

Third Party Administrator (TPA) Registration

The process for registering as a Third-Party Administrator (TPA) follows these steps:

- 1. Introduction:** Details information that you will need to have available to complete registration.
- 2. TPA Details:** Collects details about the TPA. All required fields are marked with an asterisk.
- 3. Address:** Collects address information for the business. At least one physical address and one mailing address are required (can be the same).
- 4. Contacts:** Collects information for additional business contacts. At least one registration contact is required.
- 5. Preferred Method of Communication:** Collect the preferred method of communication (Email, Mail).
- 6. Registration Summary:** Displays all fields and responses from the registration process. Review all responses for accuracy.
- 7. Confirmation:** Provides confirmation of the TPA registration.

Quick Tip: The right-hand side navigation always shows where you are in the process.

Steps

- Introduction**
- TPA Details
- Address
- Contact Details
- Preferred Method of Communication
- Registration Summary
- Confirmation

Before You Begin:

All Delaware LaborFirst users are required to state credentials. TPA/PEO users must use this link to create your own state credentials.

After a user establishes their unique credentials, they can access the system from the LaborFirst tile on <https://my.delaware.gov>.

1 Introduction Screen

Introduction

Required to Register Successfully

Employers may use a Third-Party Administrator (TPA) to perform services for the employer in support of employer compliance with the Delaware Department of Labor's laws and regulations. To move forward with the registration process, the TPA must provide the following information:

- Legal entity name
- Trade, fictitious, or assumed name if different from legal entity name (i.e. DBA or doing business as)
- Federal Employer Identification Number (FEIN)
- Physical & Mailing address of business
- Business Contacts
- Business Start Date

Upon completion of your registration, you will receive a new TPA Account number. This number will be applied to all Delaware Department of Labor programs managed by this online system.

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Steps

- Introduction
- TPA Details
- Address
- Contact Details
- Preferred Method of Communication
- Registration Summary
- Confirmation

This will be the first screen displayed to users upon their first login to LaborFirst.

2 TPA Details Screen

TPA Details

* FEIN (Federal Employer Identification Number)

22-2222222

* Legal Business Name

* Business Start Date

* Phone Number

Fax Number

I am registering as a Professional Employer Organization

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- Introduction
- TPA Details
- Address
- Contact Details
- Preferred Method of Communication
- Registration Summary
- Confirmation

Collects details about the TPA. All required fields are marked with an asterisk.

3 Address Screen

Address

One mailing and one physical address are required. Enter the mailing address first. After entering the mailing address, select if the physical address is the same as the mailing address. If yes, then the mailing address will be copied to the physical address. If no, then enter the physical address. If other locations are required, select Yes to the question "Would you like to add additional locations?"

Mailing Address

United States
123 Main St, Newark, DE 12345

* Is your mailing address the same as your physical address?

Yes No

Physical Address

United States
987 Broadway, Newark, DE 123456789

* Would you like to add additional locations?

Yes No

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Steps

- Introduction
- TPA Details
- Address
- Additional Locations
- Contact Details
- Preferred Method of Communication
- Registration Summary
- Confirmation

Select the down arrow to add new addresses. If the user indicates that the physical address is different than the mailing address, an additional address field will appear.

4 Contacts Screen

Contact Details

TPA registration requires the entry of one contact to complete the registration process. Please enter the contact information below as required.

* First Name

* Last Name

* Email Address

* Phone Number

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Steps

- Introduction
- TPA Details
- Address
- Contact Details
- Preferred Method of Communication
- Registration Summary
- Confirmation

Enter one registration contact.

7 Preferred Method of Communication Screen

Preferred Method of Communication

Registration requires a preferred method of communication to complete the registration process. Please provide your preferred email if different from the one shown below.

* Preferred Method of Communication
Email

* Email Address
thirdpartyadmin22@sharklase

* Re-enter Email Address
thirdpartyadmin22@sharklase

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Steps

- Introduction
- TPA Details
- Address
- Contact Details
- Preferred Method of Communication**
- Registration Summary
- Confirmation

Email is the only option and is the default method. Confirm the email address is the preferred email.

8 Registration Summary Screen

Registration Summary

TPA Details

Address

Contact Details

Preferred Method of Communication
Preferred Contact Method: Email
Email Address: thirdpartyadmin22@sharklase.com

Certification

Registration Certification

By checking this box, I certify, under penalty of perjury, that the information provided in this filing is true and correct to the best of my knowledge and belief.

* Signature

* Date

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- Registration Summary**
- Confirmation

The information displayed on this screen is read-only. To edit information, navigate back to the respective screen using the 'Previous' button.

9 Confirmation

Confirmation

Confirmation Number: CON-00662

Your business account has been successfully registered with the Department of Labor as of 06/07/2024. Please print a copy of this registration confirmation for your records. Your Department of Labor Account Number is: 5000769

Proceed

Provides confirmation of the TPA registration.

TPA Portal Basic Navigation

Third Party Administrators will manage employer accounts from the TPA portal. Depending on access granted by the employer, TPAs maintain employer accounts, file wage and contribution reports, and make payments on behalf of the employers they service.



1 Menu: From here, you can return to the Portal Screen or access account services.

2 Notification Bell: This will display notifications. Select on the notification to view details.

3 Profile Icon: This will allow you to access and update profile information.

Info TPA Corp

TPA Account Number: 6000557

Entity Relationship						
13 items • Updated 11 minutes ago						
	Employer	Authorization Type	Start Date	End Date	Status	
1	Connexions Loyalty Acquisitions LLC	Administrator	8/15/2024		Requested	▼
2	Volleyball Queen	Maintain Profile	8/19/2024	8/23/2024	Requested	▼
3	Synopsys Inc	Maintain Profile	8/19/2024	8/23/2024	Approved	▼
4	Synopsys Inc	Paid Leave Registration	8/19/2024	8/20/2024	Approved	▼
5	Volleyball Queen	Paid Leave Registration	8/19/2024	8/19/2024	Requested	▼
6	Volleyball Queen	Administrator	8/19/2024	8/19/2024	Requested	▼
7	Volleyball Queen	Maintain Profile	8/19/2024	9/5/2024	Requested	▼
8	Dell Technologies	Maintain Profile	8/20/2024	8/23/2024	Approved	▼
9	Dell Technologies	Paid Leave Registration	8/20/2024		Denied	▼
10	Dell Technologies	Administrator	8/20/2024	8/23/2024	Approved	▼

Accounts > Efficient TPA				
Notes & Attachments				
0 items • Sorted by Last Modified • Updated a few seconds ago				
Title	Created By	Last Modified	Size	
No items to display.				

Entity Relationship: Employer accounts are displayed once the employer/TPA relationship is established. TPAs can access the employer account by selecting on the employer's (secondary account) name.

Notes and Attachments: Displays any applicable documents for the TPA. Documents may be uploaded by selecting "Upload File".