







**Employer Registration** 

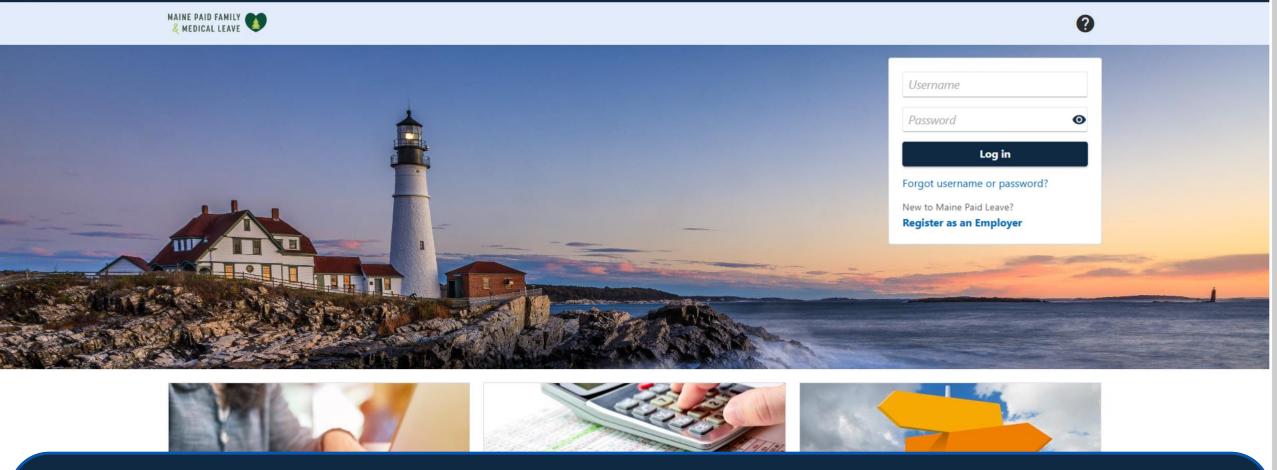


**Third-Party Administrator** 

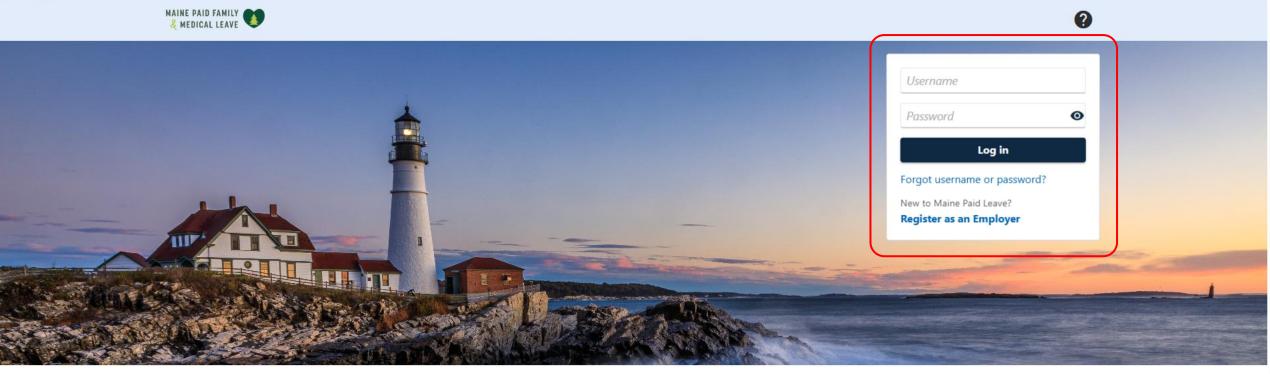


**Employer Resources** 

Send or View a Secure Web Message



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.









To contact Maine Paid Leave, you can send and view secure web messages. To do so, first log in to the portal using the email or username and password you registered with. If you have not yet registered, please refer to the **Registering for Employers** tutorial.





Welcome, Sam

Manage My Profile 1



#### **SMITH'S SUNDRIES**

\*\*-\*\*\*2837

45 COMMERCE DR AUGUSTA ME 04330-7889

Summary Action Center Settings More...

Filter

# Paid Family and Medical Leave Contributions

SMITH'S SUNDRIES

45 COMMERCE DR AUGUSTA ME 04330-7889

#### Account

000-0167826

Balance

\$0.00

- > Make a Payment
- > View and File Wage Reports
- > Add or Change Refund Bank Account

# **Employer Information**

Paid Family Medical Leave Premium Rate until 31-Dec-2025

Premium Rate

0.50

> View Employer Details

# Once logged in, click the **More...** tab.







#### **SMITH'S SUNDRIES**

\*\*-\*\*\*2837

45 COMMERCE DR AUGUSTA ME 04330-7889 Welcome, Casey Smith

Manage My Profile 

Output

Manage My Profile 

Output

Manage My Profile 

Output

Manage My Profile 

Manage My Profile 

Output

Manage My Profile 

Manage My Profile 

Output

Manage My Profile 

Mana

Summary Action Center Settings More...

**Q** What are you looking for?

# **↓** Submissions

Search for previous submissions.

> Search Submissions

# Payments and Wage Reports

Manage payments and wage reports.

> Manage Payments and Wage Reports

# 📮 Messages

View messages I've received or send a message.

> View Messages

## Names and Addresses

View or update names and addresses associated to this customer.

> Manage Names and Addresses

### 

View letters I've received from the agency.

View Letters

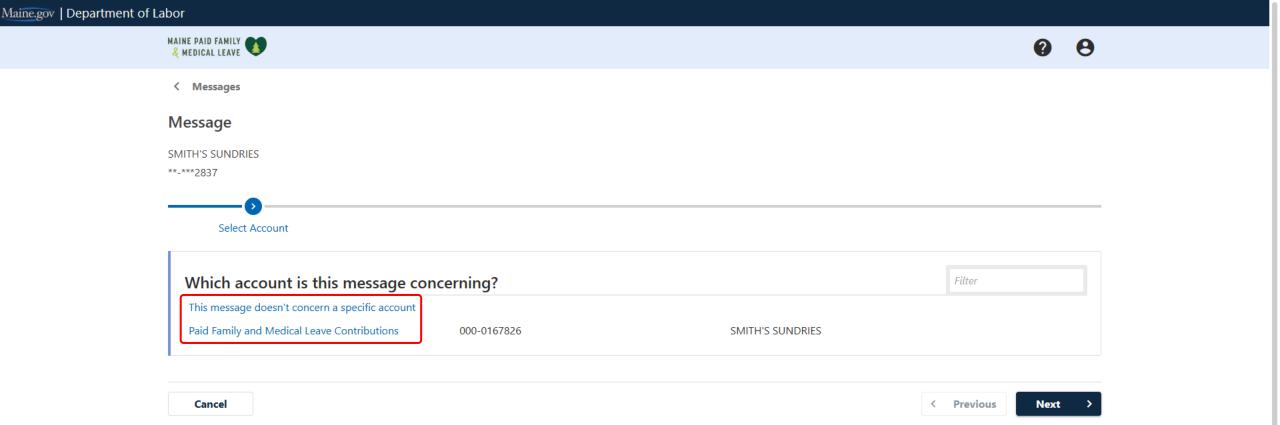
# Access Management

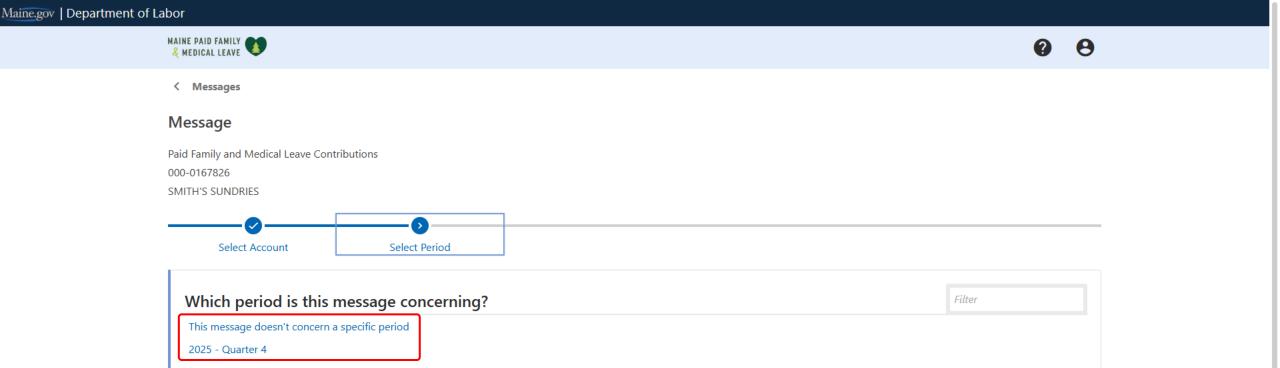
Manage access of accounts I have access to.

- > View Access
- > Manage Access

In the **Messages** panel, click **View Messages**.

There are no messages.



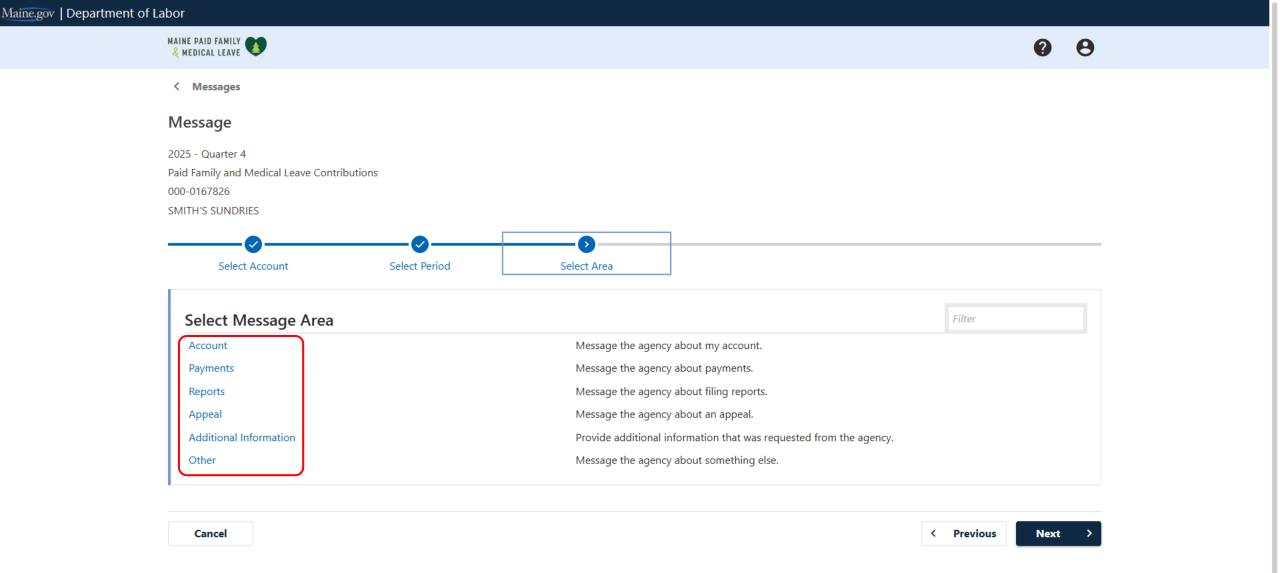


< Previous

Next

lyour message is regarding a specific period, select the period. Otherwise, select "**This message doesn't** concern a specific period."

Cancel

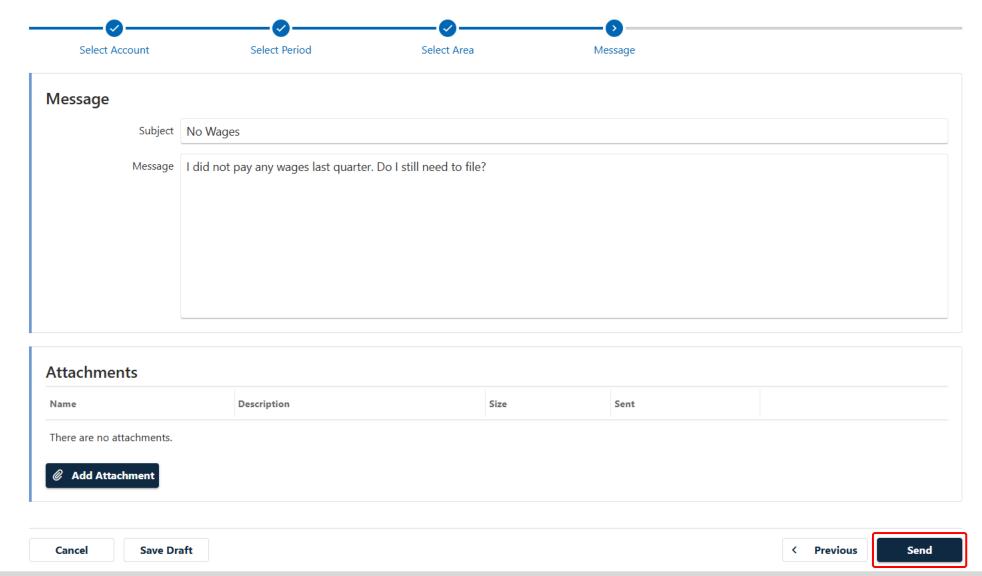


Select a message area. On the next page, you may also be asked to select a message category.

Enter in your subject and message, then scroll down.



You may click **Add Attachment** to include an attachment with your message.



When finished with your message and attachments, click **Send**.







< Messages

# Message

2025 - Quarter 4
Paid Family and Medical Leave Contributions
000-0167826
SMITH'S SUNDRIES

Message the agency about filing reports.

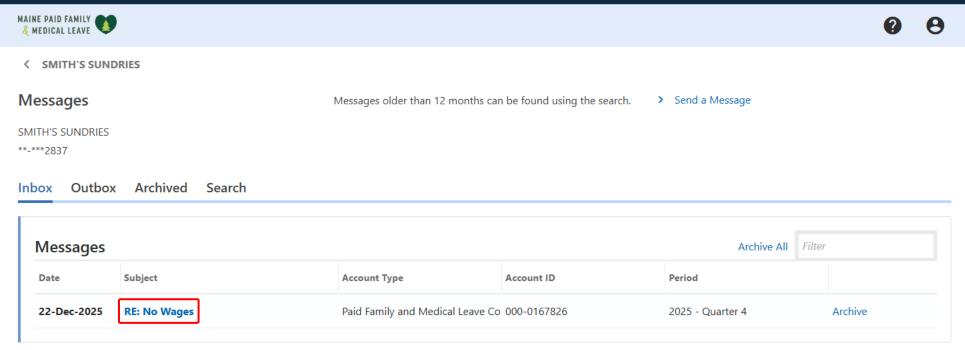
I have a question about contribution reports.

#### Confirmation

#### Confirmation

Your message has been sent.

To return, click **Messages** or your business name in the top left corner.



When a reply has been received, it will appear in the **Inbox** in the **Messages** page. Click on the subject to open the message.







< Messages

## Message

2025 - Quarter 4
Paid Family and Medical Leave Contributions
000-0167826
SMITH'S SUNDRIES

Message the agency about filing reports.

I have a question about contribution reports.

Message



> Archive

#### Message

#### Message

Received: Monday, Dec 22, 2025 3:55:01 PM Subject: RE: No Wages

Yes, you still need to file your wage report for the quarter.

Sent: Monday, Dec 22, 2025 3:54:10 PM Subject: No Wages

I did not pay any wages last quarter. Do I still need to file?

If you need to follow up, you may click **Reply**.













Click here for more tutorials!