



IN THE BUSINESS OF YOUR SUCCESS®

Dear Valued ADP Client,

In order for the state to direct your unemployment insurance documents to our New Hampshire office, please visit the state website to add ADP Unemployment Claims as your designated Agent for unemployment matters. It is important that you remove any other unemployment processor during the process of granting online access to ADP Unemployment Claims in New Hampshire.

State of Minnesota – Agent Assignment for Unemployment Matters

Federal ID: _____

MN Account #: _____

Company Name: _____

1. Visit the state website at: **<http://www.uimn.org/uimn/employers/index.jsp>**.
 - Instructions to **Authorize an Agent** are available in the online User Guide.
 - If not already registered select **Register for an Account** and follow the prompts to create an account.
2. Click on **Employer Login** then input your User ID and Password.
3. On **My Home Page**, click **Account Maintenance** and then **Agent Authorization**.
4. Click **Search** to view TPAs who have been authorized to access your account.
 - If no agent is assigned, proceed to *page 2, step 5*.
 - If the assigned agent is ADP with ID number **AG014321**. Then proceed to *page 2, step 7*.
 - If the agent ID number is something other than **AG014321** proceed to step 5, below.
5. Select the listed TPA then click **Modify**.
6. On the list of **Assigned Roles** check the Remove box next to **Claims Form Mailing**.
7. Click **Save**.



Be sure that you do not make any changes to the roles assigned to ADP for tax filing purposes such as **Employment and Wage Detail Update and Submit and **Payments Update and Submit**.**

Proceed to page 2 for instructions on how to add ADP as TPA ID number **AG014321**.



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State of Minnesota – Agent Assignment for Unemployment Matters

In order to properly service your unemployment account in the state of Minnesota, ADP Unemployment Claims must be assigned as Agent on the state website. If you have not already done so, please visit the website to assign ADP as your Agent. Instructions on how to navigate the website and to assign ADP Unemployment Claims are as follows:

Federal ID: _____

MN Account #: _____

Company Name: _____

- 1) Visit the state website at: <http://www.uimn.org/uimn/employers/index.jsp>.
- 2) Instructions to **Authorize an Agent** are available in the online User Guide.
 - If not already registered select **Register for an Account** and follow the prompts to create an account.
- 3) Click on **Employer Login** then input your User ID and Password.
- 4) On **My Home Page**, click **Account Maintenance** and then **Agent Authorization**.
- 5) On the *Assign Agent* page, enter Agent ID **AG014321** then click **Next**.
- 6) Type today's date in the *Beginning Start Date* field; leave the *Effective End Date* field blank.
- 7) In the *Available Roles* section, select the following user roles:
 - Account Maintenance Update & Submit
 - Benefit Account Update and Submit
 - Benefits Paid Charges Update and Submit
 - Wage Detail View Only
 - Tax Payment View Only
- 8) Click **Save**.
- 9) Click **Assign Employer Reporting Units** then click **Assign All Employer Reporting Units**.
- 10) Click **Save**.
- 11) Click **Previous** and repeat this step 9 for each role.

If ADP Unemployment Claims is not assigned as your agent, this will 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.

If you should have any questions about how to use the online system please contact the state of Minnesota at (651) 296-6141. You may also feel free to contact our Client Service Department at (855)-537-8499 with any questions regarding our service or on how to assign ADP Unemployment Claims as your agent.

Client Service Department
ADP Unemployment Claims
(855) 537-8499