



IN THE BUSINESS OF YOUR SUCCESSSM

January 23, 2013

Dear Valued ADP Client,

As your service provider, we are committed to easing the burden associated with processing unemployment claims. In order to properly service your unemployment account in the state of New Mexico, ADP Unemployment Compensation Services (UCS) must be designated as your third party administrator (TPA).

This online designation will notify the state agency to send unemployment related documents directly to ADP as well as provide ADP online access to your claim related information. Not designating ADP UCS as your TPA will result in delays in receiving and processing your unemployment compensation documents, which could result in unnecessary liability against your unemployment tax account.

If you have not already done so, please visit the New Mexico Department of Workforce Solutions website at www.dws.state.nm.us to assign ADP as your unemployment insurance provider. Instructions on how to navigate the website and to assign ADP as your TPA are enclosed.

Please contact our Client Service Department with any questions regarding our service or how to assign ADP UCS as your TPA at (888) 311-4313. Once again, thank you for choosing ADP as your unemployment insurance provider.

Sincerely,

Client Service Department
Unemployment Compensation Services
ADP, Inc

HR. Payroll. Benefits.



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Assigning a Third Party Agent (TPA) Secure Online Access to Your Account Information

Before you can designate ADP UCS as the TPA for your account, you will need to ensure your online account is active. As an existing employer, you should have received a letter from New Mexico Department of Workforce Solutions (NMDWS) listing your User ID and password. You must activate your account before you can login to the new Unemployment Insurance Tax System to assign a TPA.

To activate your account, access the NMDWS UI Tax web page from the main NMDWS home page at www.dws.state.nm.us under the **Business Section**. Detailed instructions can also be found in the Employer Activation Guide: http://www.dws.state.nm.us/Portals/0/DM/Business/Employer_Activation_Guide.pdf.

Once active on the state’s website, you will have the ability to assign a TPA by following the steps below. If you do not know your User ID or password or are unable to access, contact NMDWS at uitax.support@state.nm.us. You will need to provide your existing six-digit employer account number, FEIN, employer name and address.

Step-by-step instructions to assign a TPA:

Step	Action
1	Click on <i>Employer Login</i> and enter User ID and Password .
2	On the Employer Home Page , click <i>Account Maintenance</i> and then <i>TPA Authorization</i> .
3	Click <i>New</i> to authorize ADP UCS as your new TPA and enter the TPA ID 500000127 and then click <i>Next</i> .
4	To assign roles to the TPA, click appropriate role choices under <i>Unassigned Roles</i> and click <i>Save</i> . Recommended roles are: Claims Form Mailing and Benefit Charges Protest Submission .
5	If an employer has more than one reporting unit, they can assign TPA roles to individual reporting units. The system will, as a default, assign a TPA role to all reporting units unless you change reporting units assigned to each role.
6	Ensure your Correspondence Preference is US Mail, by clicking <i>Account Maintenance</i> , <i>Address Information</i> and then <i>Correspondence Preferences</i> .

Detailed instructions on assigning a TPA can also be found on the NMDWS web site at http://www.dws.state.nm.us/Portals/0/DM/Business/Assign_a_Third_Party_Administrator_Guide.pdf.