





Log in

[Forgot username or password?](#)

New to Maine Paid Leave?
[Register as an Employer](#)



Employer Registration



Third-Party Administrator



Employer Resources

Adding a Secondary Logon



Username

Password 

Log in

[Forgot username or password?](#)

New to Maine Paid Leave?
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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.

SMITH'S SUNDRIES

_*2837

45 COMMERCE DR
AUGUSTA ME 04330-7889

Welcome, Sam

[Manage My Profile](#) 

[Summary](#) [Action Center](#) [Settings](#) [More...](#)

Filter

Paid Family and Medical Leave Contributions

SMITH'S SUNDRIES
45 COMMERCE DR
AUGUSTA ME 04330-7889

Account

000-0167826

Balance

\$0.00

- [> Make a Payment](#)
- [> View and File Wage Reports](#)
- [> Add or Change Refund Bank Account](#)

Employer Information

- [> View Employer Details](#)

Paid Family Medical Leave Premium Rate until 31-Dec-2025

Premium Rate

0.50

From the logged in summary screen, click **Manage My Profile** in the top right.

< SMITH'S SUNDRIES

Manage My Profile

Sam

[Profile](#)

[Action Center](#) ¹

[More...](#)

Profile

Name

Sam

[Change Name](#)

Email

example@email.com

[Change Email](#)

My Phone Number

+1 (207) 198-1561

[Change Phone Number](#)

Security

Password

Last changed December 22

[Change Password](#)

Security Question

What is the first and last name of your favorite childhood friend?

[Change Security Questions](#)

Two-Step Verification Settings

Codes are sent via authentication app

[Manage Two-Step Settings](#)

Click the **More...** tab.

[< SMITH'S SUNDRIES](#)

Manage My Profile

Sam

[Profile](#)[Action Center](#) ¹[More...](#)

Access Management

Manage access of accounts I have access to.

- [> Manage My Access](#)
- [> Manage Third Party Access](#)
- [> Delete My Profile](#)

My Users

Manage users who work for me.

- [> Manage Secondary Logons](#)

Other Users

Manage users who are associated to me.

- [> Manage Additional Logons](#)

Payment Methods

Manage my bank accounts used to make payments on the portal.

- [> Manage Payment Methods](#)

Submissions

Search for previous submissions.

- [> Search Submissions](#)

Messages

View messages I've received or send a message.

- [> View Messages](#)

In the **My Users** panel, click **Manage Secondary Logons**.

[Manage My Profile](#)

Secondary Logons

You can create and manage logons that only have access to customers and accounts that you have access to. These logons will act on your behalf to perform tasks such as filing wage reports and making payments for your business or clients.

[Secondary Logons](#) [Customers](#) [Customer Groups](#)

Logons			
Username	Name	Access Type	Last Logged On
There are no logons.			

[Add](#)

Click **Add** on the right.

[< Secondary Logons](#)
Add Access
Access Settings

Create a Logon for Someone Else

Email (Username) *

Name *

Type of Access

 

Secondary Logons

- Perform work on your behalf.
- May only have access to customers and accounts that you have access to.
- Will lose access to customers and accounts that you lose access to.
- Can have their access managed for all customers and accounts.
- Will have their profiles deleted when your profile is deleted.
- A secondary logon can be made the primary logon if you need to deactivate the primary logon.

Access Types

- Administrators are able to create additional secondary logons and edit the access levels of secondary logons.
- Account Managers are able to perform actions such as filing or paying, but cannot add additional logons or edit the access of other logons.

[Cancel](#)[Previous](#)[Next](#)

Enter an email address unique to the person you are adding a logon for. The email address will serve as their username. Then enter their name.

[< Secondary Logons](#)
Add Access
Access Settings

Create a Logon for Someone Else

Email (Username)

Name

Type of Access

 

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- Account Managers are able to perform actions such as filing or paying, but cannot add additional logons or edit the access of other logons.

[Cancel](#)[Previous](#)[Next](#)

Select a Type of Access. Administrators can create additional secondary logons and edit the access levels of existing secondary logons. Account Managers can perform actions like filing or paying but can't add or edit the access of other logons. Then click **Next**.

[< Secondary Logons](#)

Progress indicator: **Add Access** (checked) → **Access Settings** (active)

Employer Groups

Select All Select None

Select the employer groups the logon has access to.

- Default The default employer group which all employers are initially placed in and everyone initially has access to.

Account Access

Select All Select None

Select the account types the logon has access to.

- Paid Family and Medical Leave Contributions

Cancel **Previous** **Submit**

This screen determines the employer and the account that the new logon will be granted access to. Leave both the 'Default' and the 'Paid Family and Medical Leave Contributions' boxes checked to grant this logon access to your account. Then click **Submit**.

< Secondary Logons

Secondary Logon

Administrator

casey@example.com

Casey Smith

- > Change Access
- > Resend Logon Access Email
- > Designate as Primary Logon
- > Deactivate Access

Settings Activity

Customer Groups

Change

Account Access

Change

Select the customer groups

Default



casey@example.com has been given Administrator access to log in. A confirmation email will be sent to casey@example.com with further instructions.

OK

An email with a link will now be sent to the email address given for the new logon. This link will allow the secondary logon to finish setting up their logon.

[< Home](#)
Sign Up
Account Security

Complete Your Account

Name

Username

Password

Password



Confirm Password



Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

Phone Number

Country

Type

Phone Number

Extension

+1 (207) 292-8372

[+ Add a secondary phone](#)[< Previous](#)[Next >](#)

When the person receiving the secondary logon clicks the link in their email, they will be taken to this screen. They will confirm the name they wish to use, and then enter a password and phone number. They then click **Next**.

[< Home](#)
Sign Up
Account Security

Security Questions

To protect your account, these security questions will allow you to reset your password in the future if you forget it. Please select one or more questions and provide the answers for them. Choose questions you will remember and are difficult to guess.

Security Question *

 

Answer *

 

Confirm Answer *

 [+ Add another question](#)[Cancel](#)[< Previous](#)[Submit](#)

Finally, they will select a security question and enter their answer. If they forget their password, they will be asked this question. They then click **Submit**.



< Home

Confirmation

Your account has been successfully updated. You will need to use email casey@example.com when you log in.

[Printable View](#)

[Log In](#)

The secondary logon is ready to use. They can now log on from the home page with their new username and password.





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