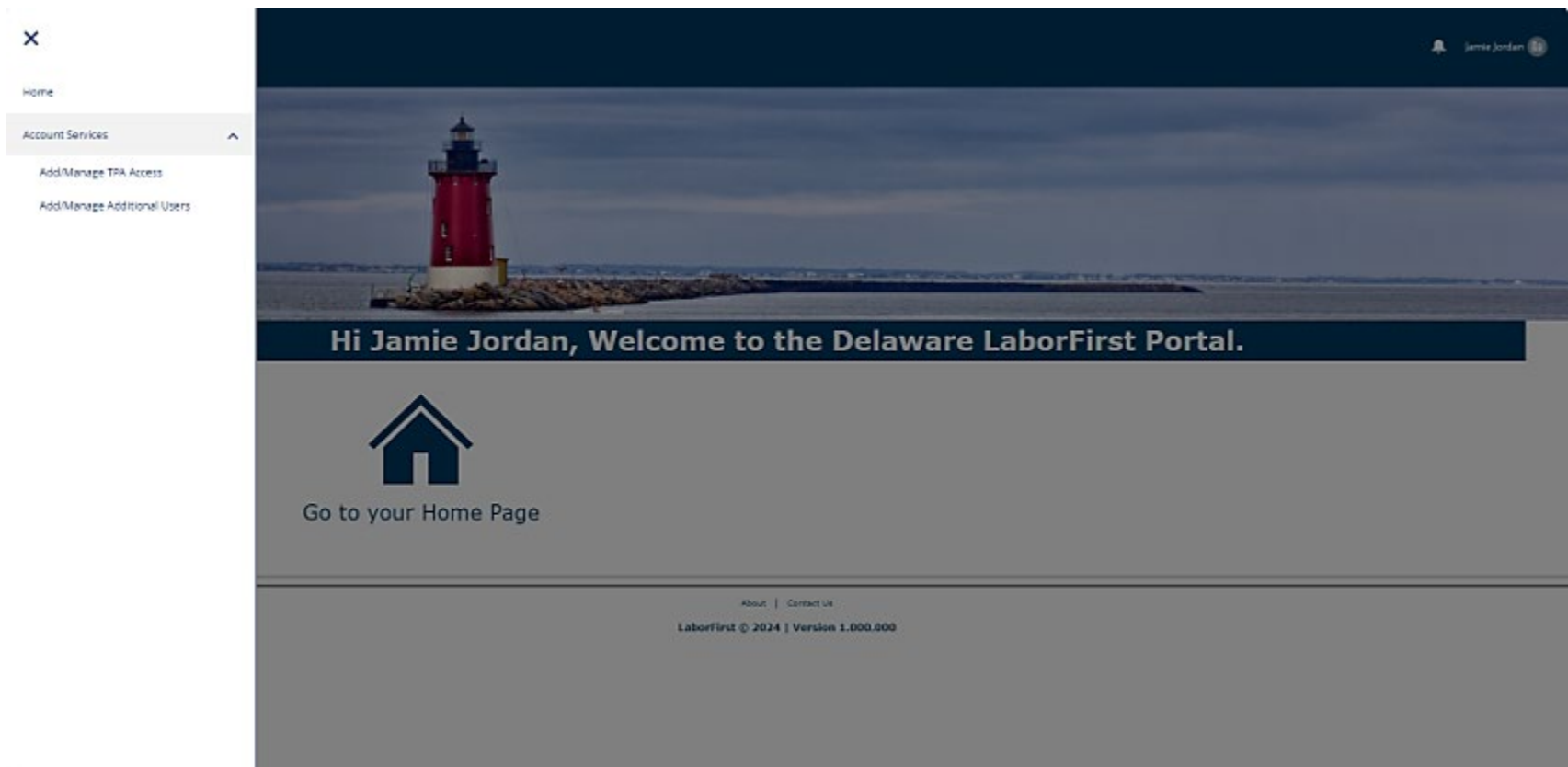
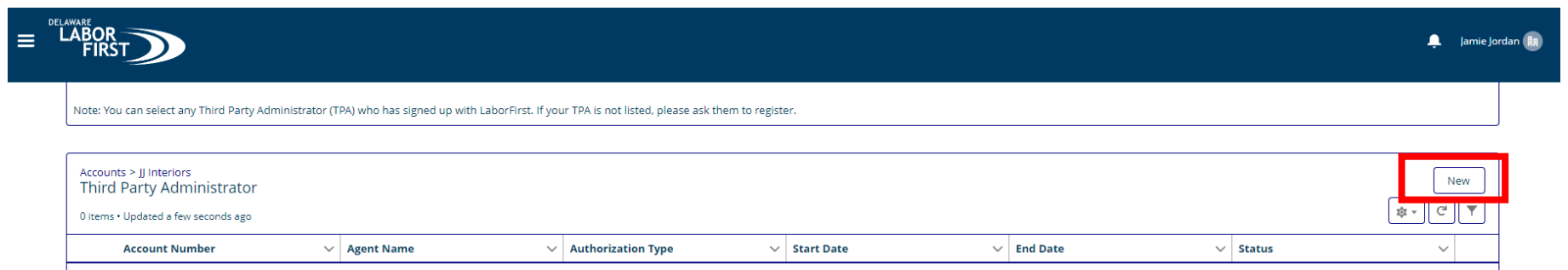


Manage TPA Access

The account administrator can add and maintain Third-Party Administrator user access by selecting “Account Services –Manage TPA Access” from the menu.



Adding a TPA: To add a TPA, Select “New” on the “Third Party Agents” page.



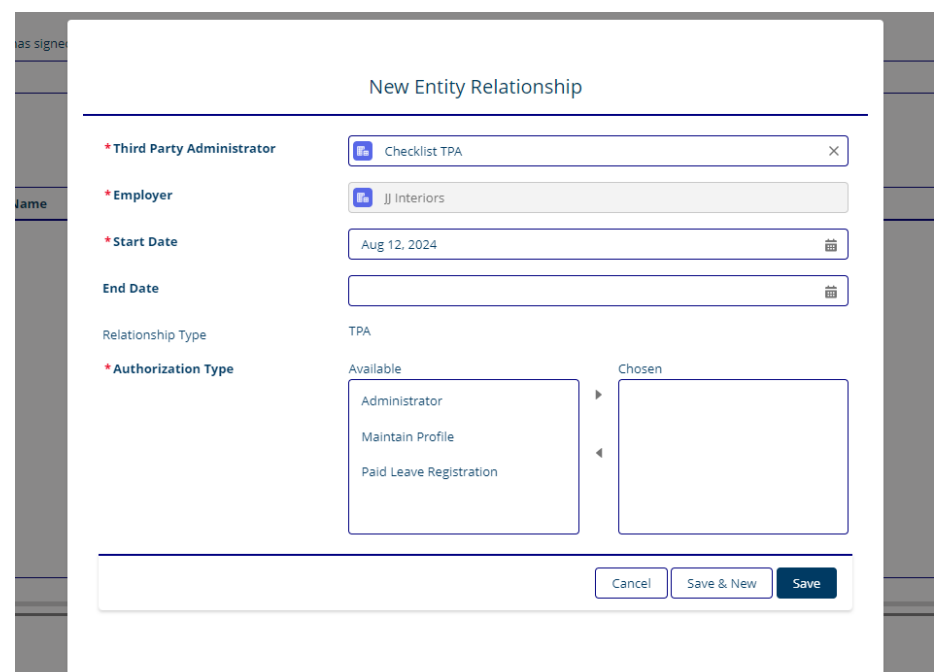
Third Party Administrator: This is a typeahead field. Start typing the name of the TPA and this field will find results for TPAs matching the name.

Employer: This field is prepopulated and read-only.

Start Date: This is the date you wish for the TPA to start accessing your account.

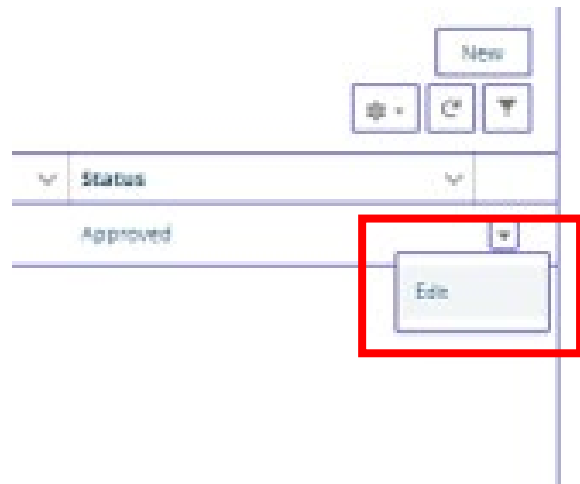
End Date: (optional) This is the date you wish for the TPA relationship to end. This field may be left blank if the relationship end date is unknown.

Authorization Type: Select all authorizations you wish grant TPA access. Note: If authorization is “Administrator” the TPA will have full access and you will not be able to select other authorizations.



When an employer requests a TPA relationship, the TPA will receive an email with links to either confirm authorization or deny authorization.

If the TPA selects the link to confirm authorization, the process of establishing the Employer-TPA relationship then moves to the Department of Labor for final approval. Both parties will receive a notification when the relationship is approved.



Once the relationship is approved, the TPA will have access to the appropriate actions effective with the start date specified by the employer when adding access. If the employer needs to manage access, click on the arrow next to the account and click “Edit.”

The only editable field is the End Date. If you wish to make a change to the TPA Authorization Type, you will need to end the relationship and add a new relationship.

The End Date can be blank if the relationship end date is unknown or if the relationship is ongoing.

A screenshot of the 'Edit Entity Relationship' form. The form contains the following fields:

- * Third Party Administrator:** Harris Services
- * Employer:** Harris Automotive
- * Start Date:** Aug 10, 2024
- End Date:** (empty field)
- Relationship Type:** TPA
- * Authorization Type:** A selection interface with two columns: 'Available' (containing 'Maintain Profile' and 'Paid Leave Registration') and 'Chosen' (containing 'Administrator').

At the bottom right of the form, there are three buttons: 'Cancel', 'Save & New', and 'Save'.