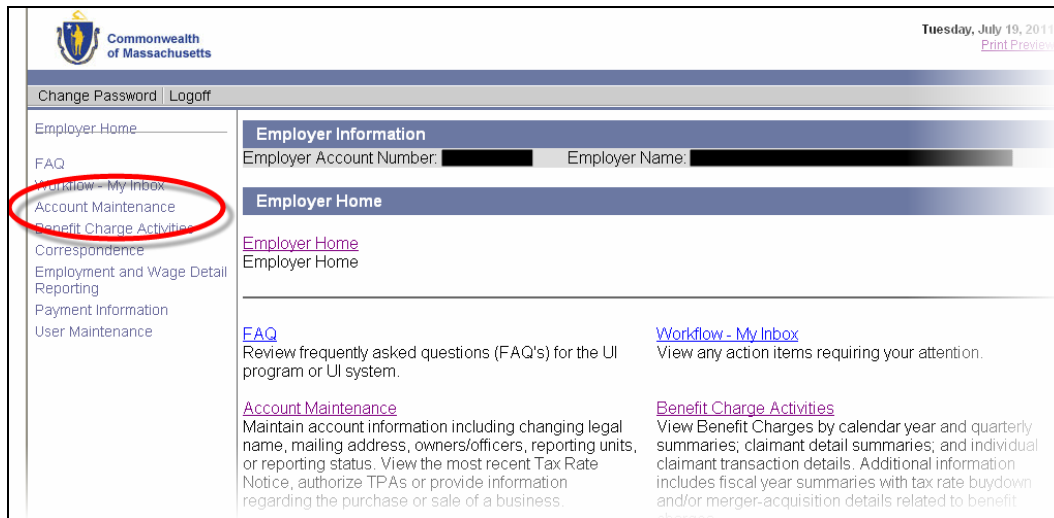
This section describes how to use the functions available from the Account Maintenance page. Functions include:

- 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).



- 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.


Commonwealth of Massachusetts
Tuesday, August 09, 2011 [Print Preview](#)

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Account Maintenance

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Employer Information

Employer Account Number: ████████ Employer Name: ████████

Account Maintenance

<p>View Employer Account Profile View summary profile and history information related to the Employer Account.</p> <p>Employer Appeals Appeal a determination regarding your Employer Account.</p> <p>Maintain Owners/Officers View, Add, or Update Owner/Officer information for the Employer Account</p> <p>Provide Information on the Purchase or Sale of a Business Provide information on the sale or acquisition of a business, or on a change of legal entity or business reorganization.</p> <p>Voluntary Contribution Submit a voluntary contribution payment to buy down the experience rate of the Employer.</p>	<p>Address Information View or Update address types. Maintain phone numbers and e-mail addresses.</p> <p>Maintain Employer Name Provide information regarding a change to the legal name of the business entity or change the Doing Business As (DBA) name of the business entity.</p> <p>Maintain Employer Reporting Units Create and update Employer reporting units</p> <p>View Rate Notice View most recent UI rate notice.</p> <p>Third Party Administrator (TPA) Authorization Create new or update existing TPA authorizations to access Employer account information.</p>
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