MAINE PAID FAMILY & MEDICAL LEAVE

Email Address

Password

Log in

Forgot password?

New to Maine Paid Leave?

Register as an Employer

Employer Registration

Third-Party Administrator

Employer Resources

Adding or Modifying a Claim Contact (for Employers)

The data you see in this tutorial is completely fictitious. It was made for instructional purposes only. Any resemblance to a real person or business is completely coincidental.

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45 COMMERCE DR
AUGUSTA ME 04330-7889

Summary   Action Center   Settings | More... |

Filter

Paid Family and Medical Leave Contributions

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45 COMMERCE DR

AUGUSTA ME 04330-7889

Account

000-0093847

Balance

$0.00

> Make a Payment

> View and File Wage Reports

> Add or Change Refund Bank Account

Employer Information

Paid Family Medical Leave Premium Rate until 31-Dec-2026

Premium Rate

0.50%

> View Employer Details

Can I help?

To Add or Modify a Claim Contact, first navigate to the **More...** tab.

🔍 *What are you looking for?*

⬇ Submissions

Search for previous submissions.

> Search Submissions

💬 Messages

View messages I've received or send a message.

> View Messages

> Send a Message

✉ Letters

View letters I've received from the agency.

> View Letters

🗔 Payments and Wage Reports

Manage payments and wage reports.

> Manage Payments and Wage Reports

> Request A Payment Plan

👤 Names and Addresses

View or update names and addresses associated to this customer.

> Manage Names and Addresses

🛡 Access Management

Manage access of accounts I have access to.

> View Access

> Manage Access

ⓘ Update My Information

Submit information updates for your business to the agency.

> Manage Your Claim Contact

> Update SMS Preferences

🗓 Private Plan

Request a private plan substitution, or make changes to an existing private plan.

> Request a Private Plan Substitution

Can I help?

Under Update My Information, click **Manage Your Claim Contact**.

Add or Modify a Claim Contact

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Introduction

Introduction

What should I do?
Decide where you want the claims administrator to send notifications by setting up a Claim Contact. Some notifications will be time-sensitive, so be sure to choose an email address that will be accessible all the time. For security reasons a validation code will be sent to the email address you choose.

Why is this important?
If one of your employees files a claim for Maine Paid Family and Medical Leave under the public plan, the claims administrator will let you know by sending an email notification. They may also send updates or request clarification on current or former employees. The email address you choose for your Claim Contact is where the claims administrator will contact you. If you do not set up your Claim Contact and the claims administrator needs to get in touch with you, they will use the email address associated with the primary user for your business.

Cancel   < Previous   Next >

Can I help?

Ensure you have everything you need as indicated in the **Introduction**.

Add or Modify a Claim Contact

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Introduction — Claim Contact Maintenance

Add a Claim Contact

Name *

Required

Email *

Required

(!) **Verify Email**

Cancel

< Previous

Next >

Can I help?

Enter the name of your Claim Contact and the Email that will be used to send claims correspondence to. Then click **Verify Email**. You will need access to this email in order to enter the verification code.

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Add or Modify a Claim Contact

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✓
Introduction

Add a Claim Contact

Name

Sam Clam

Email

sam.clam@example.com

⊘   Verify Em

Verify Email   ⑦ ✕

Enter Your Verification Code

An email containing a verification code was just sent to sam.clam@example.com. Please enter the verification code to verify your email address. If you don't see the message, check your junk folder for an email from PFML.DoNotReply@Maine.gov.

Verification Code *

Required

Didn't receive your verification code? Resend

Is sam.clam@example.com not correct? Use a different email

Cancel   Confirm
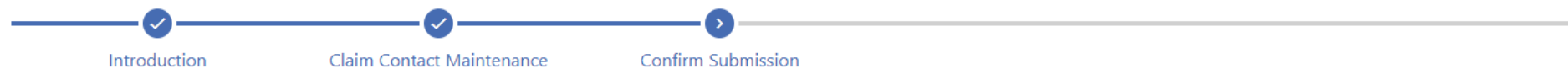
Cancel   < Previous   Next >

Can I help?

To verify the email address, enter the code sent to your inbox and click **Confirm**.

< **SAMS CLAMS**

Add or Modify a Claim Contact

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Introduction ✓ — Claim Contact Maintenance ✓ — Confirm Submission >

Confirm Submission

Are you sure you want to add the following information as your claim contact?

Name : Sam Clam

Email : sam.clam@example.com

Cancel   < Previous   Submit

Can I help?

Review your information. If you need to change anything, use the **Previous** button or click on the step name you wish to revisit in the breadcrumb trail at the top. If everything is correct, click **Submit**.

MAINE PAID FAMILY
& MEDICAL LEAVE

Email Address

Password

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Register as an Employer

[Click here](#) for more tutorials!