

The Commonwealth of Kentucky

**Kentucky Unemployment
Insurance Portal (KUIP)**

Employer:
Maintain TPA Authorization

Job Aid

TEAM 
KENTUCKY

UNEMPLOYMENT
INSURANCE PORTAL

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Introduction

The objective of this job aid is to outline the process for **Employers to authorize Third-Party Administrators (TPAs)** to perform Unemployment Insurance (UI) tasks on their behalf.

This can be accomplished by either the TPA initiating the request for authorization or the Employer authorizing the TPA directly from their Employer Home Page.

This job aid will provide both methods.

Associating the Employer with TPA(s)

Overview

TPAs can be authorized to perform some or all of the following tasks for the employer:

- **Update/Edit/Submit Roles**
 - Edit Account Maintenance
 - Manage Benefit Charges
 - Edit Claims Notification and Response
 - Update and Submit Employer's Quarterly Unemployment Wage and Tax Report
 - Update and Submit Payments
- **View Roles**
 - View Account Maintenance
 - View Employer's Quarterly Unemployment Wage and Tax Report
 - View Payments Update and Submit
 - View Claims Notification and Response

The Employer can authorize multiple TPAs to perform actions on their behalf, however, different TPAs cannot perform the same role at the same time. In other words, the TPAs performing the same function cannot overlap.

Note: to view the TPA association request process, see the [**TPA: Assign Employer to TPA Job Aid**](#).

Employer: Accept TPA Request for Association

When the authorization invitation is initiated by the TPA, the employer will have **14 days** to approve or deny the request. The authorization is accessed from the **Employer Home Page**. If the employer does not approve or deny the request within that timeframe, the requested roles are automatically granted to the TPA.

1. TPA Authorization Notification

When an authorization request is received from a TPA, the employer will be notified in the **Notification Center** of their **Employer Home Page** of a pending **TPA Authorization**.

The employer will also receive the **Notification of Request for TPA Association** correspondence.

Notification Center

TPA Authorization: KRM Certified Accounting (TPA ID: 10892) has requested authorization on your employer account. T
"Authorize" hyperlink for the requesting TPA. If no action is taken in 14 days, the TPA will automatically be authorized or

KENTUCKY EDUCATION AND LABOR CABINET
Office of Unemployment Insurance
PO Box 948
Frankfort, KY 40602-0948
(502) 564-2272
Email: UiTax@ky.gov

STATUS 501 B
500 MERO ST
FRANKFORT, KY 40601-1987

Mail Date: 07/30/2026
Employer Name: STATUS
501 B
KEIN: 20101524
Corres ID: 12431468

NOTIFICATION OF REQUEST FOR TPA ASSOCIATION

TPA Name: Your UI Solution Provider
Agent ID: 1

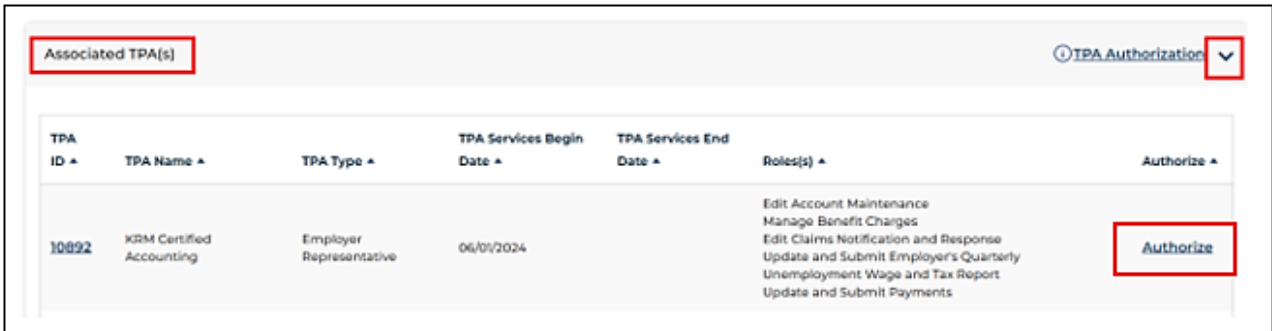
Your UI Solution Provider has requested access to STATUS 501 B. If this request is not approved or denied within 14 days of this notice, the requested roles will be automatically approved by the system.

Unit	Role
STATUS 501 B	Edit Account Maintenance

Note: to access the correspondence, see the [Locate/View Correspondence Job Aid](#) and/or the [Locate/View Correspondence video](#).

2. TPA Authorization

Scroll down the **Employer Home Page** to the **Associated TPA(s)** section. Click the **arrow (>)** to expand the section. Click the **Authorize** hyperlink.

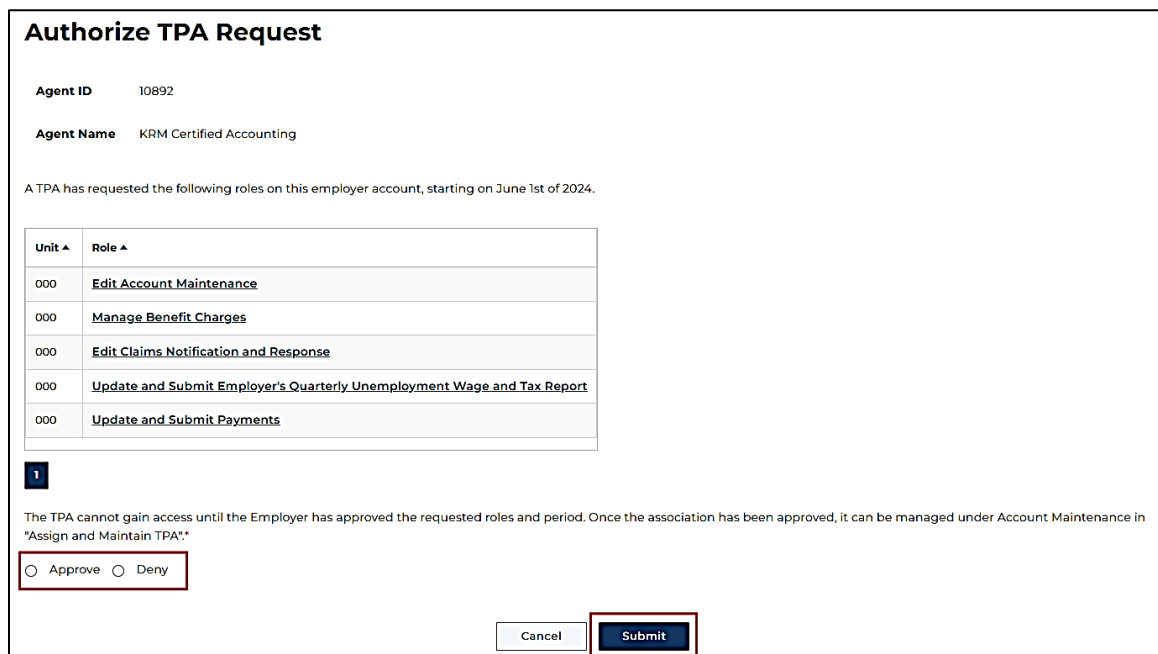


TPA ID	TPA Name	TPA Type	TPA Services Begin Date	TPA Services End Date	Roles(s)	Authorize
10892	KRM Certified Accounting	Employer Representative	06/01/2024		Edit Account Maintenance Manage Benefit Charges Edit Claims Notification and Response Update and Submit Employer's Quarterly Unemployment Wage and Tax Report Update and Submit Payments	Authorize

3. Authorize TPA Request

Review the roles requested by the TPA and the start date for services. Select **Approve** or **Deny**. Then select **Submit**.

Note: when the Employer selects Approve, all the roles listed are approved and access is provided to the TPA. If the employer does not want to assign one or more of the roles to the TPA, the Employer should select Deny and have the TPA re-accomplish their request with only the desired roles.



Authorize TPA Request

Agent ID 10892

Agent Name KRM Certified Accounting

A TPA has requested the following roles on this employer account, starting on June 1st of 2024.

Unit	Role
000	Edit Account Maintenance
000	Manage Benefit Charges
000	Edit Claims Notification and Response
000	Update and Submit Employer's Quarterly Unemployment Wage and Tax Report
000	Update and Submit Payments

1

The TPA cannot gain access until the Employer has approved the requested roles and period. Once the association has been approved, it can be managed under Account Maintenance in "Assign and Maintain TPA".

☐ Approve ☐ Deny

4. TPA Roles Authorized

To view authorized TPAs, scroll down the **Employer Home Page** to the **Associated TPA(s)** section. Click the **arrow (>)** to expand the section. **Authorized TPAs** and their approved roles are listed in the table.

Note: to update or modify the assigned roles, click the TPA ID hyperlink to navigate to the Third Party Administrator (TPA) Authorization screen and click Search. Click the TPA ID hyperlink from the search results to update a TPA role or to remove a TPA from the Employer account.

Associated TPA(s) TPA Authorization						
TPA ID	TPA Name	TPA Type	TPA Services Begin Date	TPA Services End Date	Roles(s)	Authorize
10300	KAM Employment Services LLC	Employer Representative	07/01/2024		Edit Account Maintenance Manage Benefit Charges Edit Claims Notification and Response Update and Submit Employer's Quarterly Unemployment Wage and Tax Report Update and Submit Payments	

Employer: Maintain Third Party Administrator (TPA) Authorization

Association with a TPA can also be established by the Employer from their Home Page. When the authorization invitation is initiated by the Employer, the **TPA is granted access to the assigned roles immediately.**

1. TPA Associated?

The Employer will be able to see whether they are currently associated with a TPA from the **Employer Home Page**. If the Employer is associated with a TPA, the **TPA Associated?** link will be **Yes**. If the Employer is not associated with a TPA, the link will be **No**.

KEIN 2 00001530	Employer Name STATUS 501 H2	Communication Delivery Method Email
DBA Name	TPA Associated? No	FEIN 62-1641070

2. Third Party Administrator (TPA) Authorization

To **add a new TPA** to the Employer account, navigate to the **Third Party Administrator (TPA) Authorization** screen.

There are multiple ways to navigate to this screen:

- Click the **TPA Associated? No** link from the **Employer Home Page**
- Click the **TPA Authorization** hyperlink in the **Associated TPA(s)** section of the **Employer Home Page** (see the screenshot for #4 on the previous page)
- Select **Maintain Third Party Administrator (TPA) Authorization** from **Account Maintenance** in the *Left Navigation Menu*

To add a new TPA, click the **New** button.

Note: the *Third Party Administrator (TPA) Authorization* screen is also where the Employer will Search for associated TPAs to modify their assigned roles or remove access to the Employer account.

Account Maintenance

- View Employer Account Profile
- Rate History
- Maintain Owners/Officers
- Change Reporting Method
- Address Information
- Maintain NAICS
- Maintain Employer Reporting Units
- Maintain Third Party Administrator (TPA) Authorization**
- Maintain Employer Name
- Maintain Employer FEIN
- Subjectivity Maintenance
- Maintain Entity Type
- Inactivate Employer Account
- Manually Terminate Employer Account
- Request Certificate of Good Standing
- Business Transfer History
- View Rate Notice
- Request Business Transfer
- UI Contribution Rate Maintenance
- Make Voluntary Contribution Payment
- Maintain Users or Roles
- Invite Member

KEIN 200001530 **Employer Name** STATUS 501 H2

DBA Name **TPA Associated?** [No](#)

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).

Use the TPA Name or TPA ID to search for an existing TPA previously assigned to your account.

To see all TPAs associated with your account, select 'Search' without entering any search criteria.

TPA Name

TPA ID

Roles ⓘ

All

Search **Reset** **Home** **New**

3. Assign Third Party Administrator (TPA)

Enter the **TPA ID** of the TPA to associate with the Employer account. Select **Next**.

Note: *If the Employer does not know the TPA ID, they will need to contact the TPA to obtain this information.*

Assign Third Party Administrator (TPA)

In order to authorize a Third Party Administrator (TPA) for your account, you must have their TPA ID (contact your TPA to obtain this information). To begin the TPA authorization process, enter the TPA ID in the field below and select 'Next'.

TPA ID*

PreviousNext

4. TPA Services Begin Date and End Date

Enter the **TPA Services Begin Date** using the calendar icon or by manually typing the date. This is the date the TPA will be authorized to perform services on the Employer account.

The **TPA Services End Date** is the date the TPA will cease performing services for the Employer. If this date is left blank, the TPA will be authorized to perform services indefinitely or until an end date is entered.

Third Party Administrator (TPA) Information

TPA Details

TPA ID 10300 TPA Name KAM Employment Services LLC

Choose 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 enter an end date. You may not assign overlapping TPA service start and TPA service end dates for more than one TPA for the same role. Using the checkboxes in the 'Add' and 'Remove' columns, assign the TPA to the role(s) you would like them to perform.

TPA Services Begin Date*



TPA Services End Date



Assigned Roles

To assign and unassign TPA roles to individual reporting units, select the 'Assigned Units' link in the Modify column. This will open the window where you can assign roles by business reporting unit.

The System will assign a TPA role to all reporting units by default unless you change the reporting units assigned to each role.

Select the checkbox in the 'Remove' column to unassign this role from the selected TPA.

Unassigned Roles

Click the checkbox in the Action 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.

Note: the Services Begin Date will determine the date TPAs can take action for an employer. For example, if the TPA has the Submit Wage Reports role with a start date of 01/01/2026, the TPA will not be able to file reports due before that date (Q1 2026).

Note: an Employer can be supported by multiple TPAs, however, the TPAs cannot perform the same role for the Employer during the same timeframe.

5. Assign Roles to TPA

Select the **Unassigned Roles** to assign the role to the TPA by **clicking the checkbox** for each role the TPA will perform. To select **all Edit/Update/Submit roles**, select the **checkbox** below the Roles selection table.

Once all roles to assign have been selected, click **Save**.

Unassigned Roles

Click the checkbox in the Action 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.

Action ▲	Role ▲
☐	View Account Maintenance
☐	Edit Account Maintenance
☐	View Employer's Quarterly Unemployment Wage and Tax Report
☐	Manage Benefit Charges
☐	Edit Claims Notification and Response
☐	Update and Submit Employer's Quarterly Unemployment Wage and Tax Report
☐	Update and Submit Payments
☐	View Payments Update and Submit
☐	View Claims Notification and Response
☐	Assign all Edit/Update/Submit roles

PreviousSave

Note: TPAs cannot have both view and edit/update roles for the same task. For example, the TPA can either View Account Maintenance or Edit Account Maintenance.

6. Third Party Administrator (TPA) Information

The TPA is now assigned the roles selected by the Employer. The Employer can view **TPA information** to include the **TPA ID, TPA Name, Country, and TPA Services Begin and End dates**. Roles assigned to the TPA are in the **Assigned Roles** table.

Note: the Employer can modify the TPA assigned roles or remove access to the Employer account by selecting the **Modify** button.

Third Party Administrator (TPA) Information

TPA ID	10300
TPA Name	KAM Employment Services LLC
Country	US
TPA Services Begin Date	January 1st, 2024
TPA Services End Date	

Modify

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

Assigned Roles

To assign and edit TPA roles to individual reporting units, select the 'Assigned Units' link in the Modify column. This will open the window where you can assign roles by business unit.

The System will, as default, assign a TPA role to all individual reporting units unless you change the roles assigned to each unit.

Role ^	Reporting Unit Number ^	Reporting Unit Name ^	Modify ^
Edit Account Maintenance	All units are assigned	N/A	N/A
Manage Benefit Charges	All units are assigned	STATUS 501 H, FRANKFORT	Assigned Units
Edit Claims Notification and Response	All units are assigned	STATUS 501 H, FRANKFORT	Assigned Units
Update and Submit Employer's Quarterly Unemployment Wage and Tax Report	All units are assigned	STATUS 501 H, FRANKFORT	Assigned Units
Update and Submit Payments	All units are assigned	N/A	N/A

Maintaining TPA Roles

Modifying TPA Roles

1. Search for Associated TPA

Navigate to the **Third Party Administrator (TPA) Authorization** screen. Enter the TPA Name or TPA ID and select **Search**.

From the Search **Results table**, click the hyperlinked **TPA ID**.

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).

Use the TPA Name or TPA ID to search for an existing TPA previously assigned to your account.

To see all TPAs associated with your account, select 'Search' without entering any search criteria.

TPA Name

TPA ID

Roles ⓘ

All

[Search](#) [Reset](#) [Home](#) [New](#)

Results

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

TPA ID ^	TPA Name ^	TPA Services Begin Date ^	TPA Services End Date ^	Roles ^
10300	KAM Employment Services LLC	January 1st, 2024		Edit Account Maintenance Manage Benefit Charges Edit Claims Notification and Response Update and Submit Employer's Quarterly Unemployment Wage and Tax Report Update and Submit Payments

2. Modify Third Party Administrator (TPA) Information

Select the **Modify** button on the **Third Party Administrator (TPA) Information** screen.

Third Party Administrator (TPA) Information

TPA ID 10300

TPA Name KAM Employment Services LLC

Country US

TPA Services Begin Date January 1st, 2024

TPA Services End Date

[Modify](#)

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

Assigned Roles

To assign and edit TPA roles to individual reporting units, select the 'Assigned Units' link in the Modify column. This will open the window where you can assign roles by business unit.

The System will, as default, assign a TPA role to all individual reporting units unless you change the roles assigned to each unit.

Role ^	Reporting Unit Number ^	Reporting Unit Name ^	Modify ^
Edit Account Maintenance	All units are assigned	N/A	N/A
Manage Benefit Charges	All units are assigned	STATUS 501 H, FRANKFORT	Assigned Units
Edit Claims Notification and Response	All units are assigned	STATUS 501 H, FRANKFORT	Assigned Units
Update and Submit Employer's Quarterly Unemployment Wage and Tax Report	All units are assigned	STATUS 501 H, FRANKFORT	Assigned Units
Update and Submit Payments	All units are assigned	N/A	N/A

3. Third Party Administrator (TPA) Information

From this screen, the Employer can:

- Add a **TPA Services End Date** if the TPA will no longer be performing services for the Employer.
- Add or remove **assigned roles** from the TPA.

Third Party Administrator (TPA) Information

TPA Details

TPA ID 10300

TPA Name KAM Employment Services LLC

Choose 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 enter an end date. You may not assign overlapping TPA service start and TPA service end dates for more than one TPA for the same role.

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

TPA Services Begin Date*

01/01/2024

TPA Services End Date

MM/DD/YYYY

Assigned Roles

To assign and unassign TPA roles to individual reporting units, select the 'Assigned Units' link in the Modify column. This will open the window where you can assign roles by business reporting unit.

The System will assign a TPA role to all reporting units by default unless you change the reporting units assigned to each role. Select the checkbox in the 'Remove' column to unassign this role from the selected TPA.

Remove ^	Role ^	Modify ^
☐	Edit Account Maintenance	N/A
☐	Manage Benefit Charges	Assigned Units
☐	Edit Claims Notification and Response	Assigned Units
☐	Update and Submit Employer's Quarterly Unemployment Wage and Tax Report	Assigned Units
☐	Update and Submit Payments	N/A

4. Update TPA Assigned Roles

To **remove assigned roles**, select the **checkbox** for the role(s) to be removed in the **Assigned Roles** table.

To **add new roles**, select the **checkbox** for the role(s) to be added from the **Unassigned Roles** table. Once roles have been updated, click **Save**.

Assigned Roles

To assign and unassign TPA roles to individual reporting units, select the 'Assigned Units' link in the Modify column. This will open the window where you can assign roles by business reporting unit.

The System will assign a TPA role to all reporting units by default unless you change the reporting units assigned to each role. Select the checkbox in the 'Remove' column to unassign this role from the selected TPA.

Remove ▲	Role ▲	Modify ▲
☐	Edit Account Maintenance	N/A
☐	Manage Benefit Charges	Assigned Units
☐	Edit Claims Notification and Response	Assigned Units
☐	Update and Submit Employer's Quarterly Unemployment Wage and Tax Report	Assigned Units
☐	Update and Submit Payments	N/A

1

Unassigned Roles

Click the checkbox in the Action 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.

Action ▲	Role ▲
☐	View Account Maintenance
☐	View Employer's Quarterly Unemployment Wage and Tax Report
☐	View Payments Update and Submit
☐	View Claims Notification and Response

☐ Assign all Edit/Update/Submit roles

Previous

Save

5. Confirm Changes

The system will navigate back to the **Third Party Administrator (TPA) Information** screen where the Employer can confirm the updated roles by reviewing the **Assigned Roles** table.

Third Party Administrator (TPA) Information

TPA ID	10300
TPA Name	KAM Employment Services LLC
Country	US
TPA Services Begin Date	January 1st, 2024
TPA Services End Date	

Modify

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

Assigned Roles

To assign and edit TPA roles to individual reporting units, select the 'Assigned Units' link in the Modify column. This will open the window where you can assign roles by business unit.

The System will, as default, assign a TPA role to all individual reporting units unless you change the roles assigned to each unit.

Role ▲	Reporting Unit Number ▲	Reporting Unit Name ▲	Modify ▲
Edit Account Maintenance	All units are assigned	N/A	N/A
Update and Submit Employer's Quarterly Unemployment Wage and Tax Report	All units are assigned	STATUS 501 H, FRANKFORT	Assigned Units
Update and Submit Payments	All units are assigned	N/A	N/A
View Claims Notification and Response	All units are assigned	STATUS 501 H, FRANKFORT	Assigned Units