



Unemployment Compensation

Role Assignment for Minnesota Employers Granting Secure Online Access to Your Account Information

(as described on the Minnesota State website http://www.uimn.org/tax/role_assignment.htm)

With a **User ID** and **Password**, you can manage information and tasks by giving secure access to other users (your employees and/or outside payroll agents) through the Role Assignment process. For employers who want an agent to manage all or parts of their UI Business, this process is necessary in order for the agent to transact UI Business on behalf of an employer.

Note: You must have completed the **Account Activation** process PRIOR to beginning this process.

Step-by-step instructions to:

- View current **Agent Roles** assigned to your account, and
- Create new **role assignments** for an agent (or agents).

Note: To assign roles to ADP UCS, you will use the Agent ID: ADP02.

Access the online Minnesota UI System at: www.uimn.org

- 1) Click on **Employer Login** then input your **User ID** and **Password** to gain access.
- 2) At the **Employer Home Page**, click **Account Maintenance**, then **Agent Authorization**.
- 3) Click **Search** to view agents who have been authorized to access your account.
Click **New** to authorize a new agent.
- 4) At the **Assign Agent page**, enter the **Agent ID (ADP02)** then click **Next**.
Select the following two role choices under **Available Roles**:
 - a) Benefits Paid Charges Update and Submit
 - b) Benefit Account Update and Submit

Click **Save**.

Note: ADP Tax clients may have other roles assigned in this view as well, those should not be changed.

- 5) Agent details are now displayed. For each role selected, click **Assign Employer Units** and select the unit or units for that role to complete the role assignment then click **Save**.
Employers with only one reporting unit or location must still complete Step #5.

Note: Checking the box under "Select Employer Units" will select all current and any future units. Units must be assigned for each role. Assigning roles to a new agent or changing roles of an existing agent will generate a mailed notification to both the agent and the employer.

- 6) Return to the Employer Home Page, click **Account Maintenance** then **Address Information**.
Select primary address and input the following:

Address Type	Primary Mailing
Address/PO Box	PO Box 6000
City	San Dimas
State/Province	California
Zip/Postal	91773-9060
Country	United States of America
Phone	888-612-6544
Fax	800-216-8779

Click **Save**

The registration process is complete.