

How To Assign a TPA to MyUI Employer+

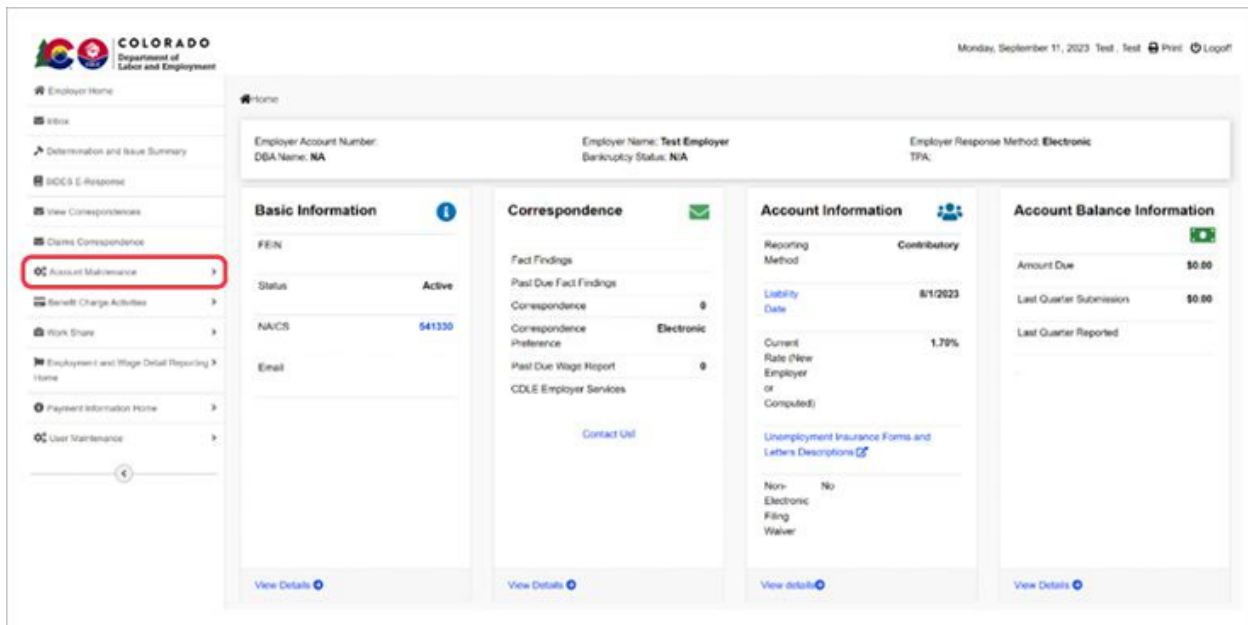
Colorado Employers using a TPA to conduct any UI activities on their behalf will be required to assign the TPA to their online employer account. **Note that your TPA cannot complete the association process for you**, only employers can assign a TPA to an employer account.

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.

Home > Account Maintenance > Third Party Administrator (TPA) Authorization

Employer Account Number: DBA Name: NA Employer Name: Test Employer Employer Response Method: Electronic
 Bankruptcy Status: N/A TPA:

Third Party Administrator (TPA) Information

TPA ID: TPA Name: TestTPA SIDES TPA:

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 or until you choose to remove the TPA's role.

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

The TPA Services Begin Date must be the start of a calendar quarter. Such as January 1st, April 1st, July 1st or October 1st.

The TPA Services End Date must be the end of a calendar quarter. Such as March 31st, June 30th, September 30th, December 31st.

TPA Services Begin Date: *

TPA Services End Date:

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.

Un-Assigned 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"/>	Edit Account Maintenance
<input type="checkbox"/>	View Account Maintenance
<input type="checkbox"/>	Edit Benefit Charges
<input type="checkbox"/>	View Benefit Charges
<input type="checkbox"/>	Edit Claims Form Making
<input type="checkbox"/>	Edit Employment and Wage Details
<input type="checkbox"/>	View Employment and Wage Detail
<input type="checkbox"/>	View Rate Notice and Voluntary Contribution
<input type="checkbox"/>	Edit Tax Payments Update and Submit
<input type="checkbox"/>	View Tax Payments Update and Submit
<input type="checkbox"/>	Assign all Edit/Submit Roles
<input type="checkbox"/>	Edit Workshare
<input type="checkbox"/>	View Claims Form Making

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.

Home > Account Maintenance > Third Party Administrator (TPA) Authorization

Employer Account Number: DBA Name: **NA** Employer Name: **Test Employer** Employer Response Method: **Electronic**
 Bankruptcy Status: **N/A** TPA:

Third Party Administrator (TPA) Information

TPA ID:
 TPA Name: **TestTPA**
 Attention:
 Address Line 1: **100 N Broadway**
 Address Line 2:
 City: **Denver**
 State: **Colorado**
 ZIP/Postal Code: **80203-3917**
 Country: **US**
 TPA Service Begin Date: **7/1/2023**
 TPA Service End Date:

To assign and un-assign TPA roles or to remove the TPA from your account select the 'Modify' button.

[Modify](#)

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.

Home > Account Maintenance > Third Party Administrator (TPA) Authorization

Employer Account Number: DBA Name: **NA** Employer Name: **Test Employer** Employer Response Method: **Electronic**
 Bankruptcy Status: **N/A** TPA:

Third Party Administrator (TPA) Authorization

Select the 'New' button at the bottom of the screen 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).

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 select 'Search' without entering any search criteria.

TPA Name:
 TPA ID:
 Role:

[Search](#) [Reset](#)

Results

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

Showing 1 to 1 of 1 entries

TPA ID	TPA Name	TPA Services Begin Date	TPA Services End Date	Role(s)
	TestTPA	7/1/2023		Edit Account Maintenance Edit Benefit Changes Edit Claims Forms Mailing Edit Employment and Wage Detail Edit Tax Payments Update and Submit Edit Workshare

Select Link for Role Definitions:

[Home](#) [New](#)