# How To Assign a TPA to MyUI Employer+

Colorado Employers using a TPA to conduct any UI activities on their behalf will be required to assign the TPA to their online employer account. **Note that your TPA cannot complete the association process for you**, only employers can assign a TPA to an employer account.

To complete the steps below you will need the TPA ID, provided by the TPA, for any TPA you are trying to assign to your employer account. You will need to designate the roles and permissions for your account that your TPA will need to manage on your behalf. Only one TPA can be assigned to a specific role on your account at a time.

Step 1: Login to MyUI Employer+ to assign a TPA to your employer account.

Step 2: Access TPA Authorization page.

- From the employer homepage, click the "Account Maintenance'' dropdown tab in the left menu.
- Click the "Third Party Administrator (TPA) authorization" link.
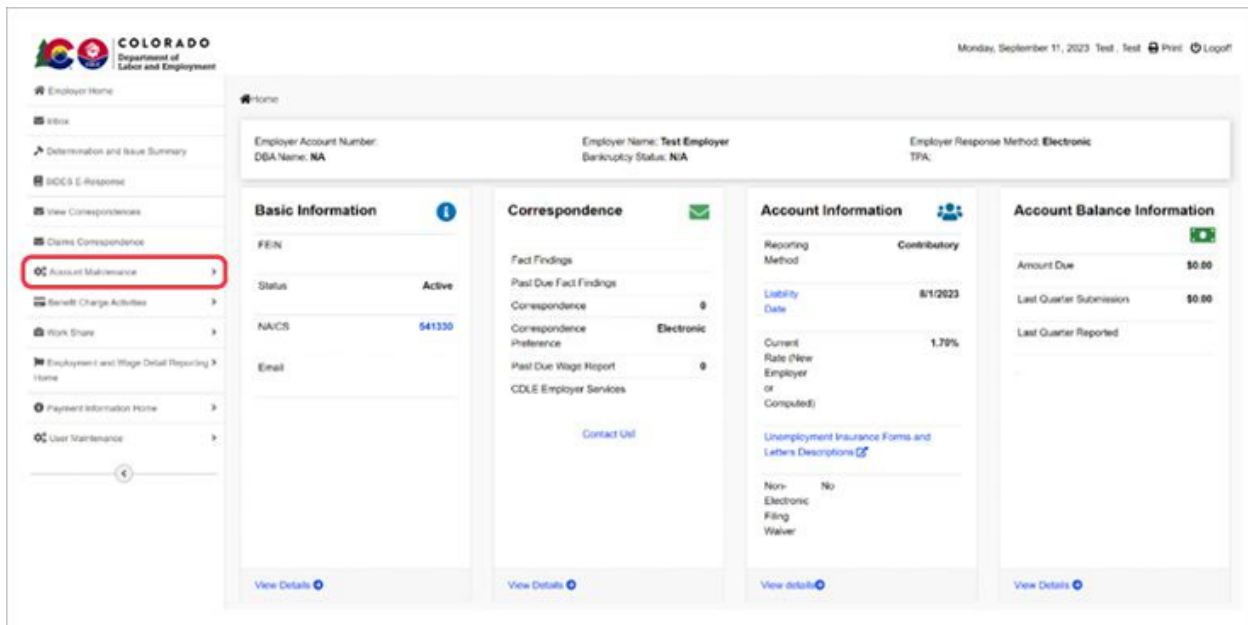
Step 3: Enter the TPA ID number.
- Click the "New" button at the bottom of the page.
- Enter the TPA ID number in the "Assign Third Party Administrator" screen.
  - **Namely's TPA ID: 500003348**
- Click "Next".

Step 4: Enter TPA relationship information.
- Enter the date your TPA will begin servicing your account.
  - Start dates must be at the beginning of a calendar quarter (January, April, July, or October). End dates are not required.

Step 5: Assign TPA roles to your account.
- In the "Un-Assigned Roles" section of the page, select the boxes in the "Add" column next to each roll you would like to assign to your TPA.
  - TPAs may be assigned any combination of roles.
  - Select the "Assign all Edit/Submit roles" option to assign your TPA all roles and permissions. This setting will give your TPA full access to your account.

Step 6: Save TPA relationship and roles to your account.
- Click "Save" to assign the TPA with selected roles to your employer account.
- Once a TPA is assigned to an employer account they will be able to access and manage your account immediately.
- Click "Modify" to assign and un-assign TPA roles, or to remove the TPA from your employer account.

Step 7: Search for existing TPA relationships.
- From the employer homepage, click the "Account Maintenance'' dropdown tab in the left menu.
- Click the "Third Party Administrator (TPA) authorization" link.
- Click the "Search" button on the Third Party Administrator (TPA) Authorization screen to see a list of TPAs assigned to your account.
  - You can also search existing TPA relationships by TPA name, TPA ID, or assigned roles.