







Employer Registration

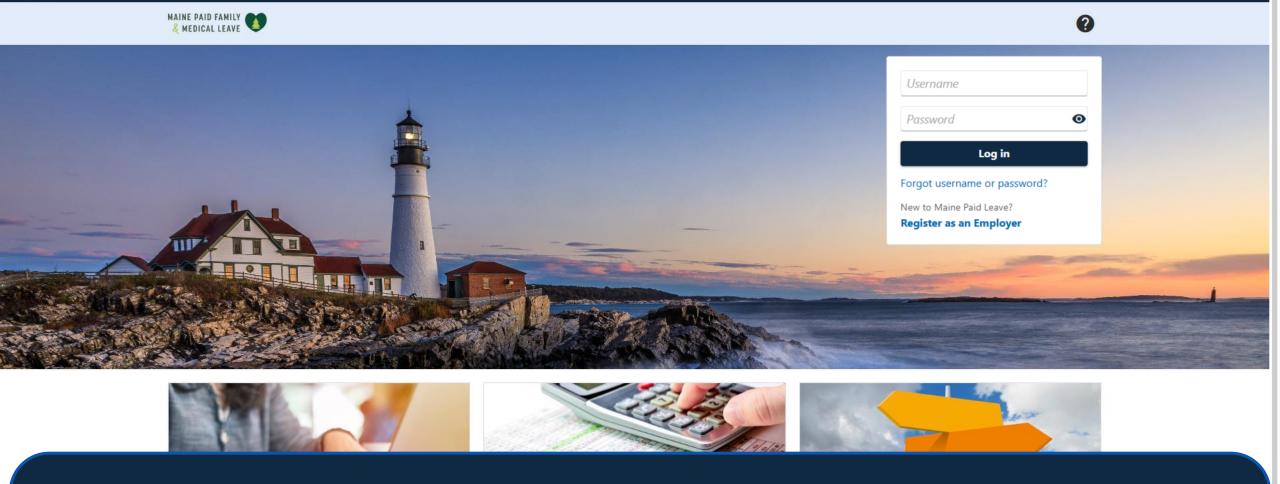


Third-Party Administrator



Employer Resources

Viewing a Submission



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.

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On the portal, you can view your previous submissions, such as wage reports and payments.

On the logged-on summary screen, click the **More...** tab.







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45 COMMERCE DR AUGUSTA ME 04330-7889

Welcome, Sam Manage My Profile 2

Summary Action Center Settings More...

Q What are you looking for?

↓ Submissions

Search for previous submissions.

Search Submissions

Messages

View messages I've received or send a message.

> View Messages



View letters I've received from the agency.

> View Letters

Payments and Wage Reports

Manage payments and wage reports.

- > Manage Payments and Wage Reports
- > Request A Payment Plan

Names and Addresses

View or update names and addresses associated to this customer.

> Manage Names and Addresses

Access Management

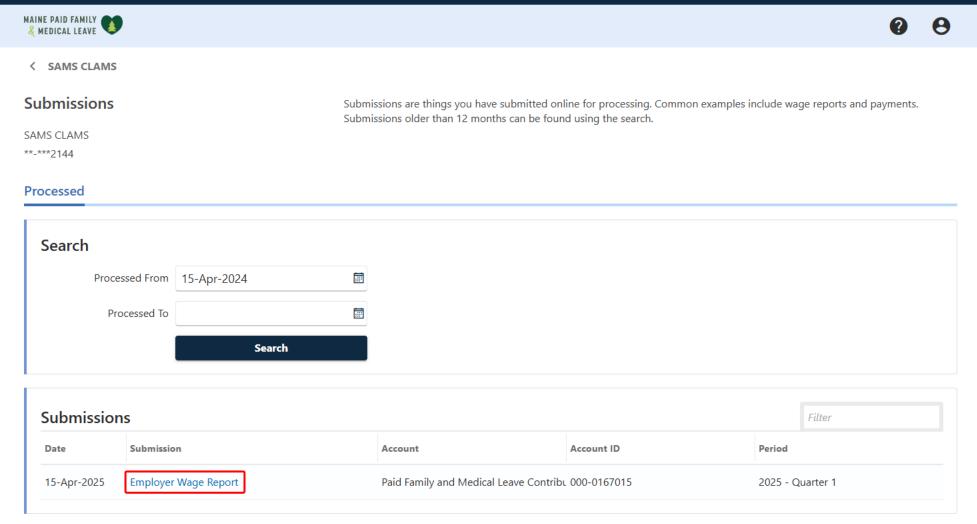
Manage access of accounts I have access to.

- > View Access
- > Manage Access

(i) Update My Information

Private Plan

In the **Submissions** panel, click **Search Submissions**.



If needed, use the **Processed From** and **Processed To** fields to filter or expand the date range, then click **Search**. In the **Submissions** panel, click the submission you want to view.







< Submissions

Employer Wage Report

2025 - Quarter 1

Paid Family and Medical Leave Contributions

000-0167015

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Processed

Confirmation # 0-000-100-858 Submitted 15-Apr-2025 13:50:59 by Sam Processed 15-Apr-2025 13:51:02

Wage Report

Payment Review



Introduction

Introduction

For each employee you paid this quarter, you will need their:

- Social Security Number (SSN)
- First and Last Name
- Wages earned in the state of Maine from 1/1/2025 to 3/31/2025

Filing Options:

- Manually input wage data
- Import excel template, download link can be found below
- i Download Template

Your previous submission will be displayed.













Click here for more tutorials!