



UNEMPLOYMENT CLAIMS

Assign Third Party Administrator Nevada

Dear Valued ADP Client,

In order for the state to direct your unemployment insurance documents to our New Hampshire Service Center, 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 when granting online access to ADP Unemployment Claims.

Company Name: _____

Unemployment Account #: _____ Federal ID: _____

1. Visit the state website at: <http://ui.nv.gov/ess>. In the upper right corner click **Existing User Sign In**.
 - If you do not already have a user sign in, click *New User Registration* and follow the steps.
 - If you have any concerns or issues with the registration process click the *Contact Us* link.
2. Once logged in you will see the **Employer Summary** screen and a menu of options in the left pane.
 - On the left-menu click **Maintain Users**. The menu will expand to offer additional selections.
 - Click **User Information**.
3. The **User Maintenance** screen will open.
 - Click the **Add** button to the right side of the **External Account Authorization (Reporting Services)** section.



4. The **Add External User** page will open.
 - To the right of the **Reporting Service Name** field click **Search**.
5. The **Agent Search** screen will open
 - In the **Agent Name** field type **ADP-CCC**, in the **FEIN** field type **46-5358523**.
 - Click **Search**.
6. You should immediately see the correct agent name for **ADP-CCC**. If a list of similar names appears review each reporting agent to ensure you find **ADP-CCC** with FEIN **46-5358523**.
 - Click on the **Radio Button** for the correct reporting agent.
 - Click **Select** at the bottom of the list.
 - You will return to the Add External User screen

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7. On the **Add External User** screen click the drop-down for **Auth Level** (Authorization Level).
 - On the list of authorization types select only the following:
 - **Profile Update** (view/update addresses and legal information)
 - **Benefits Update** (report separation information for UI claims)
8. After selecting the appropriate authorization levels, read the **Important Information** disclosure in the right pane.
 - Verify by **checking the box**.
 - Click the **Next** button at the bottom of the page.

9. You will automatically return to the **User Maintenance** screen.
 - You will see the message **User added successfully** just above the **Internal Account Users** section
 - You will see **ADP-CCC** listed in the **External Account Authorizations (Reporting Services)** section.



Be sure that you do not make any changes to the roles assigned to ADP for tax filing purposes.