





Log in

[Forgot username or password?](#)

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



Employer Registration



Third-Party Administrator



Employer Resources

Responding to a Third-Party Administrator's Access Request



Username

Password 

Log in

[Forgot username or password?](#)

New to Maine Paid Leave?
[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.

PATS PANCAKES

-*1987

45 COMMERCE DR
AUGUSTA ME 04330-7889

Welcome, Pat

[Manage My Profile](#) ²[Summary](#)[Action Center](#) ²[Settings](#)[More...](#)**Paid Family and Medical Leave
Contributions**

PATS PANCAKES

45 COMMERCE DR
AUGUSTA ME 04330-7889[Action Center Items](#) ¹**Account**

000-0433349

Balance

\$0.00

- [Make a Payment](#)
- [View and File Wage Reports](#)
- [Add or Change Refund Bank Account](#)

Employer InformationPaid Family Medical Leave Premium Rate until 31-Dec-
2025

Premium Rate

0.50

- [View Employer Details](#)

When a Third-Party Administrator (TPA) has requested access to your account, you will be able to respond through the Action Center. On the logged in summary screen, click the **Action Center** tab.

PATS PANCAKES

-*1987

45 COMMERCE DR
AUGUSTA ME 04330-7889

Welcome, Pat

[Manage My Profile](#) ²[Summary](#) [Action Center](#) ² [Settings](#) [More...](#)

Filter

PATS PANCAKES

-*1987

45 COMMERCE DR
AUGUSTA ME 04330-7889Respond to a Third-Party Access Request 

You have an outstanding third-party access request.

[Click here to respond to a third-party access request.](#)Paid Family and Medical Leave
ContributionsPATS PANCAKES
45 COMMERCE DR
AUGUSTA ME 04330-7889Maine Paid Leave Wage Report for 2025 - Quarter 1 needs to be filed 

A return needs to be filed. Returns filed late may be subject to a penalty.

[File Wage Report](#)

A panel for the access request will appear.
Select **Click here to respond to a third-party access request** to continue.

[← PATS PANCAKES](#)

Third-Party Access Request

GRANITE PAYROLL (payroll@granite.com) has requested access to your account. By granting access, you allow PFML staff to discuss your account with GRANITE PAYROLL.

Do you want to grant payroll@granite.com access to your account? *

You will see the name of the TPA business and the email address they registered with. Select whether you want to grant this TPA account access. If you don't want to grant this TPA access, select **No** then click **Save**.

[← PATS PANCAKES](#)

Third-Party Access Request

GRANITE PAYROLL (payroll@granite.com) has requested access to your account. By granting access, you allow PFML staff to discuss your account with GRANITE PAYROLL.

Do you want to grant payroll@granite.com access to your account? *

Select Access

PATS PANCAKES

Paid Family and Medical Leave Contributions

000-0433349

 Grant Account Access

Access Level

If you do want to grant this TPA access, select **Yes**. Then check the Grant Account Access box under your Paid Family and Medical Leave Contributions account.

[← PATS PANCAKES](#)

Third-Party Access Request

GRANITE PAYROLL (payroll@granite.com) has requested access to your account. By granting access, you allow PFML staff to discuss your account with GRANITE PAYROLL.

Do you want to grant payroll@granite.com access to your account? *

Select Access

PATS PANCAKES

Paid Family and Medical Leave Contributions

000-0433349

Grant Account Access

Access Level *

Required 

Required

File Wage Reports

File Wage Reports and Make Payments

Make Payments

View Only

Select one of the four access levels to grant this TPA. You can grant them access to view only, file wage reports, make payments, or all the above. Then click **Save**.

[← PATS PANCAKES](#)

Third Party Access

These settings determine if accountants or third parties can request access to your accounts and what level of access they are initially given. If not allowed, they will be prevented from requesting access to your accounts.

Allowed : [Yes](#)Default Access : [Third-Party Access](#)Default Account Access : [File Wage Reports and Make Payments](#)

Logons		
Username		Email
payroll@granite.com	granite payroll	payroll@granite.com

payroll@granite.com has been granted access to the selected accounts.

OK

The TPA will now be able to access your account according to the permissions you granted them.

[← PATS PANCAKES](#)

Third Party Access

These settings determine if accountants or third parties can request access to your accounts and what level of access they are initially given. If not allowed, they will be prevented from requesting access to your accounts.

Allowed : [Yes](#)

Default Access : [Third-Party Access](#)

Default Account Access : [File Wage Reports and Make Payments](#)

Logons			<input type="text" value="Filter"/>
Username	Name	Email	
Active			
payroll@granite.com	granite payroll	payroll@granite.com	

To manage the TPA's access to your account, click their username.

[< Third Party Access](#)

Third Party Logon

[> Manage Account Access](#)

Full Access

payroll@granite.com

granite payroll

[Access](#) [Activity](#)

Access Settings for payroll@granite.com

[Manage](#)

PATS PANCAKES - **-***1987

[General Access](#)[Third-Party Access](#)

Paid Family and Medical Leave Con 000-0433349

[File Wage Reports and Make Payments](#)[All Periods](#)

You will see their current access settings. This TPA has access to File Wage Reports and Make Payments. To make changes, click **Manage**.

[< payroll@granite.com](#)

Manage Access for payroll@granite.com

PATS PANCAKES - **-*1987

General Access	**-*1987	Third-Party Access	Cancel Access
Paid Family and Medical Leave Contributions	000-0433349	File Wage Reports and Make Payments	Cancel Access

Click the access level to adjust it or click **Cancel Access** to remove access completely.

[Manage Access](#)

Account Security

Paid Family and Medical Leave Contributions

000-0433349

PATS PANCAKES

Settings

Account Security

Type of Access

File Wage Reports and Make Pay ▼

Periods Logon Has Access To

All Periods ▼

Cancel

Save

In the account security settings, you can select a new access level and limit that access to certain periods if desired. Then click **Save**.





Log in

[Forgot username or password?](#)

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



[Click here](#) for more tutorials!