

The Commonwealth of Kentucky

**Kentucky Unemployment
Insurance Portal (KUIP)**

TPA: Assign Employer to TPA

Job Aid



UNEMPLOYMENT
INSURANCE PORTAL

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Introduction

The objective of this job aid is to outline the process for Third-Party Administrators (TPA) to invite new employers to associate with the TPA.

TPA: Assign Employers

Overview

TPAs can request authorization from their employer(s) to perform specific actions on their account.

This authorization can be initiated or established by the Employer or by the TPA. This job aid explains the process from the **TPA perspective**.

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

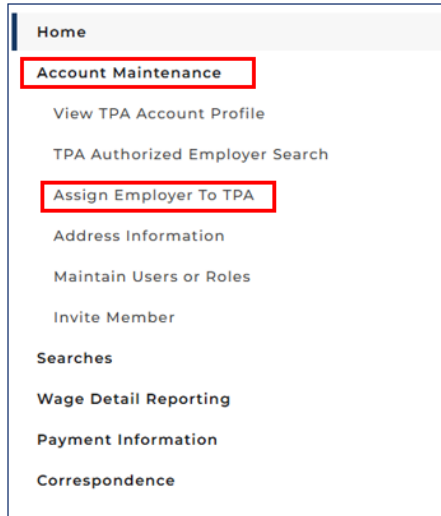
When sending the authorization invitation from the TPA account, the employer will have 14 days to approve or deny the request. If the employer does not approve or deny the request within that timeframe, the requested roles are automatically granted to the TPA.

Note: to view the authorization process from the Employer perspective, see the **Employer: Maintain TPA Authorization Job Aid**.

Assign Employer to TPA

1. Select Assign Employer to TPA

Select **Assign Employer to TPA** from the **Account Maintenance** menu on the **TPA Home Page**.



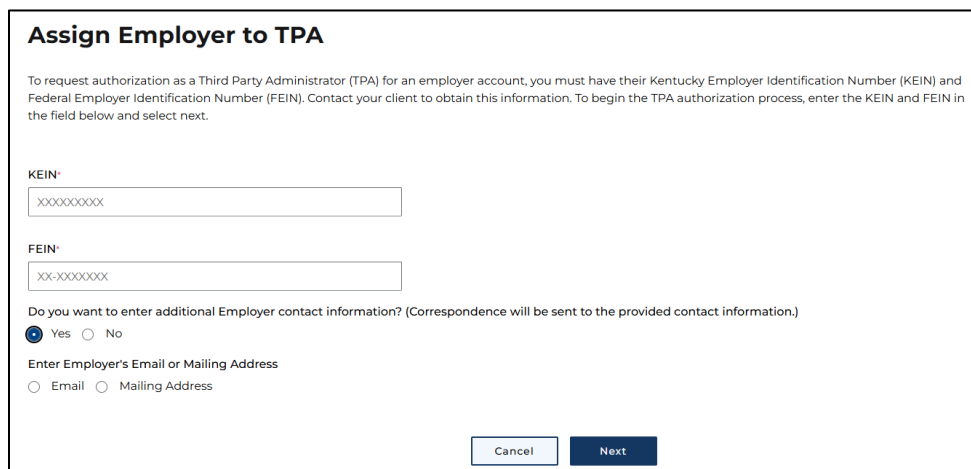
The screenshot shows a sidebar menu on the TPA Home Page. The 'Home' tab is selected. Under the 'Home' tab, the 'Account Maintenance' option is highlighted with a red box. Below 'Account Maintenance', the 'Assign Employer To TPA' option is also highlighted with a red box. Other options in the menu include 'View TPA Account Profile', 'TPA Authorized Employer Search', 'Address Information', 'Maintain Users or Roles', 'Invite Member', 'Searches', 'Wage Detail Reporting', 'Payment Information', and 'Correspondence'.

2. Enter Employer Information

Enter the Employer's Kentucky Employer Identification Number (**KEIN**) and the Federal Employer Identification Number (**FEIN**) on the **Assign Employer to TPA** screen.

Select whether to enter additional Employer contact information. If **Yes** is selected, choose either **Email** or **Mailing Address**.

Once completed, select **Next**.



The screenshot shows the 'Assign Employer to TPA' form. The title is 'Assign Employer to TPA'. Below the title, there is a paragraph of text: 'To request authorization as a Third Party Administrator (TPA) for an employer account, you must have their Kentucky Employer Identification Number (KEIN) and Federal Employer Identification Number (FEIN). Contact your client to obtain this information. To begin the TPA authorization process, enter the KEIN and FEIN in the field below and select next.' Below this text, there are two input fields: 'KEIN*' and 'FEIN*'. The 'KEIN*' field contains 'XXXXXXXXXX' and the 'FEIN*' field contains 'XX-XXXXXXX'. Below these fields, there is a question: 'Do you want to enter additional Employer contact information? (Correspondence will be sent to the provided contact information.)'. There are two radio buttons: 'Yes' (selected) and 'No'. Below the radio buttons, there is a label: 'Enter Employer's Email or Mailing Address'. There are two radio buttons: 'Email' (selected) and 'Mailing Address'. At the bottom right, there are two buttons: 'Cancel' and 'Next'.

3. 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.

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.*

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:

MM/DD/YYYY 

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.

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.

4. Assign Roles to TPA

Select the **Unassigned Roles** to assign this 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**.

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.

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

Previous

Save

5. Association Request Sent

An **Association Request Sent** popup window will confirm the request for association has been sent to the employer. As noted, the Employer must approve this request before the TPA has access to manage the Employer's account.

Note: *the employer will have 14 days to approve or deny the request. If the employer does not approve or deny the request within that timeframe, the requested roles are automatically granted to the TPA.*

Association Request Sent

The request for association for of has been sent to the employer. The Employer must approve this association request before the TPA has access to manage the Employer Account.

Home

Once the employer has approved the request for association, or the 14-day window has passed, the TPA will be able to search for the employer and act on their behalf.

Note: see the [**TPA Search for Associated Employers Job Aid**](#) for more information.