MN-SUI Agent Authorization and User Roles

Using the instructions below, please log into

https://www1.uimn.org/ui_employer/navigation.do?nav=0.1.0.0

to designate **Payroll Direct** as the "Authorized Agent" on your account. This will allow us to file your State Unemployment return and Wage Detail electronically.

If you are unable to Login to this website, or if you do not have a User ID, please contact the **Minnesota SUI Office** at (651) 296-6141

Please make this change prior to the end of the current quarter.

Thank you.

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Complete the Agent Authorization process to grant an agent access to all or parts of your online account information. You control the access by making selections through the role assignment process. The type of access given for each role can be 'View Only' or 'Update and Submit'. Only one agent can be authorized for each role designated 'Update and Submit'.

Step-by-step instructions to authorize an agent:

1. After logging in to your account, on *My Home Page*, click on **Account Maintenance**.
2. Click on **Agent Authorization**.
3. Click on **Search** to determine if an agent has already been assigned to this account. If an agent is not found, click on **New** to start the authorization process.
4. On the *Assign Agent* screen, enter the Agent ID of the agent you are authorizing, click **Next**.

   PAYROLL DIRECT, INC. AGENT ID: AG005252

   NOTE: Agents receive an Agent ID when they register as an agent with the Minnesota Unemployment Insurance Program.

5. The *Agent Details screen* shows information about that agent. Entering a date in the 'Effective End Date' field will end this agent's access after that date. If left blank, the agent will have access indefinitely. You can also change the 'Beginning Start Date' to a date some time in the future.

   NOTE: The date entered in the 'Effective End Date' field cannot be a date prior to the current date.

6. Under ‘Available Roles’, you must select the access you want to give this agent by clicking on the roles you want this agent to have. Roles listed with ‘View Only’ indicate the agent will only be able to view information. ‘Update and Submit’ indicates the agent will be able to submit information on your behalf, click **Save**.

ASSIGN THESE ROLES:	**Account Maintenance - View Only**
	Tax Payment - Update and Submit
	Wage Detail - Update and Submit

7. Under ‘Assigned Roles’, click on **Assign Employer Reporting Units**, for each role assigned.

8. On the next screen, you must select the reporting unit(s) for each role you want this agent to access. You will have the option to assign all employer reporting units or individual reporting units to this agent for each role. After assigning reporting unit(s) to the specific role, click **Save**.

   - **Assign All Employer Reporting Units:** Under ‘Select Employer Reporting Units’, click the checkbox to assign that role to all reporting units. Doing this will allow the agent access to all of your current and future reporting units. If your employer account has just one reporting unit, choose this option.

   - **Individual Reporting Unit Authorization:** Under ‘Available Employer Reporting Units’, click on the ‘Add’ checkbox of the reporting unit(s) to be assigned.

9. Click on **Previous**, to return to the *Employer Information* screen and follow steps 7 through 9 for each role.