



Log in

[Forgot password?](#)

New to Maine Paid Leave?

[Register as an Employer](#)



Employer Registration



Third-Party Administrator



Employer Resources

Registering for Maine Paid Leave (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.



Email Address

Password



Log in

[Forgot password?](#)

New to Maine Paid Leave?

[Register as an Employer](#)



Employer Registration



Third-Party Administrator



Employer Resources

To register, click the **Register as an Employer** hyperlink in the Username and Password panel.

Employer Registration

Introduction

Introduction

This registration is for Maine employers to register to report wages and remit Paid Family and Medical Leave contributions. Within, you'll be asked to create a username for managing wage reports and payments online.

Maine tribal governments and self-employed individuals may also register to elect coverage.

If you're an employer and want to apply for a private plan substitution, you must register as an employer first. Keep in mind, even if your substitution gets approved, you'll still need to log in here to submit quarterly wage reports.

What do I need to register?

If you're registering as an employer, you'll need:

- The legal name of the business
- The Federal Employer Identification Number (FEIN) of the business
- The date you began paying wages in Maine
- Physical address and billing address
- Information about the number of employees the business has had

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

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Employer Registration



Tell Us About Your Business

Are you registering as a self-employed individual? *

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First, we need some basic information about your business. If you are registering as a self-employed individual, please refer to the [Electing Coverage as a Self-Employed Individual](#) tutorial.

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Employer Registration



Introduction



Business Questions

Tell Us About Your Business

Are you registering as a self-employed individual?

☒ No☐ Yes

Are you registering as a tribal government?

☒ No☐ Yes

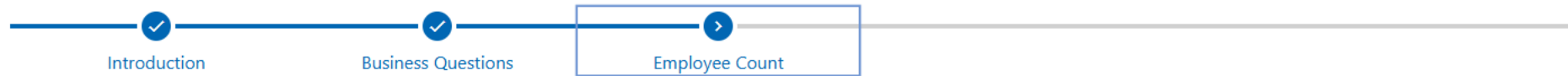
When did you first start paying wages in Maine?

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Answer whether you are a self-employed individual and whether you represent a tribal government. Enter the date that you first paid wages in Maine. If your business has been paying wages in Maine for a long time and you aren't sure of the exact date, give your best guess. Then click **Next**.

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Employer Registration



Employee Count

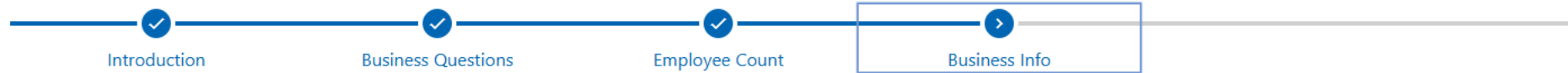
For the time period of 01-Oct-2024 - 30-Sep-2025, were there at least 20 weeks where you had 15 or more employees? *

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Answer **Yes** if you had 15 or more employees for at least 20 weeks between the October 1st and September 30th of the prior year. Otherwise, answer **No**. Then click **Next**.

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Employer Registration



Business Information

Legal Name *

Doing Business As

Federal Employer ID *

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Enter the Legal Name, the Doing Business As name if you have one, and the Federal Employer ID of your business. Then click **Next**.

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Employer Registration



Physical Address

Country

USA

Street *

Required

Street 2

Unit Type

Unit

City *

State

Zip *

MAINE

Required

[Verify Address](#)

Enter the physical address of your business. Once you have entered the address, click **Verify Address**.

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Employer Registration

Introduction

Business Address

Business Address

Physical Address

Country

USA

Street

45 COMMERCE DR

Street 2

Unit Type

State

MAINE

[Verify Address](#) *

Address Search

Address Required

☒ 45 COMMERCE DR
AUGUSTA ME 04330-7889
Verified Address

☐ 45 COMMERCE DR
STE [1 - 12]
AUGUSTA ME 04330-7889
Verified Address
Select Unit

Cancel

Save

If you are prompted to select your address from a list, select the correct address and click **Save**. Then click **Next**.

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Employer Registration



Billing Address

Do you have a billing address that is different from your physical address?

No

Yes

Cancel

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Select **Yes** if you have a billing address that is different from your physical address. Otherwise, select **No**.

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Employer Registration



Introduction



Business Questions



Employee Count



Business Info



Business Address



Billing Address

Billing Address

Do you have a billing address that is different from your physical address?

Country

USA 

Street *

Required

Street 2

Unit

Unit Number

City *

Required

State

MAINE 

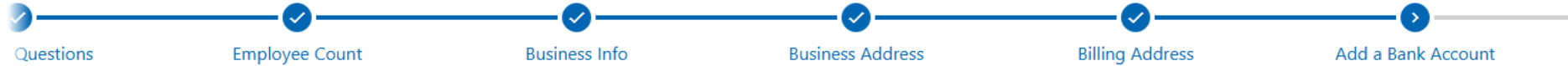
Zip *

Required[Verify Address](#)

If you do have a billing address that is different from your physical address, enter the address and verify it the same way you did the physical address. Then click **Next**.

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Employer Registration



Add a Bank Account

Would you like to add a bank account to use with future payments and refunds? *

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If you would like to enter bank account information to use for payments and refunds now, select **Yes**. If you would like to enter this information later, select **No**. You will be able to add bank information at any time through your portal login after you have registered.

Employer Registration



Add a Bank Account

Would you like to add a bank account to use with future payments and refunds?

No

Yes

Bank Account Information

Routing Number *

Required

Bank Name

Account Number *

Required

Confirm Account Number *

Required

Bank Account Type *

☐ Checking

☐ Savings

Name *

Required

If you choose to add a bank account now, enter the Routing Number and Account Number. Select the Bank Account Type and choose a Name for this bank account. Then click **Next**.

Cancel

Save Draft

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Create Your Username

Enter the information you would like to use to create your online account. The email address and password you provide will be used to access your account. For your username, use an email address that only you have access to.

Your Name *

Required

Email (Username) *

Required

[Verify Email](#) *

Don't share your password with anyone. If other people in your company will need to use the portal too, you can set up access for them after you register.

Passwords must:

- Be at least 8 characters in length
- Contain both uppercase and lowercase letters
- Contain both letters and numbers
- Contain a special character

Password *

Required

Confirm Password

Now you need to create your username. Enter your name, an email that only you have access to, and a password. This email address will serve as your username. Use the **Verify Email** link to validate your email address.

Note: If you want email communications sent to a shared inbox, you'll have a chance to do that on a later step. If you need to set up additional logons for others, you'll be able to do that once logged in.

Cancel

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Employer Registration



Create Your Username

Enter the information you would like to use to create your online account. The email address and password you provide will be used to access your account. For your username, use an email address or a unique name that you can access to.

Your Name

Jane

Email (Username)

example@email.com

Verify Email *

Don't share your password. In your company will need to set up access for them after.

Passwords must:

- Be at least 8 characters
- Contain both uppercas
- Contain both letters an
- Contain a special character

Password *

Required

Password Recovery

Select a secret question and answer that you will remember in the event that you forget or lose your password.

Communication Preferences

You can choose to receive communications from Maine Paid Leave at the email address provided as your username, or direct emails to a separate address. You can choose to receive communications sent to a separate email address. You can change these settings.

the email address used as

a separate email address.

Maine Paid Leave

Phone Country

USA

Phone Number *

Required

is for unread

correspondence at your contact phone number? Message and data rates may apply.

No

Yes

Verify Email

Enter Your Verification Code

An email containing a verification code was just sent to example@email.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

Required

Didn't receive your verification code? [Resend](#)

Is example@email.com not correct? [Use a different email](#)

Cancel

Confirm

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

Employer Registration



Create Your Username

Enter the information you would like to use to create your online account. The email address and password you provide will be used to access your account. For your username, use an email address that only you have access to.

Your Name

Jane

Password Recovery

Select a secret question and answer that you will remember in the event that you forget or lose your password.

Secret Question *

Required

Secret Answer *

Required

Communication Preferences

You can choose to receive communications from Maine Paid Leave at the email address provided as your username, or direct emails to a separate address. You might do this so that communications are sent to a shared inbox. You will be able to change these settings after creating your account.

☒ Send communications to the email address used as my username.

☐ Send communications to a separate email address.

Email for communications from Maine Paid Leave

example@email.com

☒ Email has been verified

Phone Type

Business Phone

Phone Country

USA

Area Code *

Required

Phone Number *

Required

Do you want to receive SMS alerts for unread correspondence at your contact phone number? Message and data rates may apply.

No

Yes

Next, set up your password recovery question. Choose a secret question and then enter an answer. If you forget your password and need to reset it, you will be asked this question.

Cancel

Save Draft

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Next >



Create Your Username

Enter the information for your online account. You will need your username and password to access the portal.

Your Name
Jane

Email (Username)
example@

☒ Email has been verified

Don't send me emails in your account. I will set up a separate email address.

Password

- Be at least 8 characters long
- Contain at least one uppercase letter
- Contain at least one lowercase letter
- Contain at least one number

Password

Required

Confirm Password

Password Recovery

You will need your



Communication Preferences

You can choose to receive communications from Maine Paid Leave at the email address provided as your username, or direct emails to a separate address. You might do this so that communications are sent to a shared inbox. You will be able to change these settings after creating your account.

☒ Send communications to the email address used as my username.

☐ Send communications to a separate email address.

Email for communications from Maine Paid Leave

example@email.com

☒ Email has been verified

Phone Type

Business Phone

Phone Country

USA

Area Code *

Required

Phone Number *

Required

Do you want to receive SMS alerts for unread correspondence at your contact phone number? Message and data rates may apply.

No

Yes

Cancel

Save Draft

< Previous

Next >

Finally, enter your communication preferences. This is where you can select to have communications sent to a different email address from your username. If you do enter a separate email address, that email will need to be verified too.

Enter a phone number and select whether you want to receive SMS alerts for unread letters on the portal. Then click **Next**.

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Employer Registration



Review

Make sure the information here is correct before you submit. If you need to change anything, you may go back to a previous step to change it.

Legal Business Name

MY BUSINESS

ID Type

Federal Employer ID

ID

_*6789

Username

example@email.com

Phone Number

(207) 123-4567

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

Review your 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 everything is correct click **Submit**.

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Confirmation

Your employer registration was submitted on 15-Apr-2025. Your confirmation number is **0-000-048-988**.

Next Steps

Now that you have an account, you can log in to:

- File quarterly wage reports and view premium rates on your account
- View your letters, messages, and account attributes
- Make payments and request exemptions

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

Your registration is now complete. 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 home page, where you will be able to log in with your username and password.



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