Wagepoint

PASUI Third Party Authorization (TPA) Requirement

✓ Assignment of Third Party Authorization is required for PASUI.
✓ Assiging TPA to WAGEPOINT HOLDINGS USA INC must be completed prior to your first QE with WAGEPOINT HOLDINGS USA INC.
✓ Do not assign TPA until your prior processor has completed their applicable QE filing.
   o *3/31 deadline for assigning WAGEPOINT HOLDINGS USA INC Q1 filing rights*
      ▪ *Do not assign prior to 2/1*
   o *6/30 deadline for assigning WAGEPOINT HOLDINGS USA INC Q2 filing rights*
      ▪ *Do not assign prior to 5/1*
   o *9/30 deadline for assigning WAGEPOINT HOLDINGS USA INC Q3 filing rights*
      ▪ *Do not assign prior to 8/1*
   o *12/31 deadline for assigning WAGEPOINT HOLDINGS USA INC Q4 filing rights*
      ▪ *Do not assign prior to 11/1*
✓ Please follow Agency specific role instructions, as applicable to Wagepoint Holdings USA Inc tax filing and payment. Failure to assign applicable roles may result in non-filing and payment of liabilities.
✓ TPA Account ID: **8520841722**
✓ **Assign Roles:**
   o File Quarterly Report and Adjustment
   o Contribution Rate
   o Delinquencies Account Discrepancies

Unemployment Compensation Management System (UCMS) Online Power-of-Attorney (POA) Registration and TPA Role Assignment Instructions for UC Employers
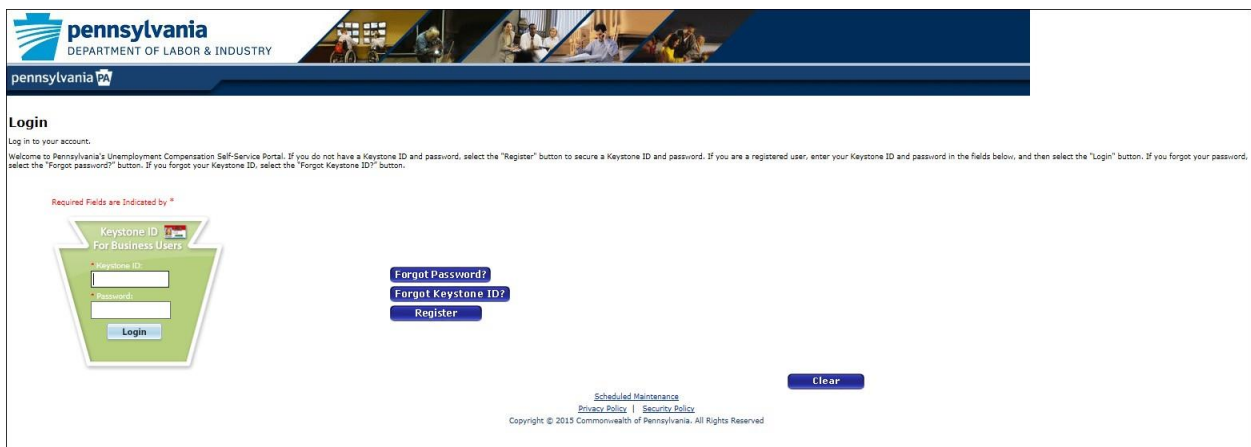
Clients are requested to login to their PAUCMS account and assign the roles indicated on the items below:

When assigning TPA roles please do the following:
1. Select Employer Profile
2. Select Manage Representatives
3. Click on 'Add New Representative' link. He would need to do this 3 times in order to select the roles indicated on #6 bullets.
4. Enter Wagepoint Holdings USA Inc **TPA Account ID: 8520841722**
5. Enter the Effective Date
6. Select the following roles to assign:
   ✓ File Quarterly Report and Adjustment
   ✓ Contribution Rate
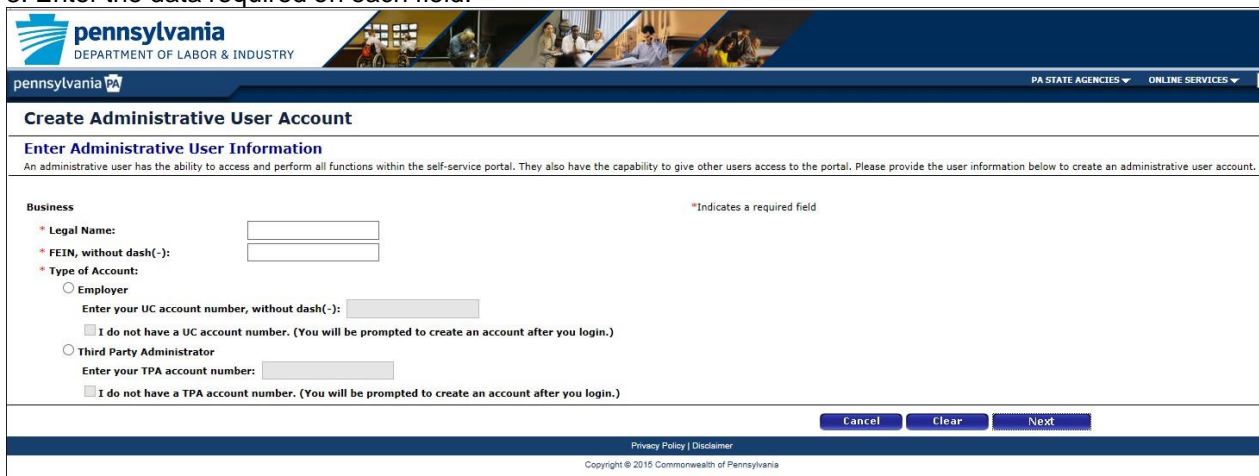   ✓ Delinquencies Account Discrepancies

Part I - UCMS Registration:

1. Go to the public UCMS TPA/Employer portal at www.paucemployers.state.pa.us

2. Click on the **Register Button** on the resulting page.

3. Enter the data required on each field.

4. Read the disclaimer and click the Agree button once done.

Create Administrative User Account

Terms and Conditions

You agree to be bound by the following Terms and Conditions and understand that the terms may be changed at any time, subject to applicable law.

TERMS AND CONDITIONS
EMPLOYER ACCOUNT REGISTRATION, ADMINISTRATIVE USER ID AND PW

In order to register for a user identification (ID) and password to access your organization's Unemployment Compensation (UC) account information on this site, you must agree to the following terms, conditions and certifications on behalf of the employer and yourself. If you agree with the terms, conditions and certifications you will be deemed the administrator of the organization's UC account.

- I agree to conduct transactions with the Department of Labor and Industry (Department) under the Unemployment Compensation Law by electronic means.
- I agree that the laws of the Commonwealth of Pennsylvania will apply to all electronic transactions with the Department.
- I agree that the Department's place of business for purposes of electronic transactions will be deemed to be in Harrisburg, Pennsylvania.
- I agree that my user ID and password will be my electronic signature. When my User ID and password are used to create, generate or send an electronic record or transaction, they will identify that record or transaction as mine.
- I agree that because an electronic record or transaction undertaken with my User ID and password will be attributed to me, I must keep them secure. I will not disclose my User ID and password to another person, and I will not allow another person to gain access to my User ID and password.
- I acknowledge that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.
- I certify that I am authorized by this organization to access this organization's Unemployment Compensation account information and to act as administrator of the account.
- I acknowledge that as account administrator I may designate additional individuals to access this organization's account and conduct electronic transactions on behalf of the organization. I certify that I am authorized by the organization to designate additional users of the account.
- I agree that this organization accepts as its own and is responsible for all representations, misrepresentations, acts and omissions by me as administrator of the organization's account and additional users of the account, if any.
- I acknowledge that false statements made to the Department are punishable pursuant to 18 Pa. C.S.A. §4904 (unsworn falsification to authorities).
- I declare under the penalties of perjury that all information I am providing to acquire a user ID and password for myself are true, correct and complete.
- I acknowledge that the foregoing terms and conditions do not apply to the extent they may be inconsistent with Pennsylvania law.

[Agree]   [Disagree]

5. The next screen will allow you to create your account's administrator.

Create Administrative User Account

Enter Administrative User Information

An administrative user has the ability to access and perform all functions within the self-service portal. They also have the capability to give other users access to the portal. Please provide the user information below to create an administrative user account.

Identification

Field	Value
* First Name:	John
Middle Initial:	
* Last Name:	Doe
Suffix:	
Email:	e@yourorganization.com
Re-Enter Email:	e@yourorganization.com

[Cancel] [Clear] [Next]

6. Create your password and enter the answers to your selected password retrieval hint questions. The next page can be printed for your reference.

Create Administrative User Account

Enter Administrative User Information

An administrative user has the ability to access and perform all functions within the self-service portal. They also have the capability to give other users access to the portal. Please provide the user information below to create an administrative user account.

Account

*Indicates a required field

* Password:	••••••••
* Re-enter Password:	••••••••
* Password Hint Question One:	What is your favorite quotation
* Password Hint Answer One:	none1
* Password Hint Question Two:	What is your favorite movie
* Password Hint Answer Two:	none2
* Password Hint Question Three:	Who is your favorite musical artist
* Password Hint Answer Three:	none3

The password must meet the following criteria:

1. Minimum of 8 characters.
2. Must contain characters from at least three of the following four categories:
   1. UPPERCASE letters.
   2. lowercase letters.
   3. numbers.
   4. non-alphanumeric characters.(!<@#$, etc.)
3. May not contain any part of the user's full name.
4. May not be changed more than once every two days.

Please record your password. You will need it to login to access UCMS.

Please note: Passwords must be reset every 120 days.

Cancel   Clear   Next

7. The next screen provides you with your UCMS generated user name (b-). This is also referred to as your Keystone ID. Print this page. You may want to write your password and hint question answers before printing. From this point, click the Login button to move forward with adding TPA for WAGEPOINT HOLDINGS USA INC.

Create Administrative User Account

Administrative User Account Created

Your administrative user account has been created. Your User ID is provided below. Select the option to login to access the system.

User ID: **b-jhdoe**

Please record your User ID. You will need it to login to access UCMS.

Print   Login

Part II - TPA Role Assignment:

1. Enter your Keystone ID and password and click Login.
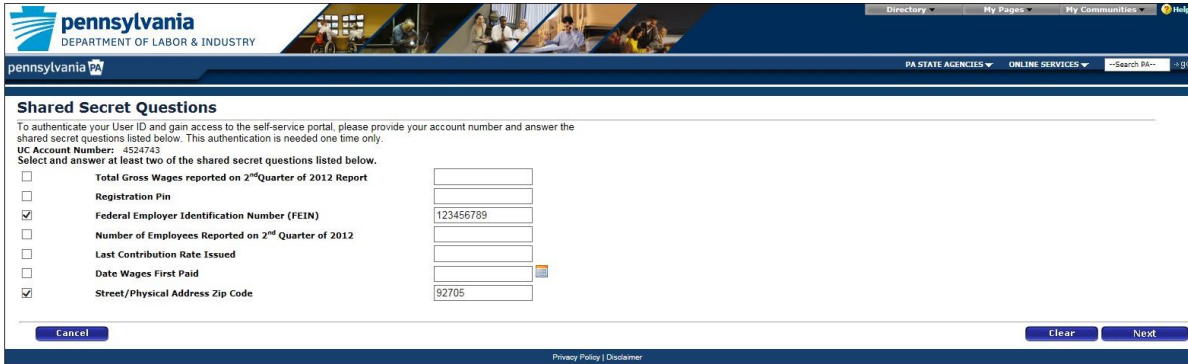
2. On the Welcome page, select the Employer Profile menu on the left-hand side of the screen.

3. The next screen is the user verification page. Select two questions on this screen to answer and fill in the correct information. Click next when you are done.
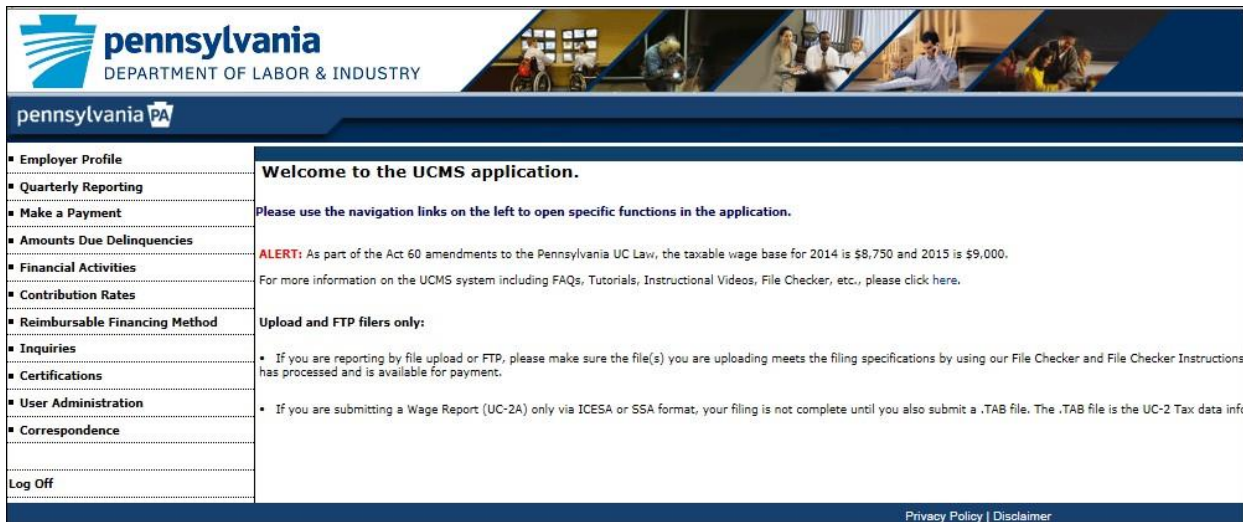

4. The final screen is your new UCMS account home page. Select the Employer Profile menu on the left hand side of the screen.

5. On the Employer Profile page, select Manage Representative.

6. Click on the Add New Representative link. Enter WAGEPOINT HOLDINGS USA INC's TPA ID: **8520841722**, enter the service start date, and select one of the services that you allow WAGEPOINT HOLDINGS USA INC to perform on your behalf. You will need to repeat the process of adding a new representative for all of the service functions that will be assigned to WAGEPOINT HOLDINGS USA INC. Below are the service functions that are necessary for WAGEPOINT HOLDINGS USA INC to service your account:

- Filing Quarterly Reports and Adjustments (required)
- Contribution Rates (optional)
- Delinquencies Account Discrepancies (optional)