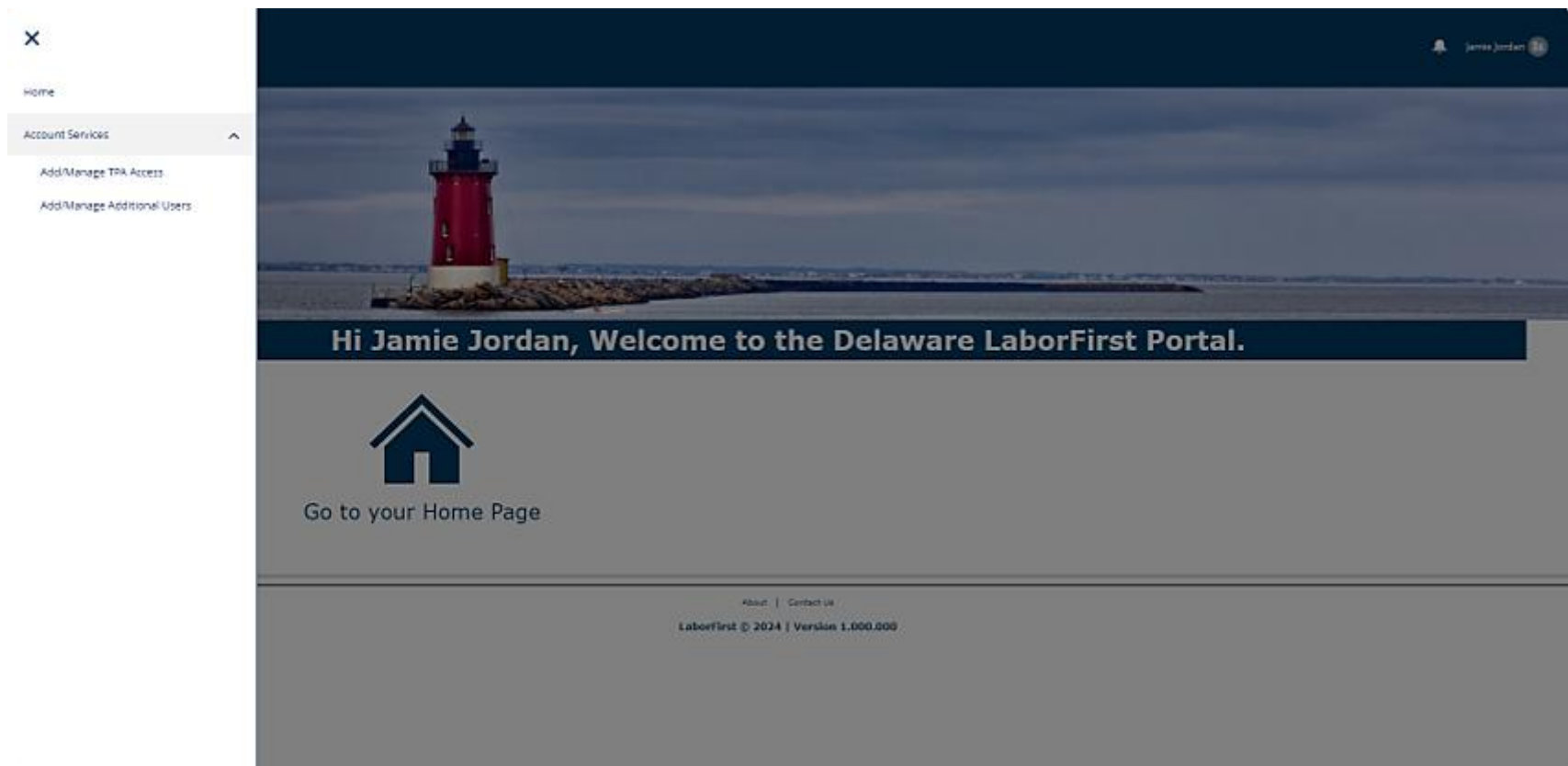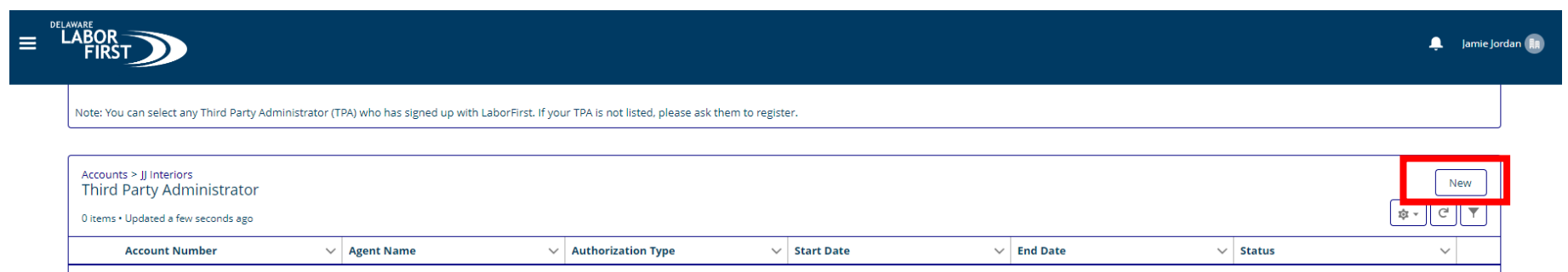# Manage TPA Access

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 to grant TPA access. Note: If authorization is "Administrator" the TPA will have full access, and you will not be able to select other authorizations.

New Entity Relationship Screen

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Additional Authorization Types :
Select all authorizations you wish to grant TPA access. Note: If authorization is "Administrator" the TPA will have full access, and you will not be able to select other authorizations.

New Entity Relationship

* Third Party Administrator	Search Accounts...
* Employer	Featherstone Leathers
* Start Date	Mar 7, 2025
End Date	
Relationship Type	TPA
* Authorization Type	

Available
Paid Leave Registration
Paid Leave - Make Payment
File/Amend Paid Leave Reports
File Paid Leave Appeals

Chosen

Cancel   Save & New   Save

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.

New

	Status	
	Approved	
		Edit

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.

Edit Entity Relationship

* Third Party Administrator	Harris Services
* Employer	Harris Automotive
* Start Date	Aug 10, 2024
End Date	
Relationship Type	TPA
* Authorization Type	

Available
Maintain Profile
Paid Leave Registration

Chosen
Administrator

Cancel   Save & New   Save