



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 Third Party Administrator (TPA). It is important that you remove any other unemployment processor during the process of granting online access to ADP Unemployment Claims

State of New Mexico – Agent Assignment for Unemployment Matters

Federal ID: _____

NM Account #: _____

Company Name: _____

1. Visit the state website at: **<https://ui.dws.state.nm.us/Employer/Core/Login.ASPX>**.
 - Instructions to **Assign a Third Party Administrator** are available in the online User Guide.
2. Log in using the established USER ID and PASSWORD. If you have not previously registered click the Employer Registration link and follow the instructions.
3. On the **Employer Home Page**, click **Account Maintenance** and then **Third Party Administrator Authorization**.
4. Click **Search** to view TPAs who have been authorized to access your account.
 - If the assigned agent is ADP with ID number **500001751**. Then proceed to page 2, step 7.
 - If no TPA is assigned, proceed to page 2, step 4.
 - If the TPA ID number is something other than **500001751** proceed to step 5
5. Select the listed TPA then click **Modify**.
6. On the list of **Assigned Roles** check review if Claims Form Mailing shows in this section.
 - If the role is not assigned proceed to page 2, step 4.
 - If the role is assigned proceed to step 7.
7. the Remove box next to **Claims Form Mailing**.
8. 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 **500001751**.



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Assign a Third Party Administrator – New Mexico Online

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

Federal ID: _____

NM Account #: _____

Company Name: _____

1. Go to: **<https://ui.dws.state.nm.us/Employer/Core/Login.ASPX>**
2. Select **Employer Login**. If you have already registered go to step 3. Otherwise you can follow the instructions to register at the Employer Login page.
3. From the **Account Maintenance** screen access the **TPA Authorization**
4. Click **New**.
5. Input the ADP New Hampshire Unemployment Claims TPA ID number of **500001751**.
6. Enter the current date as the **TPA Services Begin Date**
7. Ensure that ADP Unemployment Claims is assigned the following roles:
 - **Account Maintenance Update and Submit**
 - **Benefit Charges Protest and Submission**
 - **Payment View Only**
 - **Employment and Wage Detail View Only**
 - **Claims Forms Mailing**
8. Click **Save**.

If you have questions regarding how to assign ADP Unemployment Claims in New Hampshire as your agent contact NM DWS at (505) 841-8576 or see the online User Guide or the specific instructions on how to **Assign a Third Party Administrator**.

It is important that you assign ADP online access to your unemployment insurance information. If ADP Unemployment Claims is not assigned, this 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
(855) 537-8499