



Instructions for Third-Party Administrator Passive Role Assignment

The launch of the Kentucky Unemployment Insurance Portal (KUIP) has been extended to Monday, August 17th, 2026. As a result, TPAs will have a final opportunity to participate in passive role assignment before KUIP launches.

Please Note: TPAs who submitted passive role assignment spreadsheets during the previous submission window **must resubmit** their spreadsheet by the deadline to complete successful role assignment.

Passive role assignment automatically establishes TPA accounts, creates TPA IDs, and sets up existing TPA-employer relationships in KUIP prior to launch. This is a one-time opportunity to complete this process before go-live.

The FINAL submission window for Third-Party Administrators (TPAs) Passive Role Assignment Spreadsheets:

- Opens **Monday, July 13th, 2026**
- Closes **Monday, August 3rd, 2026**

Please Note: Spreadsheets will NOT be accepted prior to July 13th. All spreadsheets MUST be submitted by Monday, August 3rd. **There will be NO additional submission opportunities.**

Follow the steps below if you are a TPA who wishes to participate in passive role assignment:

1. Access the Passive Role Assignment spreadsheet.
 - **If this is your first submission**, download the [Passive Role Assignment spreadsheet](#).
 - **If you have submitted previously**, correct any errors identified by the agency in your most recent spreadsheet submission. Then, proceed to step

#3. If no errors were identified in your previous submission, you must still resubmit your spreadsheet.

2. Populate the Passive Role Assignment spreadsheet with:
 - Your organization's information
 - Your organization's active employer relationships
 - A signed attestation
3. Save the spreadsheet. Before attaching the completed spreadsheet to the email, remember to update the "[REPLACE WITH TPA NAME]" section of the file name to your organization's name.
4. Email the completed spreadsheet to KUIPModernization@ky.gov by Monday, August 3rd.

Please Note: Only **one** Passive Role Assignment spreadsheet will be accepted from each TPA. Confirm the information in your spreadsheet is accurate before you submit.

Complete the passive role assignment process to help facilitate a smooth transition to the new system. **Any TPA who does not participate in passive role assignment, or whose submission is not accepted, must request authorization from their client employers in KUIP after go-live.**