



IN THE BUSINESS OF YOUR SUCCESS®

Dear Valued ADP Client,

Thank you for choosing ADP Unemployment Claims to handle your unemployment insurance matters. The Louisiana Workforce Commission (LWC) has a self-service employer portal for communicating with the agency. To properly service your unemployment account in the state of Louisiana, ADP Unemployment Claims must be assigned as your agent on the state website. If you have not already done so, please visit the website to register and assign ADP Unemployment Claims as your agent. Instructions on how to assign ADP Unemployment Claims as your agent are as follows:

State of Louisiana – Agent Assignment for Unemployment Matters

Federal ID: _____

LA Account #: _____

Company Name: _____

1. Access the agency website at: **<https://laors.laworks.net/LaWats>**
2. If already registered log in and proceed to step 5. If not previously registered, select **Are you in need of a User Login ID** then select **Create Employer Login Account**.
3. Input the requested employer details and then select **Submit**.
4. Agree to the terms then select **Submit**.
5. At the Employer Homepage, select **Tax Services** on the left side of the page.
6. Under **Employer Services** select **Agent Maintenance**. You will need to verify your email address and then will be given the opportunity to enter ADP's Agent ID **09AFD88**
7. From the Agent Access List, please assign ADP Unemployment Claims the following items:
 - **View Benefit Charges**
 - **View Tax Rate Notices**
 - **File an Employer Report of Change**

If you have questions on how to assign ADP as your agent you may call LWC at (225)-342-0210. Please contact our Client Service Department at (855) 537-8499 with any questions regarding our service. If ADP Unemployment Claims is not assigned as your agent, it may result in a delay in our receipt and processing of your unemployment compensation documents. Any delay in the process may result in unnecessary liability against your unemployment tax account.

Sincerely,

Client Service Department
ADP Unemployment Claims