



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

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***New TPA Roles for Employer Medical Assistance Contribution  
Supplement: Action may be Required***

For those employers that will be responsible for paying the Employer Medical Assistance Contribution Supplement, the Q1 due date will align with the due date of unemployment insurance contributions **April 30, 2018**. You may begin submitting your wage filings for Q1 2018 as of April 1, 2018. The submission and payment process has not changed. However, your payment statement will now include a line item for EMAC Supplement balance if you are an employer with more than five employees in Massachusetts, whose non-disabled employees obtain health insurance either from MassHealth (excluding the premium assistance program) or subsidized coverage through the Massachusetts ConnectorCare program. The Supplement only applies if the non-disabled employee was enrolled in Mass Health (excluding the premium assistance program) or subsidized coverage through the Massachusetts ConnectorCare program for more than eight weeks during the quarter. The contribution is 5% of annual wages for each non-disabled employee, up to the annual wage cap of \$15,000, for a maximum of \$750 per affected employee per year. The contribution does not apply to employees who earn less than \$500 in wages per quarter. The contributions collected will help offset the Commonwealth's cost of providing health insurance to your employees. This supplemental contribution only applies to those employees on state-subsidized coverage.

Submissions and payments may be done as separate transactions. It may be in your best interest to submit wages early in order to determine if you have an EMAC Supplement balance.

Third-Party Administrators (TPAs) who are currently assigned the payment role will be able to view the employer's total liability, including the EMAC Supplement. TPAs will also be able to see which employees triggered the Supplement, **but only if they are assigned one of the new TPA roles**. Effective immediately employers will be able to assign one of the following roles:

- EMAC Supplement View Only (view employee level detail, but can't appeal)
- EMAC Supplement Appeal Submission (view and appeal employee level detail)

To assign your TPA to one of these new roles, you must access your employer account and then go to:

## 1. Employer Home

Change Password | Logoff

**Employer Home** | [Change Employer](#) | [Leave Employer](#)

Employer Account Number: [redacted]      Employer Name: [redacted]

FEIN: [redacted]      Subjectivity Date: 1/1/1978  
Current UI Contribution Rate: **Not Available\***      UI Rated Year: **Not Available**  
EMAC/UH Rate: **Not Applicable**      WTF Rate: **Not Applicable**  
USA Surcharge Rate: **Not Available**      Business Type: **Local**  
Status: **Active**

\* Access Additional Rate Information in Employer Account Profile accessible in Account Maintenance menu.  
[Click Here](#) to view information about **WorkShare Program**.

**!** We have made improvements to the employer experience! [Click here](#) to view them! ✕

**Employer Home**

[Employer Home](#)  
Employer Home

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[FAQ](#)  
Review frequently asked questions (FAQ's) for the UI program or UI system.

[Employer Inbox](#)  
View and maintain your inbox.

[Determination and Issue Summary](#)  
View determinations associated with your account.

[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.

## 2. Account Maintenance

Change Password | Logoff

Employer Home | [Change Employer](#) | [Leave Employer](#)

Employer Account Number: [redacted]      Employer Name: [redacted]

FEIN: [redacted]      Subjectivity Date: 1/1/1978  
Current UI Contribution Rate: **Not Available\***      UI Rated Year: **Not Available**  
EMAC/UH Rate: **Not Applicable**      WTF Rate: **Not Applicable**  
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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.



### 3. Third-Party Administrator Authorization

<p>Employer Home</p> <p>FAQ</p> <p>Employer Inbox</p> <p>Determination and Issue Summary</p> <p>Account Maintenance</p> <ul style="list-style-type: none"> <li>View Employer Account Profile</li> <li>Address Information</li> <li>Create FSC Appeal</li> <li>Change Method of Payment</li> <li>Experience Transfer History</li> <li>Maintain Employer Name</li> <li>Maintain NAICS</li> <li>Maintain Owners/Officers</li> <li>Maintain Employer Reporting Units</li> <li>Provide Information on the Purchase or Sale of a Business</li> <li>Re-Determine Liability</li> <li>Request Workshare Benefits</li> <li>Request Worker Status Determination</li> <li>UI/EMAC/UHI Contribution Rate Maintenance</li> <li>Suspend Employer Account</li> <li>View Rate Notice</li> <li>Voluntary Contribution</li> <li>Third Party Administrator (TPA) Authorization</li> <li>View Employer Name Change History</li> </ul> <p>Benefit Charge Activities</p> <p>Collections</p> <p>Correspondence</p> <p>Employment and Wage Detail Reporting</p> <p>History</p> <p>Payment Information</p>	<p><b>Employer Information</b></p> <p>Employer Account Number: <input type="text"/> Employer Name: <input type="text"/></p> <p><a href="#">Change Employer</a> <a href="#">Leave Employer</a></p>
	<p><b>Account Maintenance</b></p> <p><a href="#">View Employer Account Profile</a> View summary profile and history information related to the Employer Account.</p> <p><a href="#">Create FSC Appeal</a> Create a new FSC Appeal.</p> <p><a href="#">Experience Transfer History</a> Allows staff to view previously completed experience transfers and to reverse a completed experience transfer</p> <p><a href="#">Maintain NAICS</a> Update the NAICS code for an Employer Account.</p> <p><a href="#">Maintain Employer Reporting Units</a> Create and update Employer reporting units</p> <p><a href="#">Re-Determine Liability</a> Update subjectivity date, liable quarter, business type, EMAC/UHI exempt status, or determine an employer not liable.</p> <p><a href="#">Request Worker Status Determination</a> Request an employer/employee relationship determination.</p> <p><a href="#">Suspend Employer Account</a> Suspend an Employer Account.</p> <p><a href="#">Voluntary Contribution</a> Submit a voluntary contribution payment of the Employer.</p>



### 4. Search the TPA.

<p>Employer Home</p> <p>FAQ</p> <p>Employer Inbox</p> <p>Determination and Issue Summary</p> <p>Account Maintenance</p> <ul style="list-style-type: none"> <li>View Employer Account Profile</li> <li>Address Information</li> <li>Create FSC Appeal</li> <li>Change Method of Payment</li> <li>Experience Transfer History</li> <li>Maintain Employer Name</li> <li>Maintain NAICS</li> <li>Maintain Owners/Officers</li> <li>Maintain Employer Reporting Units</li> <li>Provide Information on the Purchase or Sale of a Business</li> <li>Re-Determine Liability</li> <li>Request Workshare Benefits</li> <li>Request Worker Status Determination</li> <li>UI/EMAC/UHI Contribution Rate Maintenance</li> <li>Suspend Employer Account</li> <li>View Rate Notice</li> <li>Voluntary Contribution</li> <li>Third Party Administrator (TPA) Authorization</li> </ul>	<p><b>Employer Information</b></p> <p>Employer Account Number: <input type="text"/> Employer Name: <input type="text"/></p> <p><a href="#">Change Employer</a> <a href="#">Leave Employer</a></p>
	<p><b>Third Party Administrator (TPA) Authorization</b></p> <p>Using either the TPA Name or TPA ID you may search for an existing Third Party Administrator that was previously assigned to your account.</p> <p>To see all TPAs associated with your account press Search without entering any search criteria.</p> <p>TPA Name: <input type="text"/></p> <p>TPA ID: <input type="text"/></p> <p>Role: All <input type="text"/></p> <p><a href="#">Search</a> <a href="#">Reset</a></p> <p>Select Link for Role Definitions</p> <p>Select 'New' to assign a new TPA to your account. In order to assign a new TPA to your account, you must have their TPA ID (contact your TPA to get this information).</p> <p><a href="#">Home</a> <a href="#">New</a></p>

5. Select the TPA from the list.

Employer Home

FAQ  
Employer Inbox  
Determination and Issue Summary  
Account Maintenance  
• View Employer Account Profile  
• Address Information  
• Create FSC Appeal  
• Change Method of Payment  
• Experience Transfer History  
• Maintain Employer Name  
• Maintain NAICS  
• Maintain Owners/Officers  
• Maintain Employer Reporting Units  
• Provide information on the Purchase or Sale of a Business  
• Re-Determine Liability  
• Request Workshare Benefits  
• Request Worker Status Determination  
• UEMAC/UH Contribution Rate Maintenance  
• Suspend Employer Account  
• View Rate Notice  
• Voluntary Contribution  
• Third Party Administrator (TPA) Authorization

**Employer Information** [Change Employer](#) [Leave Employer](#)  
Employer Account Number:  Employer Name:

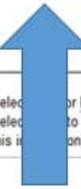
**Third Party Administrator (TPA) Authorization**  
Using either the TPA Name or TPA ID you may search for an existing Third Party Administrator that was previously assigned to your account.  
To see all TPAs associated with your account press Search without entering any search criteria.

TPA Name:   
TPA ID:   
Role: All

**Results**  
To update a TPA's role or to remove a TPA from your account, select the TPA from the list below.

TPA ID	TPA Name	TPA Services Begin Date	TPA Services End Date	Role(s)

Select for Role Definitions  
Select to assign a new TPA to your account. In order to assign a new TPA to your account, you must have their TPA ID (contact your TPA to get this information).



6. Third Party Administrator Details-Click modify

Employer Home

FAQ  
Employer Inbox  
Determination and Issue Summary  
Account Maintenance  
• View Employer Account Profile  
• Address Information  
• Create FSC Appeal  
• Change Method of Payment  
• Experience Transfer History  
• Maintain Employer Name  
• Maintain NAICS  
• Maintain Owners/Officers  
• Maintain Employer Reporting Units  
• Provide information on the Purchase or Sale of a Business  
• Re-Determine Liability  
• Request Workshare Benefits  
• Request Worker Status Determination  
• UEMAC/UH Contribution Rate Maintenance  
• Suspend Employer Account  
• View Rate Notice  
• Voluntary Contribution  
• Third Party Administrator (TPA) Authorization  
• View Employer Name Change History  
Benefit Charge Activities  
Collections

**Employer Information** [Change Employer](#) [Leave Employer](#)  
Employer Account Number:  Employer Name:

**Third Party Administrator (TPA) Details**  
To assign and un-assign TPA roles or to remove the TPA from your account select the 'Modify' button.

TPA ID:   
TPA Name:   
Address:   
TPA Service Begin Date:   
TPA Service End Date:

**Assigned Roles**  
To assign and un-assign TPA roles to individual reporting units select the Assigned Units link in the Modify column. This will open the window where you can assign roles by business unit.

The system will, as default, assign a TPA role to all individual reporting units unless you change the roles assigned to each unit.

Role	Reporting Unit Number	Reporting Unit Name	Modify
Account Maintenance Update and Submit	No units are assigned		
Benefit Charges Protest Submission	No units are assigned		
Employment and Wage Detail View Only	0000		
Payments View Only	No units are assigned		
Wage and Separation Mailing	No units are assigned		

7. Select appropriate roles and save.

**Employer Account Number:** \_\_\_\_\_ **Employer Name:** \_\_\_\_\_

**Third Party Administrator (TPA) Information**

**TPA ID:** \_\_\_\_\_ **TPA Name:** \_\_\_\_\_

**TPA Details**

Enter the date that this TPA will begin performing services for your organization. Enter the date that this TPA will cease performing services for your organization. If you choose not to enter an end date, the TPA will be authorized to perform services on your account indefinitely.

Using the check boxes in the 'Add' and 'Remove' columns, assign the TPA to the role(s) you would like them to perform.

**TPA Services Begin Date:** 4/22/2015 (mm/dd/yyyy)

**TPA Services End Date:** (mm/dd/yyyy)

**Assigned Roles**

To assign and unassign TPA roles to individual reporting units select the Assigned Units link in the Modify column. This will open the window where you can assign roles by business unit.

The system will, as a default, assign a TPA role to all reporting units unless you change the units assigned to each role.

Click the checkboxes in the 'Remove' column to un-assign this role to the selected TPA.

Remove	Role	Modify
<input type="checkbox"/>	Account Maintenance Update and Submit	
<input type="checkbox"/>	Benefit Charges Proposal Submission	
<input type="checkbox"/>	Payments View Only	
<input type="checkbox"/>	Employment and Wage Detail View Only	<a href="#">Assigned Units</a>
<input type="checkbox"/>	Wage and Separation Mailing	

**Unassigned Roles**

Select the checkbox in the Add column to assign this role to the selected TPA, then press "Save". If you press "Previous", or do not press "Save" after checking your selection, role assignment selections will be lost.

Note that all Roles not assigned to TPAs can only be performed by the employer.

Add	Role
<input type="checkbox"/>	Account Maintenance View Only
<input type="checkbox"/>	Benefit Charges View Only
<input type="checkbox"/>	Payments Update and Submit
<input type="checkbox"/>	Employment and Wage Detail Update and Submit
<input type="checkbox"/>	EMAC Supplement Appeal Submission
<input type="checkbox"/>	EMAC Supplement View Only

**Save**

**Third Party Administrators, please remember to assign these roles to your staff.**

### Frequently Asked Questions

**1. Q: Where do I find my EMAC Supplement liability?**

**A:** After your quarterly wages are submitted, the EMAC Supplement Liability will be generated on your payment statement.

**2. Q: How can I find out which of my employees are on MassHealth or receive subsidized coverage through the Massachusetts ConnectorCare program?**

**A:** Once you click into your determinations and issues summary in UI Online you can select EMAC Supplement Liability Determination, then select view EMAC Supplement details, you will get a list of employees for which you've incurred liability

**3. Q: What if I disagree with the employees listed on the EMAC Supplement Details?**

**A:** You can file an appeal within 10 days using one of the two methods below.

1. Complete the Request For Hearing Form which is attached to the determination
2. Request a hearing through UI Online under the Determinations and Issues summary.

**4. Q: Do I have to pay the EMAC Supplement separately?**

**A:** You can make one payment for the total balance due, including the EMAC Supplement. The payment will be applied to UI Charges and other UI Related charges first and whatever remains will be applied to the EMAC Supplement.

For all other questions, please email [EMACQuestions@MassMail.State.MA.US](mailto:EMACQuestions@MassMail.State.MA.US).