





Log in

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Employer Registration



Third-Party Administrator



Employer Resources

Requesting Access to an Employer's Account



Username

Password 

Log in

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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.

PINE TREE PAYROLL

-*6984

45 COMMERCE DR
AUGUSTA ME 04330-7889

Welcome, Alex

You last logged in on Tuesday, Apr 15, 2025 2:11:47 PM

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Third-Party Services

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

To request account access, you will need to know the email address that your client used to register for the portal. There are two ways to request access to employer accounts. When you have a single employer to request access to, click **Request Third-Party Access** from the logged in summary screen.

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Request Third-Party Access

Alex


Third-Party Access Request

Third-Party Access Request

Before you begin working on a client's account, you need to request access. You will need your client's official registered email address, which is also their username, to request access.

 What if I don't know the client's registered email address?

Client's Email *

Confirm Client's Email *

Enter your client's email and confirm it. Then click **Submit**.

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Confirmation

Your request for third-party access was submitted on 15-Apr-2025. Your confirmation number is **0-000-015-633**.

[Printable View](#)

[OK](#)

Your client will now receive an access request on the portal. When they approve your access, you will be able to take actions on their behalf.

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Third-Party Services

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- > [Manage Access to Multiple Clients](#)

If you are going to request access to many clients, click **Manage Access to Multiple Clients** from the summary screen. You can also access this from the **TPA Center**.

TPA Center

Alex

TPA Center Action Center

🔍 *What are you looking for?*

↓ 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**

From the TPA Center, click **Manage Access to Multiple Clients** in the Bulk Actions panel.

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Manage Access to Multiple Accounts

Alex


Introduction

Introduction

You can perform the following client maintenance tasks:

- Request access to clients' employer accounts
- Remove your access to clients' employer accounts

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

You can either request access or remove access to clients' accounts here. Click **Next**.

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Manage Access to Multiple Accounts

Alex



Manage Client Access

What type of client maintenance would you like to do? *

If you chose to request access to a client, you will need to provide the email that they registered to the PFML portal with.

 What if I don't know the client's registered email address?

Request access to clients' accounts

Remove access to clients' accounts

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

Select the actions that you want to take. Then click **Next**.

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Manage Access to Multiple Accounts

Alex



Request Access

Use this submission if you need to request access to multiple clients' accounts. You should contact your clients directly if you do not know their registered email address. If you decide not to request access at this point you can leave the table empty.

Client's Email	Confirm Client's Email
<input type="text"/>	<input type="text"/>

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

For each client that you want to request access to, enter and confirm their email. Then click **Next**.

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Manage Access to Multiple Accounts

Alex



Remove Access

Use this submission if you need to remove your access to multiple clients' accounts.

Remove	Employer	Account ID	Access Level
<input type="checkbox"/>	PATS PANCAKES	000-0433349	File Wage Reports and Make Payments

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

For each client that you want to remove access to, check the **Remove** box on the left. Then click **Next**.

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Manage Access to Multiple Accounts

Alex



Review

You are requesting access to 1 employer account(s).

You are removing access for 1 employer account(s).

Cancel

< Previous

Submit

Review the total number of access requests and removals. Then click **Submit**.

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Confirmation

Your account access request was submitted on 15-Apr-2025.

Your confirmation number is **0-000-032-017**.

[Printable View](#)

[OK](#)

Your access requests are now submitted. Removals will take effect immediately, but you will have to wait for your clients to respond to access requests.





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