





**Log in**

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



Employer Registration



Third-Party Administrator



Employer Resources

# Making a Bulk Payment





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**[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.

You last worked with  
**PINE TREE PAYROLL**

Welcome, Alex  
*You last logged in on Tuesday, Apr 15, 2025 3:38:39 PM*  
[Manage My Profile](#)   
[TPA Center](#)

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Who do you want to work with?  
Select your own account to submit bulk wage reports or request access to clients' accounts.

Filter	
<b>DOWNEAST CATERING</b> **-***9827 45 COMMERCE DR AUGUSTA ME 04330-7889	<a href="#">☆ Add to Favorites</a>
<b>PATS PANCAKES</b> **-***1987 45 COMMERCE DR AUGUSTA ME 04330-7889	<a href="#">☆ Add to Favorites</a>
<b>PINE TREE PAYROLL</b> **-***6984 45 COMMERCE DR AUGUSTA ME 04330-7889	<a href="#">☆ Add to Favorites</a>
<b>PREMIER ARBORIST</b> **-***2398 45 COMMERCE DR AUGUSTA ME 04330-7889	<a href="#">☆ Add to Favorites</a>

There are two ways to navigate to the bulk payment link from the client select screen:

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<b>PINE TREE PAYROLL</b> **-***6984 45 COMMERCE DR AUGUSTA ME 04330-7889	<a href="#">☆ Add to Favorites</a>
<b>PREMIER ARBORIST</b> **-***2398 45 COMMERCE DR AUGUSTA ME 04330-7889	<a href="#">☆ Add to Favorites</a>

For the first way, select your business's name from the "Who do you want to work with?" list.

< Work with Someone Else

## PINE TREE PAYROLL

\*\*\_\*\*\*6984

45 COMMERCE DR  
AUGUSTA ME 04330-7889

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

Filter

### PINE TREE PAYROLL

\*\*\_\*\*\*6984

45 COMMERCE DR  
AUGUSTA ME 04330-7889

#### Third-Party Services

- > [File Bulk Wage Reports](#)
- > [Make a Bulk Payment](#)
- > [Request Third-Party Access](#)
- > [Manage Access to Multiple Clients](#)

Your summary screen is displayed. Click the **Make a Bulk Payment** link.

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Who do you want to work with?

Select your own account to submit bulk wage reports or request access to clients' accounts.

Filter	
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<b>PINE TREE PAYROLL</b> **_***6984 45 COMMERCE DR AUGUSTA ME 04330-7889	<a href="#">☆ Add to Favorites</a>
<b>PREMIER ARBORIST</b> **_***2398 45 COMMERCE DR AUGUSTA ME 04330-7889	<a href="#">☆ Add to Favorites</a>

The second way to reach the bulk payment link is to click **TPA Center** on the top right.

[← PINE TREE PAYROLL](#)

## TPA Center

Alex

[TPA Center](#) [Action Center](#)

### ↓ Submissions

Search for previous submissions.

[> Search Submissions](#)

### 💬 Messages

View messages I've received or send a message.

[> Send a Message](#)[> View Messages](#)

### ✉ 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](#)

### 👥 Bulk Actions

Perform bulk TPA actions.

[> File Bulk Wage Reports](#)[> Make a Bulk Payment](#)[> Manage Access to Multiple Clients](#)

In the TPA Center, click **Make a Bulk Payment** in the Bulk Actions panel.

[< PINE TREE PAYROLL](#)

## Make a Bulk Payment

Alex

  
Select Employers

### Select Employers

[Select All](#) [Select None](#) 

Select the employers in the table below that you want to include in your bulk payment. You can choose more than one employer. After adding employers, the next step is payment options.

Select	Employer	Account ID	Total Balance	Amount to Pay
<input type="checkbox"/>	PATS PANCAKES	000-0433349	484.00	0.00
<input type="checkbox"/>	PREMIER ARBORIST	000-0493344	274.00	0.00
<input type="checkbox"/>	DOWNEAST CATERING	000-0033337	160.00	0.00

Total Amount to Pay ..... [Cancel](#)[< Previous](#)[Next >](#)

Select the employers you would like to make payments on behalf of.

[< PINE TREE PAYROLL](#)

## Make a Bulk Payment

Alex

 Select Employers

### Select Employers

[Select All](#) [Select None](#) 

Select the employers in the table below that you want to include in your bulk payment. You can choose more than one employer. After adding employers, the next step is payment options.

Select	Employer	Account ID	Total Balance	Amount to Pay
<input checked="" type="checkbox"/>	PATS PANCAKES	000-0433349	484.00	484.00
<input type="checkbox"/>	PREMIER ARBORIST	000-0493344	274.00	0.00
<input type="checkbox"/>	DOWNEAST CATERING	000-0033337	160.00	0.00

Total Amount to Pay .....

When you select an employer, the Amount to Pay will default to their Total Balance.

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## Make a Bulk Payment

Alex

 Select Employers

### Select Employers

Select All Select None 

Select the employers in the table below that you want to include in your bulk payment. You can choose more than one employer. After adding employers, the next step is payment options.

Select	Employer	Account ID	Total Balance	Amount to Pay
<input checked="" type="checkbox"/>	PATS PANCAKES	000-0433349	484.00	400.00
<input type="checkbox"/>	PREMIER ARBORIST	000-0493344	274.00	0.00
<input type="checkbox"/>	DOWNEAST CATERING	000-0033337	160.00	0.00

Total Amount to Pay ..... 400.00

Cancel

< Previous

Next >

You can change the payment amount by selecting the value in the Amount to Pay column and changing it.

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## Make a Bulk Payment

Alex

 Select Employers

### Select Employers

Select All Select None 

Select the employers in the table below that you want to include in your bulk payment. You can choose more than one employer. After adding employers, the next step is payment options.

Select	Employer	Account ID	Total Balance	Amount to Pay
<input checked="" type="checkbox"/>	PATS PANCAKES	000-0433349	484.00	400.00
<input checked="" type="checkbox"/>	PREMIER ARBORIST	000-0493344	274.00	358.00
<input checked="" type="checkbox"/>	DOWNEAST CATERING	000-0033337	160.00	160.00

Total Amount to Pay ..... 918.00

Cancel

< Previous

Next >

Once you've specified how much you would like to pay for each customer, the total will be calculated at the bottom. Then click **Next**.

[< PINE TREE PAYROLL](#)

## Make a Bulk Payment

Alex



### Review

You are submitting a payment of \$918.00 for 3 employer(s).

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

Review the total amount to be paid and the number of employees you are paying on behalf of. If you need to change any information, use the **Previous** button or click **Select Employers** in the breadcrumb trail at the top.

If all information is correct, click **Next**.

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## Make a Bulk Payment

Alex



### Pay with Bank Account

Amount

\* Type *Required*

Cancel

< Previous

Next >

Select the bank type you'll be using for the payment.

[← PINE TREE PAYROLL](#)

## Make a Bulk Payment

Alex



### Pay with Bank Account

Amount Type \* Routing Number \* Account Number \* Confirm Account Number \* Bank Account Type  Checking  
 SavingsSave for future use  Yes  No

Enter your routing number, account number, and bank account type. Select **Yes** or **No** for whether you want to save this bank account for future use. Then click **Next**.

[Cancel](#)[← Previous](#)[Next →](#)

[< PINE TREE PAYROLL](#)

## Make a Bulk Payment

Alex



### Confirm Submission

Your payment of \$918.00 is ready to submit.

Your password will act as your signature.

\* Password  

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

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

[← PINE TREE PAYROLL](#)

### Confirmation

Your bulk payment was submitted on 25-Apr-2025. Your confirmation number is **0-000-046-470**.

We have received your request to make a payment in the amount of **\$918.00**. Please allow 3-5 business days for the payment to process and post to your clients' accounts.

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

Your bulk payment has been submitted. Your confirmation number is displayed, and you can click **Printable View** to see a printer friendly version of this screen.

Keep in mind that the payment will take a few business days to reflect on your clients' accounts.





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