







**Employer Registration** 

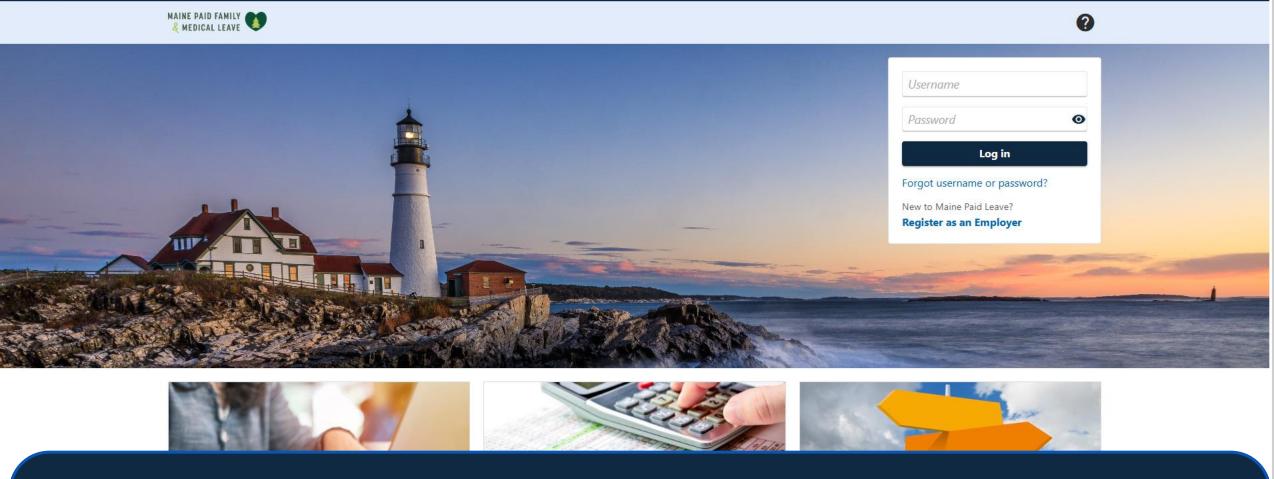


**Third-Party Administrator** 



**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.





#### **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.





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#### **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.

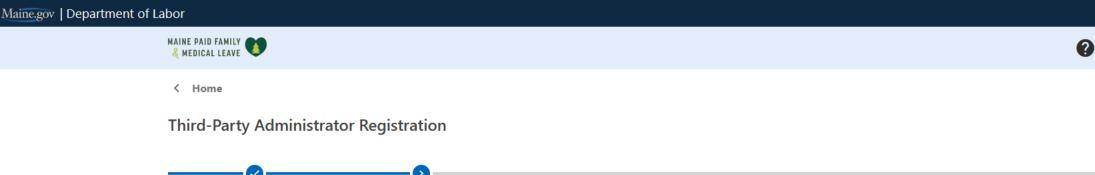
Cancel

< Previous

Next

This registration is for Third-Party Administrators. If you are registering as an employer, please refer to the <a href="Employer Registration">Employer Registration</a> tutorial.

If you are ready to continue, click **Next**.



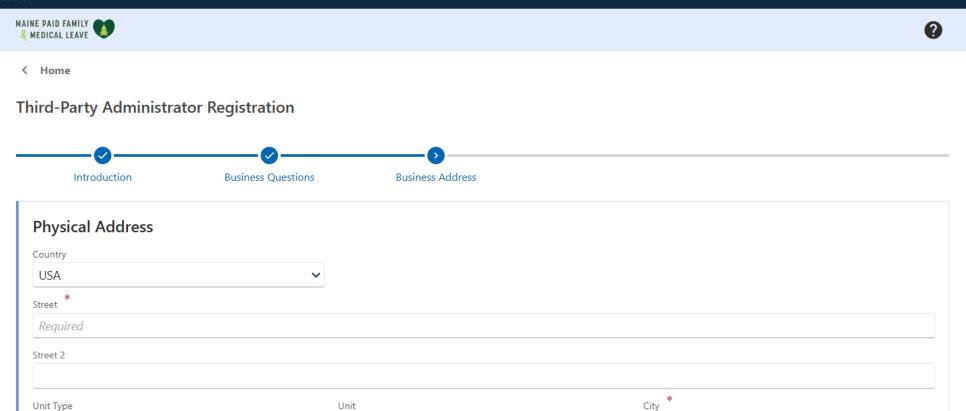


Enter your business's Legal Name, the Doing Business As name if you have one, and the Federal Employer ID of your business. Then click **Next**.

State

MAINE

Verify Address

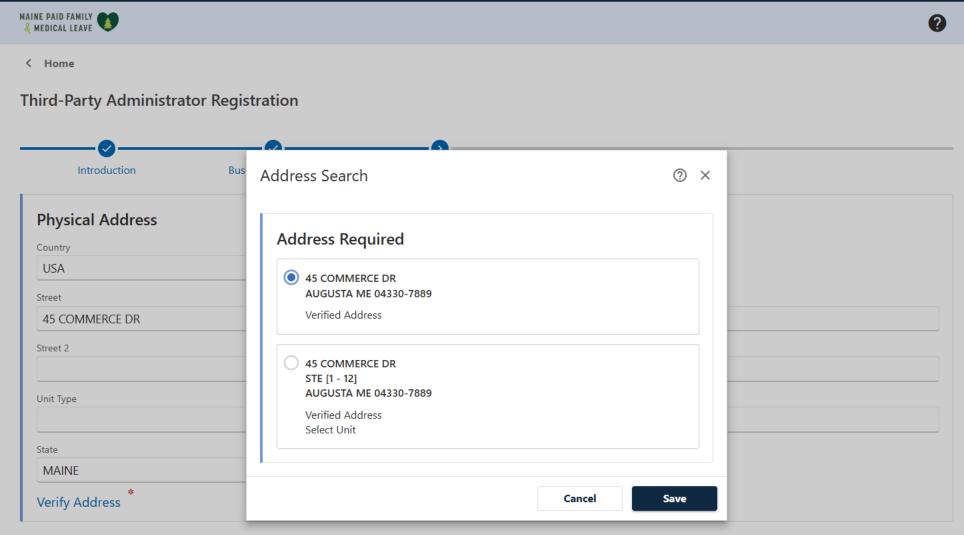


Enter the physical address of your business. Once you have entered the address, click **Verify Address**.

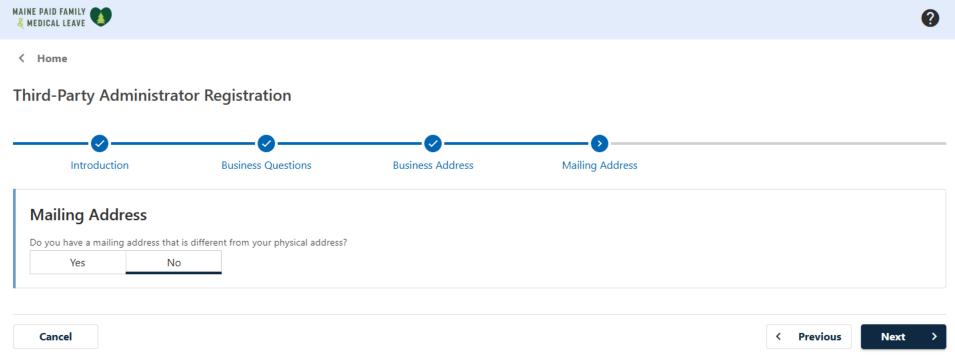
Zip

Required

Required



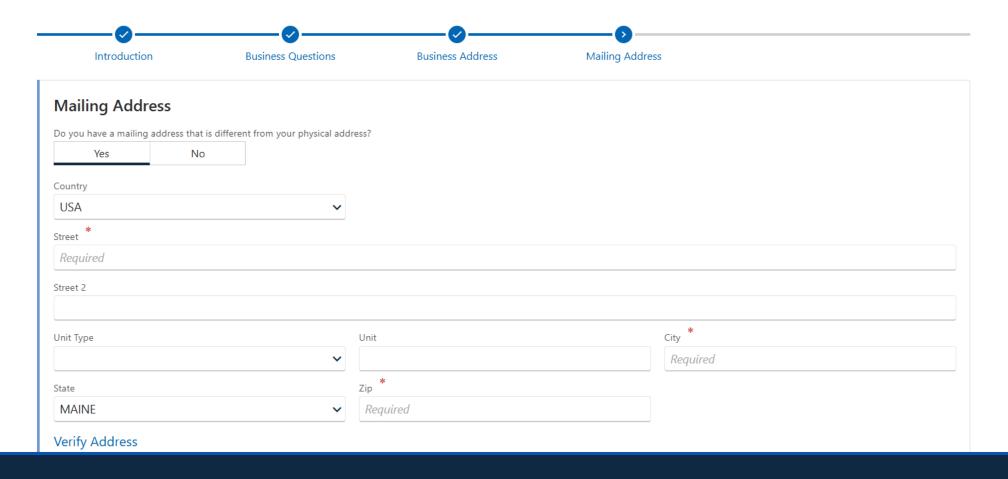
If you are prompted to select your address from a list, select the correct address and click **Save**. Then click **Next**.



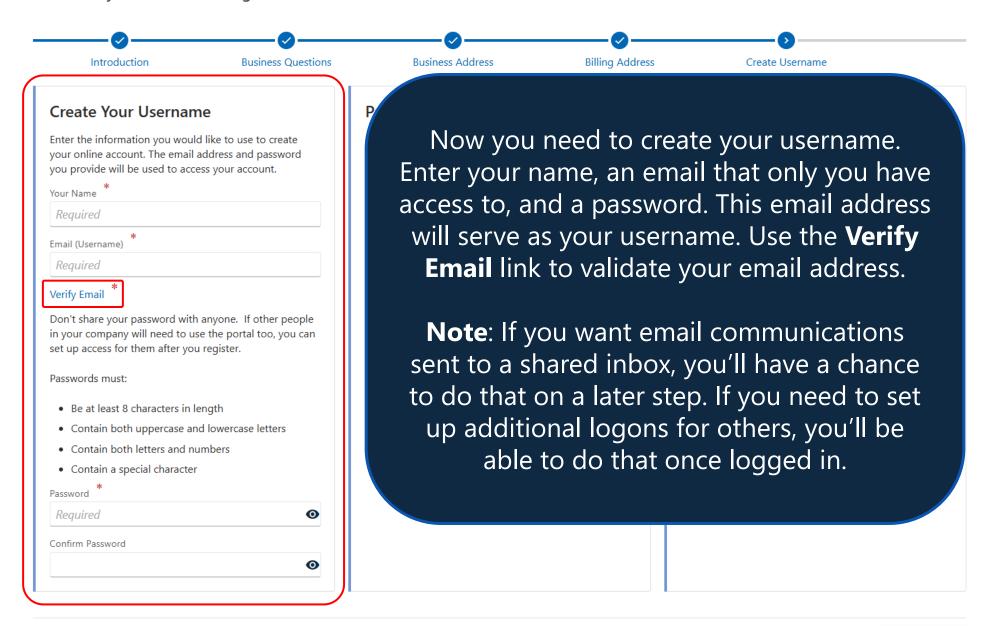
Select **Yes** if you have a mailing address that is different from your physical address. Otherwise, select **No**.



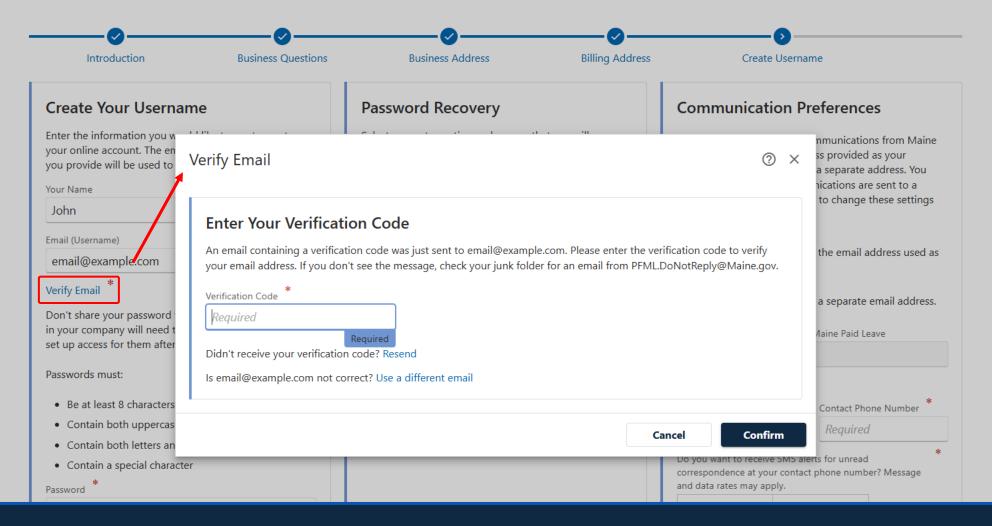




If you do have a mailing address that is different from your physical address, enter the address and verify it the same way you did the physical address. Then click **Next**.



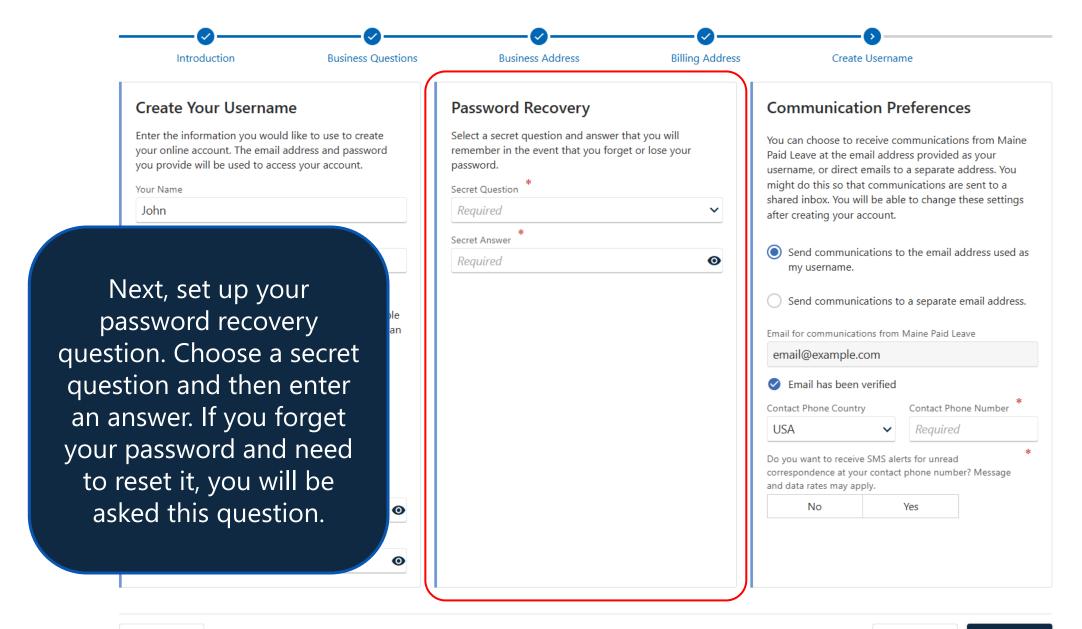


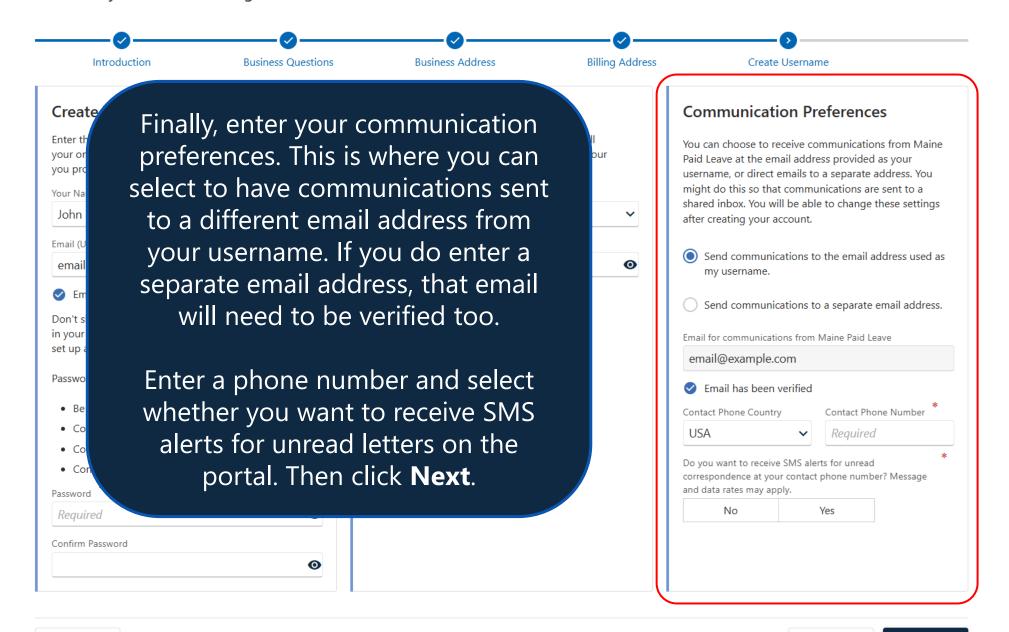


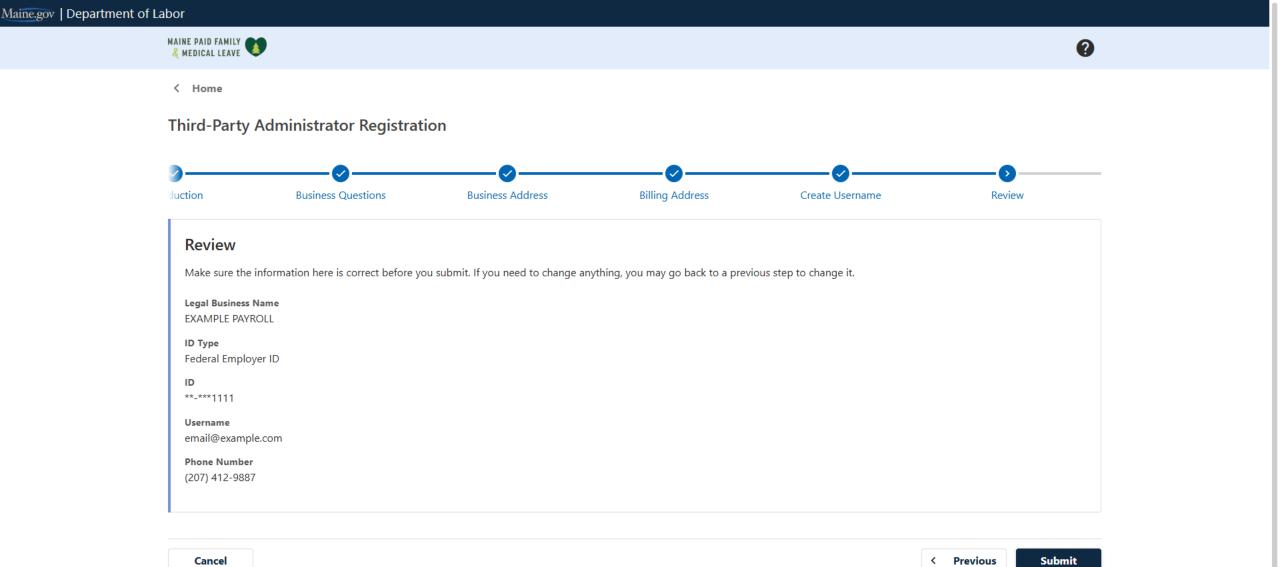
To verify your email address, enter the code sent to your inbox and click **Confirm**.

Cancel

#### **Third-Party Administrator Registration**







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 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.













Click here for more tutorials!