





Log in

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



Employer Registration



Third-Party Administrator



Employer Resources

Filing a Wage Report (for Employers)





Log in

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



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.

SAMS CLAMS

-*2144

45 COMMERCE DR
AUGUSTA ME 04330-7889Welcome, Sam
[Manage My Profile](#) ²[Summary](#) [Action Center](#) ¹ [Settings](#) [More...](#)**Paid Family and Medical Leave
Contributions**SAMS CLAMS
45 COMMERCE DR
AUGUSTA ME 04330-7889[Action Center Items](#) ¹**Account**

000-0167015

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-2025

Premium Rate

0.50

- [View Employer Details](#)

To file a wage report, click **View and File Wage Reports** on the Account panel of the logged-on summary screen.

[< SAMS CLAMS](#)

Wage Reports

Balance
\$0.00

[> Make a Payment](#)

Paid Family and Medical Leave Contributions
000-0167015
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Wage Reports Periods

Wage Reports 			
Period	Wage Report	Status	
2025 - Quarter 2	Maine Paid Leave Wage Report	Generated	File Now
2025 - Quarter 1	Maine Paid Leave Wage Report	Generated	File Now

A list of previous and current quarters is displayed. Click **File Now** for the quarter you want to file a wage report on.

[< Wage Reports](#)

Employer Wage Report

2025 - Quarter 1

Paid Family and Medical Leave Contributions

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[Introduction](#)

Introduction

For each employee you paid this quarter, you will need their:

- Social Security Number (SSN)
- First and Last Name
- Wages earned in the state of Maine from 1/1/2025 to 3/31/2025

Filing Options:

- Manually input wage data
- Import excel template, download link can be found below

[📄 Download Template](#)

Review the wage report requirements and gather the necessary information.
Once you are ready, click **Next** to continue

[< Wage Reports](#)

Employer Wage Report

2025 - Quarter 1

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Introduction

Business Status

Business Status

Please indicate if this business ceased operations in Maine during this quarter. If you are attempting to file this report before the final day of the quarter and the business has not ceased in Maine, then please return after the end of the quarter to complete the filing of this report.

Are you filing this business's final report? *

 No Yes[Cancel](#)[Save Draft](#)[< Previous](#)[Next >](#)

Enter whether this is your business's final report. Select **No** and click **Next**.

If the answer to this question is **Yes**, please refer to the [Closing an Account](#) employer tutorial.

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Employer Wage Report

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Introduction



Business Status



Wage Reporting

Wage Reporting

Enter the wages of all employees you paid this quarter.

Wages should be reported in the quarter they were paid to the employee, regardless of when the wages were earned. Enter the total wages paid to each employee regardless of whether their wages were more than the Social Security Administration contribution and benefit base limit.

You have the option of uploading an Excel file to populate your employee wage information. We recommend uploading a file if you have over 100 employees to report. Please utilize the provided template to populate and upload your information.

[Download Template](#)

Contributions

[Upload from Excel](#)

SSN	Last Name	First Name	Quarterly Wages
+ Add a Record			

[+ Add a Record](#)[Cancel](#)[Save Draft](#)[< Previous](#)[Next >](#)

On the Wage Reporting step, you must complete the Contributions table. Each row must contain your employee's SSN, first and last name, and the wages they earned this quarter.

There are two methods to complete this table.

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Employer Wage Report

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 Introduction Business Status Wage Reporting

Wage Reporting

Enter the wages of all employees you paid this quarter.

Wages should be reported in the quarter they were paid to the employee, regardless of when the wages were earned. Enter the total wages paid to each employee regardless of whether their wages were more than the Social Security Administration contribution and benefit base limit.

You have the option of uploading an Excel file to populate your employee wage information. We recommend uploading a file if you have over 100 employees to report. Please utilize the provided template to populate and upload your information.

[Download Template](#)

Contributions

[Upload from Excel](#)

SSN	Last Name	First Name	Quarterly Wages
-----	-----------	------------	-----------------

[+ Add a Record](#)[+ Add a Record](#)[Cancel](#)[Save Draft](#)[< Previous](#)[Next >](#)

The first method is to manually add your employers' wages.
To manually add an employee record, click **Add a Record**.

[← Wage Reports](#)

Employer Wage Report

2025 - Quarter 1

Paid Family and Medical Leave Contributions

Employee Wage Entry



SSN *

Last Name *

First Name *

Quarterly Wages

SSN

Last Name

First Name

Quarterly Wages

The Employee Wage Entry window is displayed. Enter your employee's SSN, last and first name, and quarterly wages. Then click **Add**.

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Wage Reporting

Enter the wages of all employees you paid this quarter.

Wages should be reported in the quarter they were paid to the employee, regardless of when the wages were earned. Enter the total wages paid to each employee regardless of whether their wages were more than the Social Security Administration contribution and benefit base limit.

You have the option of uploading an Excel file to populate your employee wage information. We recommend uploading a file if you have over 100 employees to report. Please utilize the provided template to populate and upload your information.

[Download Template](#)

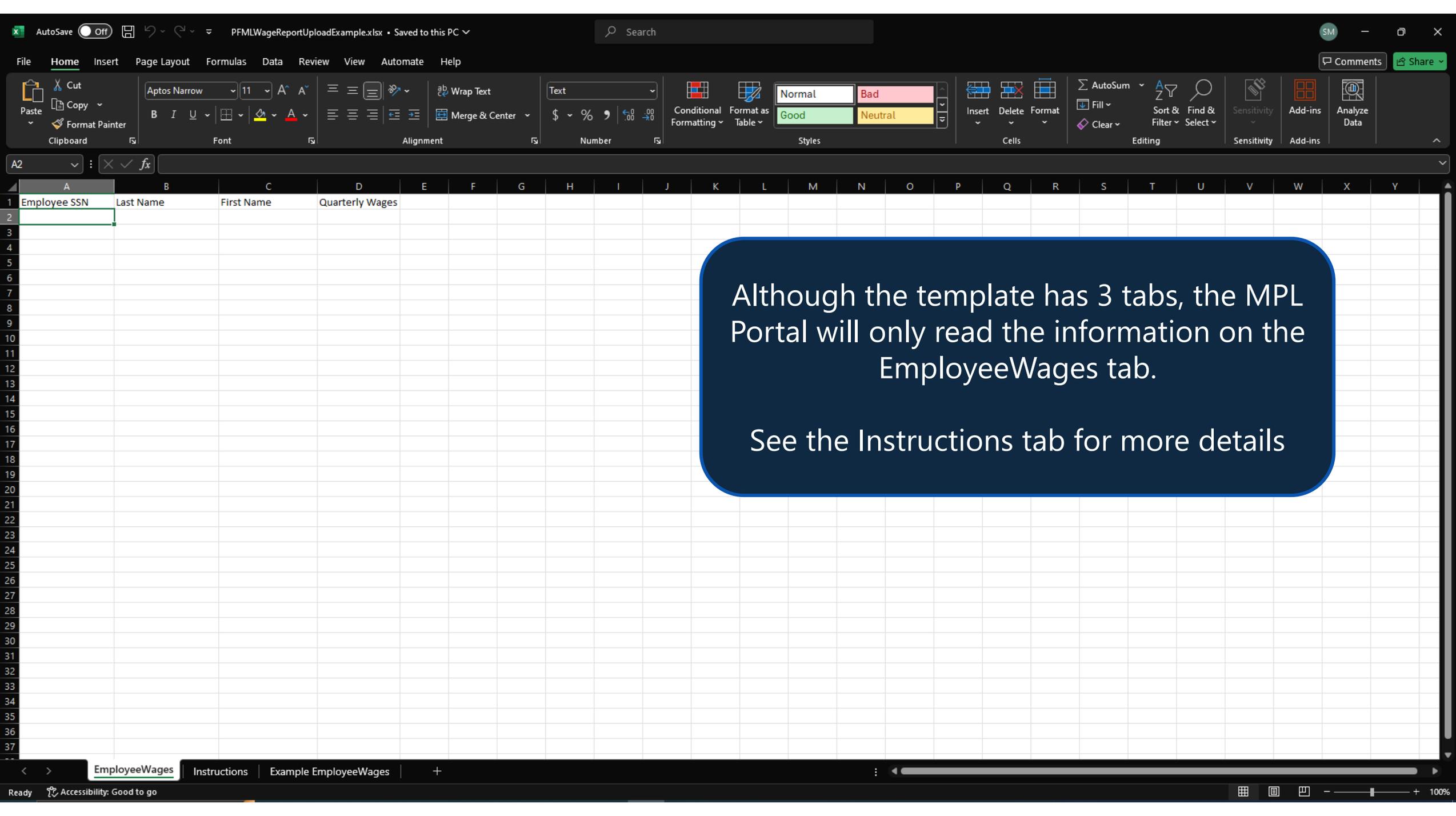
Contributions

[Upload from Excel](#)

	SSN	Last Name	First Name	Quarterly Wages
--	-----	-----------	------------	-----------------

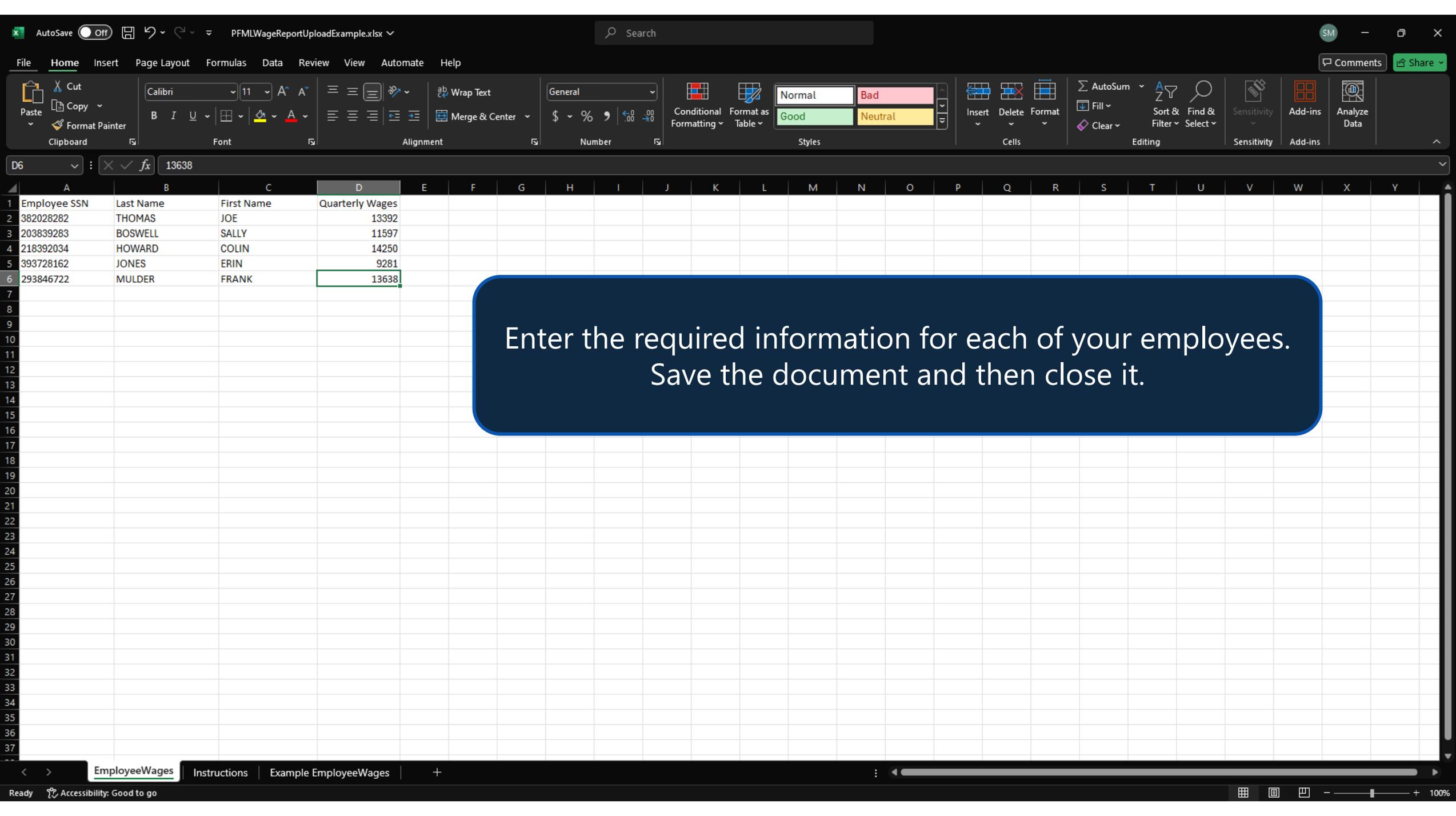
[+ Add a Record](#)[+ Add a Record](#)[Cancel](#)[Save Draft](#)[< Previous](#)[Next >](#)

The second method is to upload the spreadsheet with all of your employees' details. This method is useful if you have a large number of employees. To begin, click **Download Template**.



Although the template has 3 tabs, the MPL Portal will only read the information on the EmployeeWages tab.

See the Instructions tab for more details



Enter the required information for each of your employees.
Save the document and then close it.

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Employer Wage Report

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Introduction



Business Status



Wage Reporting

Wage Reporting

Enter the wages of all employees you paid this quarter.

Wages should be reported in the quarter they were paid to the employee, regardless of when the wages were earned. Enter the total wages paid to each employee regardless of whether their wages were more than the Social Security Administration contribution and benefit base limit.

You have the option of uploading an Excel file to populate your employee wage information. We recommend uploading a file if you have over 100 employees to report. Please utilize the provided template to populate and upload your information.

[Download Template](#)

Contributions

[Upload from Excel](#)

	SSN	Last Name	First Name	Quarterly Wages
--	-----	-----------	------------	-----------------

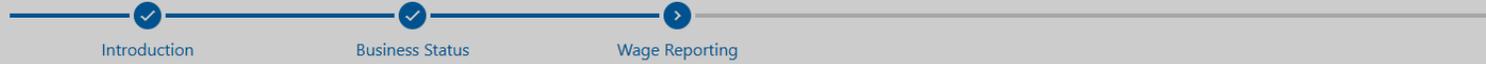
[+ Add a Record](#)[+ Add a Record](#)[Cancel](#)[Save Draft](#)[< Previous](#)[Next >](#)

Once you have completed the spreadsheet, click **Upload from Excel**.

< Wage Reports

Employer Wage Report

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Wage Reporting

Enter the wages of all employees you paid this quarter.
Wages should be reported in the quarter they were paid to the employee regardless of whether their wages were more than the Social Security Administration contribution.
You have the option of uploading an Excel file to populate your employer's report. If you have over 100 employees to report, please utilize the provided template to populate and upload your information.

[Download Template](#)

Contributions

SSN	Last Name	First Name	Quarterly Wages
-----	-----------	------------	-----------------

+ Add a Record

[Upload from Excel](#)

+ Add a Record

Select a file to import: ✕

No file chosen Required

Click **Choose File** and select the file you would like to upload. Then click **OK**.

Wage Reporting

Enter the wages of all employees you paid this quarter.

Wages should be reported in the quarter they were paid to the employee, regardless of when the wages were earned. Enter the total wages paid to each employee regardless of whether their wages were more than the Social Security Administration contribution and benefit base limit.

You have the option of uploading an Excel file to populate your employee wage information. We recommend uploading a file if you have over 100 employees to report. Please utilize the provided template to populate and upload your information.

[Download Template](#)

Contributions

[Upload from Excel](#) [Clear Table](#)

SSN	Last Name	First Name	Quarterly Wages
✎ ✕ ***-**-2034	HOWARD	COLIN	14,250.00
✎ ✕ ***-**-8162	JONES	ERIN	9,281.00
✎ ✕ ***-**-6722	MULDER	FRANK	13,638.00
✎ ✕ ***-**-8282	THOMAS	JOE	13,392.00
✎ ✕ ***-**-9283	BOSWELL	SALLY	11,597.00
+ Add a Record			
5 Rows			62,158.00

[+ Add a Record](#)

Cancel

Save Draft

< Previous

Next >

The employee data from your spreadsheet will be added to the Contributions table. Review the table for accuracy. Then click **Next**.

[< Wage Reports](#)

Employer Wage Report

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Refund Bank Account

Would you like to enter your bank account information in case you are issued a refund? *

 No Yes

If you would like to enter your bank account information to use in the case of a refund, select **Yes**. Otherwise, select **No**. Adding a refund bank account is recommended to ensure that you receive any potential refunds in a timely manner.

< Wage Reports

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Refund Bank Account

Would you like to enter your bank account information in case you are issued a refund?

No

Yes

Refund Bank Information

Please enter the bank account information associated with the bank account where you will receive any refunds if applicable.

Routing Number *

Required

Bank Name

Account Number *

Required

Confirm Account Number *

Required

Bank Account Type *

Checking

Savings

Cancel

Save Draft

< Previous

Next >

If you select **Yes**, enter your routing number, account number, and bank account type. Then click **Next**.

Employer Wage Report

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Review

Total Number of Employees

5

Total Quarterly Wages

62,158.00

Total Applicable Wages

62,158.00

i **Applicable Wages:** Contributions are only due on wages for each employee up to the federal Social Security Administration contribution and benefit base limit (\$176,100.00).

Total Contributions Due

311.00

Total Credits and Payments on Period

0.00

Total Final Amount Due

311.00

Cancel

Save Draft

< Previous

Next >

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

[< Wage Reports](#)

Employer Wage Report

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Payment

Do you want to make a payment now? *

If the full period balance is not paid by 6/2/2025, you may be assessed a penalty for not paying timely.

If you owe any premiums, you will be asked if you would like to make a payment. If you select **Yes**, you can submit an ACH debit payment with your wage report.

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Payment

Do you want to make a payment now? *

If the full period balance is not paid by 6/2/2025, you may be assessed a penalty for not paying timely.

If you want to submit an ACH credit payment, or submit a payment at a later time, select **No**. Keep in mind that payments submitted after the due date will result in penalties. For more information on how to make a payment after you submit the wage report, please refer to the [Making a Payment](#) tutorial.

Select your answer, then click **Next**.

[← Wage Reports](#)

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Pay with Bank Account

Amount * Confirm Amount Payment Date * Type 

If you selected **Yes** for making a payment now, you will be taken to a page to enter your bank account information for an ACH payment. Start by confirming the amount you want to pay. The amount in the Confirm Amount field should be the same as the Amount field.

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Pay with Bank Account

Amount

Confirm Amount

Payment Date

Type

* Routing Number

* Account Number

* Confirm Account Number

* Bank Account Type Checking Savings

Save for future use Yes No

Select the bank type then enter your routing number, account number, and bank account type. Choose whether you would like to save this bank account for future use. Then click **Next**.

Cancel

Save Draft

< Previous

Next >

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Employer Wage Report

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Confirm Submission

I certify that the information I have provided is correct to the best of my knowledge. I understand I am subject to administrative penalties, including penalties for perjury, or legal action if it is determined that I withheld information or provided false information.

You are required to re-enter your password to confirm this submission. Your password will act as your signature.

* Password 

[Cancel](#)[Save Draft](#)[< Previous](#)[Submit](#)

Your password will act as your signature.
Enter your password, then click **Submit**.

[< Wage Reports](#)

Confirmation

Your **Employer Wage Report** for the quarter ending on **31-Mar-2025** has been submitted successfully and will be posted to your account once it has been processed.

Your confirmation number is **0-000-100-858**.

Date submitted: **15-Apr-2025**.

A summary of your submission can be found below:

Total Employees	5
Total Applicable Wages	\$ 62,158.00
Total Contributions Due	\$ 311.00
Total Period Credits	\$ 0.00
Total Payment	\$ 311.00

If you want to make a change, it is not too late. You can view or amend previous wage reports using the View Wage Reports hyperlink..

[Printable View](#)[OK](#)

Your wage report and payment have been submitted. Your confirmation number is displayed, and you can click **Printable View** to see a printer friendly version of this screen. Click **OK** to return to the list of quarters.





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[Register as an Employer](#)



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