



Log in

[Forgot username or password?](#)

New to Maine Paid Leave?

[Register as an Employer](#)



Employer Registration



Third-Party Administrator




Employer Resources

Registering for Maine Paid Leave (for TPAs)



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.



Password 

[Log in](#)

[Forgot username or password?](#)

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



Employer Registration

Register your business for an online account or elect coverage as a self-employed individual for Maine Paid Leave benefits.

- [Register as a Business or Self-Employed Individual](#)
- [Find a Saved Business Registration](#)



Third-Party Administrator

Register as a Third-Party Administrator to manage your clients' Maine Paid Leave accounts.

- [Register as a Third-Party Administrator](#)



Employer Resources

Learn more about Maine's Paid Leave program, review frequently asked questions, and more.

- [Paid Family and Medical Leave Overview](#)
- [Frequently Asked Questions \(PDF\)](#)
- [View the Maine Paid Leave Rules \(PDF\)](#)

From the home page, click the **Register as a Third-Party Administrator** link in the Third-Party Administrator panel.

[< Home](#)

Third-Party Administrator Registration

[Introduction](#)

Introduction

You can use this request to register as a third-party administrator with the agency. You should complete this registration if you have a client who wants to grant you access to view, change, or submit information relating to their Paid Leave Contributions account.

If you are an in-state employer required to remit Paid Leave contributions or a self-employed individual wanting to elect coverage, please return to the previous page and register as a business or self-employed individual instead.

You will only need information about you and your business, including FEIN. Once you are registered, you will be able to request access to your clients' accounts.

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

This registration is for Third-Party Administrators. If you are registering as an employer, please refer to the [Employer Registration](#) tutorial.
If you are ready to continue, click **Next**.

[< Home](#)

Third-Party Administrator Registration



Introduction



Business Questions

Tell Us About Your Business

Legal Name *

Required

Doing Business As

Federal Employer ID *

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

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

[< Home](#)

Third-Party Administrator Registration

✓

✓

➤

Introduction

Business Questions

Business Address

Physical Address

Country

USA

▼

Street *

Required

Street 2

Unit Type

▼

Unit

City *

Required

State

MAINE

▼

Zip *

Required

Verify Address

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

[< Home](#)

Third-Party Administrator Registration

[Introduction](#)[Business](#)

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**.

[< Home](#)

Third-Party Administrator Registration



Mailing Address

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

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

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

< Home

Third-Party Administrator Registration



Mailing Address

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

Yes No

Country

USA

Street *

Required

Street 2

Unit Type

Unit

City *

Required

State

MAINE

Zip *

Required

[Verify Address](#)

If you do have a mailing 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**.

Third-Party Administrator Registration

✓

Introduction

✓

Business Questions

✓

Business Address

✓

Billing Address

>

Create Username

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.

Your Name *

Email (Username) *

[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 *

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

< Previous

Next >

Third-Party Administrator Registration

✓

✓

✓

✓

➤

Introduction

Business Questions

Business Address

Billing Address

Create Username

Create Your Username

Password Recovery

Communication Preferences

Enter the information you want to use for your online account. The email address you provide will be used to verify your account.

Your Name

John

Email (Username)

email@example.com

Verify Email *

Don't share your password. If you are the only person in your company who will need to set up access for them after you, you can share your password.

Passwords must:

- Be at least 8 characters
- Contain both upper and lowercase letters
- Contain both letters and numbers
- Contain a special character

Password *

Verify Email

?

×

Enter Your Verification Code

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

Required

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

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

Cancel

Confirm

Communications from Maine are provided as your primary contact method. You can provide a separate address. You can change these settings at any time.

the email address used as your primary contact method.

a separate email address.

Maine Paid Leave

Contact Phone Number *

Required

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

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

Third-Party Administrator Registration

✓

Introduction

✓

Business Questions

✓

Business Address

✓

Billing Address

>

Create Username

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.

Your Name

John

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

email@example.com

☒ Email has been verified

Contact Phone Country

USA

Contact 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

< Previous

Next >

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.

Third-Party Administrator Registration

✓

Introduction

✓

Business Questions

✓

Business Address

✓

Billing Address

>

Create Username

Create Username

Enter the email address you will use for your username.

Your Name

John

Email (Username)

email@example.com

☒ Email has been verified

Don't send me emails in your account set up

Password

• Be at least 8 characters long

• Contain at least one uppercase letter

• Contain at least one lowercase letter

• Contain at least one number

Required

Confirm 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 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

email@example.com

☒ Email has been verified

Contact Phone Country

USA

Contact 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

< 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**.

[< Home](#)

Third-Party Administrator 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

EXAMPLE PAYROLL

ID Type

Federal Employer ID

ID

-*1111

Username

email@example.com

Phone Number

(207) 412-9887

[Cancel](#)[< 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**.

[← Home](#)

Confirmation

Your Third-Party Administrator registration was submitted on 15-Apr-2025. Your confirmation number is **0-000-018-007**.

It may take a few business days to process your registration and activate your username. Once your registration has been processed, you will be able to request access to your clients' accounts, submit wage reports, and make payments on their behalf.

[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.



Log in

[Forgot username or password?](#)

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[Click here](#) for more tutorials!