

The Commonwealth of Kentucky
**Kentucky Unemployment
Insurance Portal (KUIP)**

TPA: Search for Authorized Employers

Job Aid



UNEMPLOYMENT
INSURANCE PORTAL

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Introduction

The objective of this job aid is to outline the process to search for authorized employers associated with the TPA.

TPA: Search for Authorized 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.

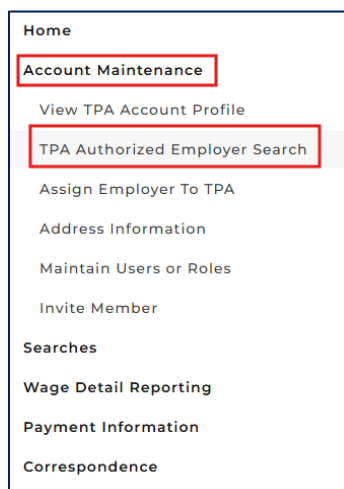
Once the TPA has been authorized by the employer to perform specific actions, the TPA can locate authorized employers to view employer details and access the employer's home page. The TPA can search for authorized employers through both the Account Maintenance and Searches left nav menu items.

*To see the process for a TPA to initiate an association with an employer, access the **TPA: Assign Employer to TPA Job Aid**. To view the process from the employer perspective, see the **Employer: Maintain TPA Authorization Job Aid**.*

TPA Authorized Employer Search

1. Select TPA Authorized Employer Search

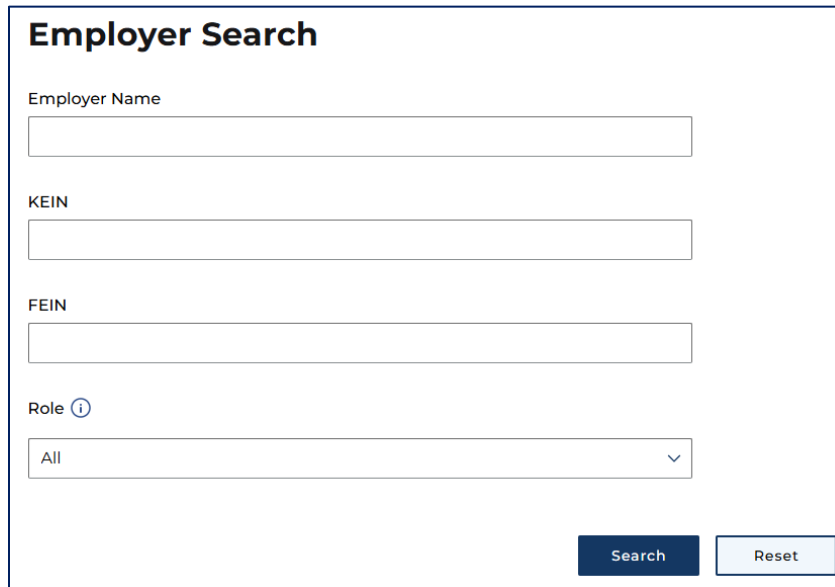
Select **TPA Authorized Employer Search** from the **Account Maintenance** menu on the **TPA Home Page**. The **Employer Search button** from the **Account Details** section on the TPA Home Page will also navigate to this menu item.



2. Enter Search Information

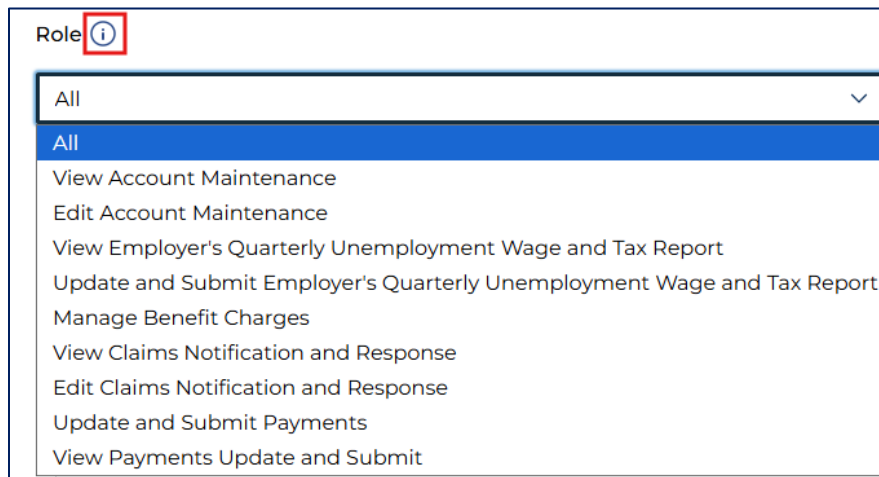
To search for a specific employer, **enter** the **Employer Name**, the employer's **KEIN**, or the **FEIN** on the **Employer Search** screen.

To search for employers that have authorized a particular role to the TPA, **select** the role from the **Role drop-down** menu.



The screenshot shows the 'Employer Search' form. It has four input fields: 'Employer Name', 'KEIN', 'FEIN', and 'Role'. The 'Role' field is a dropdown menu currently set to 'All'. There is an information icon (i) next to the 'Role' label. At the bottom right are 'Search' and 'Reset' buttons.

To see the available roles, expand the **Role drop-down** menu. To see a more detailed description of each role, click on the **highlighted tool tip**.



The screenshot shows the 'Role' dropdown menu expanded. The 'Role' label has a red box around the information icon (i). The dropdown list includes 'All' (highlighted in blue), 'View Account Maintenance', 'Edit Account Maintenance', 'View Employer's Quarterly Unemployment Wage and Tax Report', 'Update and Submit Employer's Quarterly Unemployment Wage and Tax Report', 'Manage Benefit Charges', 'View Claims Notification and Response', 'Edit Claims Notification and Response', 'Update and Submit Payments', and 'View Payments Update and Submit'.

To see all authorized employers, leave search fields blank.

Once criteria have been selected, click **Search**.

3. Search Results

The **Search Results** table provides details on employers to include the KEIN, the Employer Name, FEIN, TPA Services Begin Date, TPA Services End Date, and Roles.

KEIN	Employer Name	FEIN	TPA Services Begin Date	TPA Services End Date	Role
200001952	KAM CONSTRUCTION	63-7441700	01/01/2024		Edit Account Maintenance Update and Submit Employer's Quarterly Unemployment Wage and Tax Report Update and Submit Payments
200001886	KAM PET SERVICES	63-7443673	01/01/2024		Edit Account Maintenance Update and Submit Employer's Quarterly Unemployment Wage and Tax Report Update and Submit Payments View Claims Notification and Response
200001787	KAM DESIGNS	63-7442580	01/01/2024		View Account Maintenance Manage Benefit Changes Edit Claims Notification and Response Update and Submit Employer's Quarterly Unemployment Wage and Tax Report Update and Submit Payments

To **access an employer's account** and Home Page, click on the **KEIN hyperlink**.

To sort column information, click on the column titles.

Employer Search

1. Select Employer Search

Select **Employer Search** from the **Searches** menu on the **TPA Home Page**.

Home
Account Maintenance
Searches
Employer Search
Search Client Rates
Wage Detail Reporting
Payment Information
Correspondence

2. Enter Search Criteria

Enter information into the **Search** field. This is a required field as denoted by the red asterisk*.

From the **Filter Search** drop-down menu, select the search criteria to filter by. The criteria include KEIN, FEIN, Employer Name, Street Address, City, State, ZIP, Phone Number, NAICS, and Email. To search for all criteria, select **All**.

Once the search criteria is entered, click **Search**.

Employer Search

Search*

☐ Contains

Filter Search

KEIN

Reset
Search

3. Search Results

The **Search Results** table provides details on employers to include the KEIN, FEIN, Employer Name, DBA Name, NAICS, Address, and Phone Number.

If broader search criteria is used, the search results can be further sorted using the left filter topics to include Report Method, Status, Business, and City.

To **access an employer's account** and Home Page, click on the **KEIN hyperlink**.

To sort column information, click on the column titles.

Search Results

Report Method

☐ Contributory (14)

Status

☐ Active (12)

☐ Reactivated (2)

Business

☐ Non Profit (11)

☐ Regular (Non-Agricultural) (3)

City

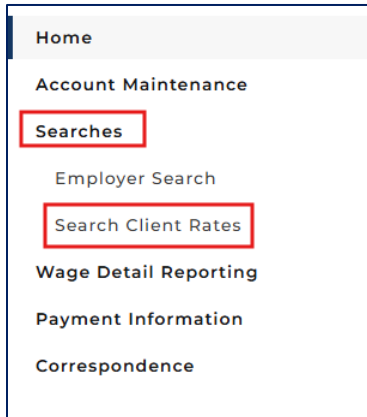
☐ FRANKFORT (14)

KEIN ▲	FEIN ▲	Employer Name ▲	DBA Name ▲	NAICS ▲	Address ▲	Phone Number ▲
200001538	62-7441577	STATUS 501 P2		624221	500 MERO STREET, FRANKFORT, KY 40601	(502) 369-8741
200001886	63-7441673	KAM PET SERVICES	PURRFECTLY HAPPY CATS	812910	500 MERO ST, FRANKFORT, KY 40601-1987	(502) 987-4152
200001540	63-7441579	STATUS 501 R		611430	500 MERO STREET, FRANKFORT, KY 40601	(502) 369-8741
200001543	62-7441672	STATUS 501 U2		611430	500 MERO STREET, FRANKFORT, KY 40601	(502) 369-8741
200001787	63-7442580	KAM DESIGNS		541430	500 MERO ST, FRANKFORT, KY 40601-1987	(502) 369-8741

Search Client Rates

1. Select Search Client Rates

Select **Search Client Rates** from the **Searches** menu on the **TPA Home Page**.



2. Select the Rate Year

Select the **Rate Year** from the drop-down menu. This is a required field as denoted by the red asterisk*.

Click **Search**.

A screenshot of the 'Search Client Rates' form. At the top, the title 'Search Client Rates' is displayed. Below it, the 'Rate Year*' dropdown menu is shown with the text 'Pick an option' and a downward arrow. A red error message '▲ Rate Year is a required field.' is visible below the dropdown. To the right of the dropdown is a blue 'Search' button. Below the search section, the 'Client Rates' section is visible. It includes a search bar with the text 'Search' and a magnifying glass icon. To the right of the search bar is a blue button with a CSV icon and the text 'Export to CSV'. Below the search bar is a table with the following structure:

Employer Name ▲	KEIN ▲	Rate ▲
No Records Found		

3. View Client Rates

Employers with rates in the selected year will be shown in the **Client Rates table**. This table shows the **Employer Name**, the **KEIN**, and the total tax **Rate**.

The columns can be sorted by clicking on the **Column Headers**.

The list of employers with their rate information can be exported to a CSV file by clicking the **Export to CSV hyperlink** in the upper right corner of the table area.

Individual employer home pages can be accessed by clicking on the **hyperlinked KEIN** for that employer.

Client Rates




Export to CSV

Employer Name ▲	KEIN ▲	Rate ▲
STATUS 501 B	200001524	2.700%
STATUS 501 C2	200001525	2.700%
STATUS 501 D2	200001526	2.700%
STATUS 501 E2	200001527	2.700%
STATUS 501 G2	200001529	2.700%
STATUS 501 P2	200001538	2.700%
STATUS 501 Q	200001539	2.700%
STATUS 501 R	200001540	2.700%
STEVE'S PAINTING	200001541	2.700%
STATUS 501 T	200001542	2.700%

1

2

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Showing rows 1 to 10 of 14

10 ▼