



PASUI Third Party Authorization (TPA) Requirement

- ✓ Assignment of Third Party Authorization is required for PASUI.
- ✓ Assigning 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.
 - *3/31 deadline for assigning WAGEPOINT HOLDINGS USA INC Q1 filing rights*
 - *Do not assign prior to 2/1*
 - *6/30 deadline for assigning WAGEPOINT HOLDINGS USA INC Q2 filing rights*
 - *Do not assign prior to 5/1*
 - *9/30 deadline for assigning WAGEPOINT HOLDINGS USA INC Q3 filing rights*
 - *Do not assign prior to 8/1*
 - *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:**
 - File Quarterly Report and Adjustment
 - Contribution Rate
 - Delinquencies Account Discrepancies

Unemployment Compensation Management System (UCMS) Online Power-of-Attorney (POA) Registration and TPA Role Assignment Instructions for UC Employers

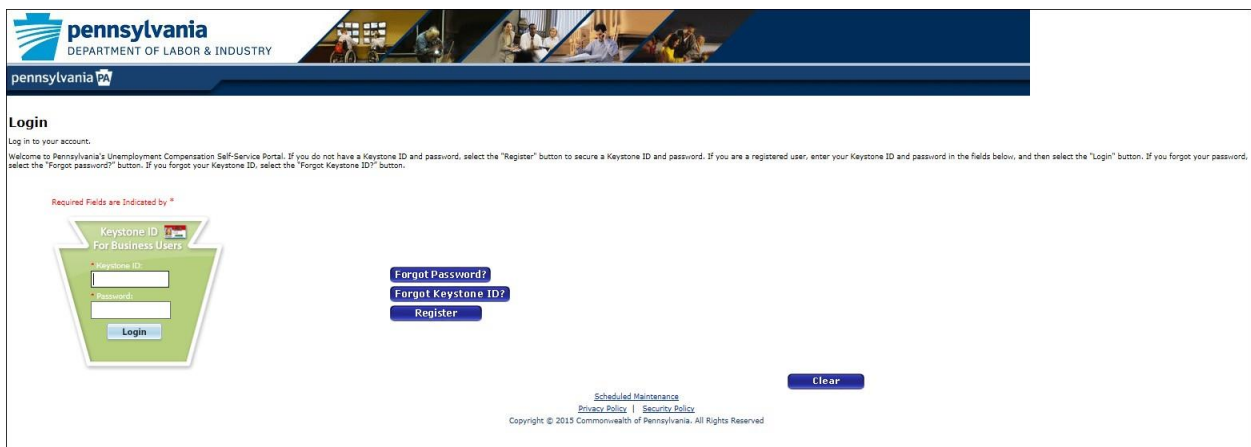
Clients are requested to login to their PAUCMS account and assign the roles indicated on the items below:

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

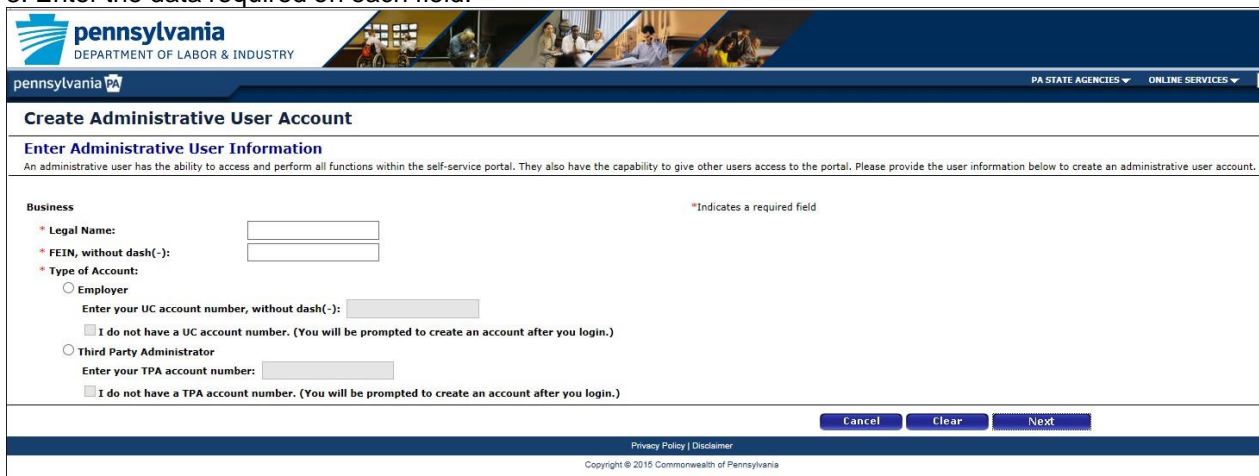
Part I - UCMS Registration:

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.



The screenshot shows the login page for the Pennsylvania Department of Labor & Industry. The page features the state logo and navigation links. The main heading is "Login". Below it, there is a "Keystone ID For Business Users" section with input fields for "Keystone ID:" and "password:". To the right of these fields are buttons for "Forgot Password?", "Forgot Keystone ID?", and "Register". A "Login" button is located below the input fields. At the bottom right, there is a "Clear" button. The footer contains links for "Scheduled Maintenance", "Privacy Policy", and "Security Policy", along with a copyright notice for 2015 Commonwealth of Pennsylvania.

3. Enter the data required on each field.



The screenshot shows the "Create Administrative User Account" page. The heading is "Create Administrative User Account" with a sub-heading "Enter Administrative User Information". Below this, there is a paragraph explaining that an administrative user can access and perform all functions within the self-service portal. The form is titled "Business" and includes the following fields and options:

- * Legal Name: [input field]
- * FEIN, without dash(-): [input field]
- * Type of Account:
 - Employer
 - Enter your UC account number, without dash(-): [input field]
 - I do not have a UC account number. (You will be prompted to create an account after you login.)
 - Third Party Administrator
 - Enter your TPA account number: [input field]
 - I do not have a TPA account number. (You will be prompted to create an account after you login.)

At the bottom right, there are buttons for "Cancel", "Clear", and "Next". The footer contains a "Privacy Policy | Disclaimer" link and a copyright notice for 2015 Commonwealth of Pennsylvania.



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.

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

• **First Name:**

• **Middle Initial:**

• **Last Name:**

• **Suffix:**

• **Email:**

• **Re-Enter Email:**

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:	<input type="password" value="*****"/>	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.
* Re-enter Password:	<input type="password" value="*****"/>	
* Password Hint Question One:	What is your favorite quotation <input type="text" value="none1"/>	
* Password Hint Answer One:	<input type="text" value="none1"/>	
* Password Hint Question Two:	What is your favorite movie <input type="text" value="none2"/>	
* Password Hint Answer Two:	<input type="text" value="none2"/>	
* Password Hint Question Three:	Who is your favorite musical artist <input type="text" value="none3"/>	
* Password Hint Answer Three:	<input type="text" value="none3"/>	

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.

Part II - TPA Role Assignment:

1. Enter your Keystone ID and password and click Login.



Required Fields are Indicated by *

Keystone ID For Business Users

* Keystone ID:

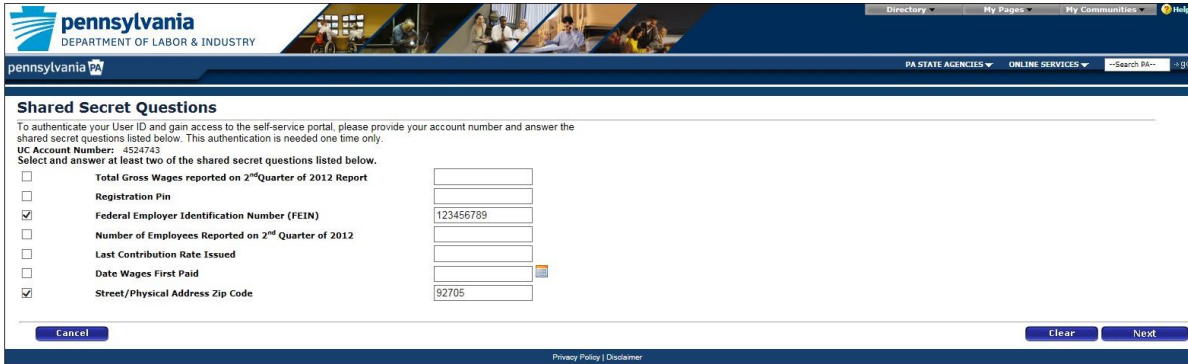
* Password:

Login

2. On the Welcome page, select the Employer Profile menu on the left-hand side of the screen.

pennsylvania PA		PA STATE AGENCIES
<ul style="list-style-type: none"> Employer Profile Quarterly Reporting Make a Payment Amounts Due Delinquencies Financial Activities Contribution Rates Reimbursable Financing Method Inquiries Certifications User Administration Correspondence Log Off 	<p>Welcome to the UCMS application.</p> <p>Please use the navigation links on the left to open specific functions in the application.</p> <p>ALERT: As part of the Act 60 amendments to the Pennsylvania UC Law, the taxable wage base for 2014 is \$8,750 and 2015 is \$9,000.</p> <p>For more information on the UCMS system including FAQs, Tutorials, Instructional Videos, File Checker, etc., please click here.</p> <p>Upload and FTP filers only:</p> <ul style="list-style-type: none"> • If you are reporting by file upload or FTP, please make sure the file(s) you are uploading meets the filing specifications by using our File Checker and File Checker Instructions. Once you have confirmation that your file is correct and has been up has processed and is available for payment. • If you are submitting a Wage Report (UC-2A) only via ICESA or SSA format, your filing is not complete until you also submit a .TAB file. The .TAB file is the UC-2 Tax data information only. Click for UC-2 file specifications. 	

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.



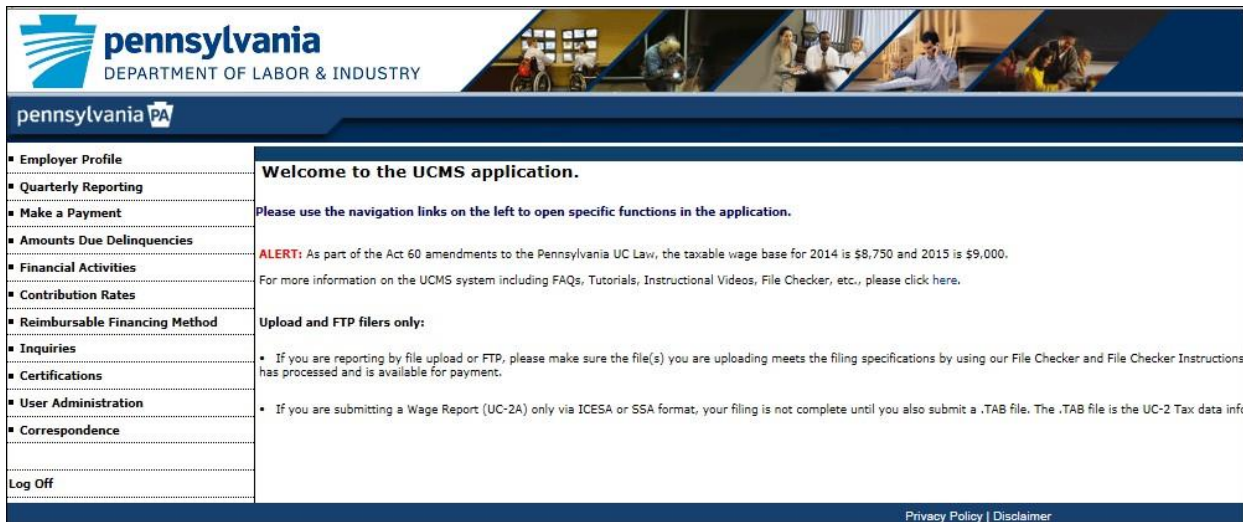
Shared Secret Questions

To authenticate your User ID and gain access to the self-service portal, please provide your account number and answer the shared secret questions listed below. This authentication is needed one time only.
 UC Account Number: 4524743
 Select and answer at least two of the shared secret questions listed below.

<input type="checkbox"/>	Total Gross Wages reported on 2 nd Quarter of 2012 Report	<input type="text"/>
<input type="checkbox"/>	Registration Pin	<input type="text"/>
<input checked="" type="checkbox"/>	Federal Employer Identification Number (FEIN)	123456789
<input type="checkbox"/>	Number of Employees Reported on 2 nd Quarter of 2012	<input type="text"/>
<input type="checkbox"/>	Last Contribution Rate Issued	<input type="text"/>
<input type="checkbox"/>	Date Wages First Paid	<input type="text"/>
<input checked="" type="checkbox"/>	Street/Physical Address Zip Code	92705

Privacy Policy | Disclaimer

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



Employer Profile

- Employer Profile
- Quarterly Reporting
- Make a Payment
- Amounts Due Delinquencies
- Financial Activities
- Contribution Rates
- Reimbursable Financing Method
- Inquiries
- Certifications
- User Administration
- Correspondence
- Log Off

Welcome to the UCMS application.

Please use the navigation links on the left to open specific functions in the application.

ALERT: As part of the Act 60 amendments to the Pennsylvania UC Law, the taxable wage base for 2014 is \$8,750 and 2015 is \$9,000.

For more information on the UCMS system including FAQs, Tutorials, Instructional Videos, File Checker, etc., please click here.

Upload and FTP filers only:

- If you are reporting by file upload or FTP, please make sure the file(s) you are uploading meets the filing specifications by using our File Checker and File Checker Instructions has processed and is available for payment.
- If you are submitting a Wage Report (UC-2A) only via ICESA or SSA format, your filing is not complete until you also submit a .TAB file. The .TAB file is the UC-2 Tax data info

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

- Employer Profile
- Profile Maintenance
- Organization
- Establishments
- Manage Representatives

PROFILE MAINTENANCE

Employer Name : Your Company Status : Active
 Employer Account : 01-234567 1 FEIN : 01-2345678 Financing Method : Contributory

[Summary](#) [Name](#) [Addresses](#) [Telephone](#) [Email](#) [Contacts](#) [Preferences](#)

Profile Summary [\[Edit Profile\]](#)

Trade Name

Account Status [\[Close Account\]](#)
Active

Account Status Effective Date
02/16/2010

Employer Creation Source

Mailing Address
1234 Any St.
Suite 200
Any City, CA 12345

Contact Name

Phone

Fax

Mobile

Email

Account Messages

If you have any questions, please contact the UC Tax Information Line at 1-866-403-6163 or, within the Harrisburg area at 717-787-7679, on weekdays from 8:00 a.m. until 4:30 p.m., Eastern Standard Time.

Your account has a credit of \$2.20. This credit will be applied to the next quarterly report.

The latest copy of the 'UC Update' is available online.

2nd Quarter 2015 Quarterly Wage Reports are due by 07/31/2015.

2015 Rate Notices were mailed on 12/31/2014.

ALERT: As part of the Act 60 amendments to the Pennsylvania UC Law, the taxable wage base for 2014 is \$8,750 and 2015 is \$9,000.

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)

- Employer Profile
- Profile Maintenance
- Organization
- Establishments
- Manage Representatives

MANAGE REPRESENTATIVES

Employer Name : Your Company Status : Active
 Employer Account : 01-234567 1 FEIN : 01-2345678 Financing Method : Contributory

My Representatives [\[Add New Representative\]](#)
 Representatives Summary [\[Select a service function to edit.\]](#)

Service Functions	Representative Identifier/Name	Status	Effective Date	End Date
<input type="radio"/> Filing Quarterly Reports And Adjustments	2910416413 Payroll Tax Management Inc	Requested	08/14/2015	
<input type="radio"/> Contribution Rate Information	2910416413 Payroll Tax Management Inc	Requested	08/14/2015	
<input type="radio"/> Delinquencies Account Discrepancies	2910416413 Payroll Tax Management Inc	Requested	08/14/2015	
<input type="radio"/> Employee Leasing				
<input type="radio"/> Group Accounts				

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