

1. REEMPLOYME RATE REQUEST AND RESPONSE PROCESS FOR THIRD PARTY ADMINISTRATORS

1. New Third Party Administrator's JScape Account Creation

In the Maine Department of Labor ReEmployME tax application, a Third-Party Administrator (TPA) must have JScape FTP server credentials to request and receive the applicable unemployment insurance tax rates for their Maine employer clients. TPAs may make their requests by telephone: (207) 621-5120 (or toll free 844-754-3508).

A request for server credentials must provide the full name of TPA, contact person, phone number, email address and relevant contact information.

Within approximately three (3) business days, a representative from the UI Tax Division will provide the TPA contact person with JScape FTP server credentials.

2. Creating Rate Request File

- a) Use the file specification format in Appendix A to generate Rate Request file.
 - i. File is a fixed length file.
 - ii. Each field should begin in the appropriate position.
- b) Save the file according to specification in Appendix A.
 - i. File is a plain text file.
 - ii. File has no file extension in the file name.
 - iii. File name format is userid.rate.request.

3. Login to FTP Server

- a) Open the ReEmployME JScape server URL <https://ftps.reemployme.maine.gov> and the login page will display.



Figure 1-1: Login to JScape MFT Server

- b) Enter the Domain as MDOL and Username and Password as provided by Tax UI staff. Then click on LOGIN.

4. Uploading the Rate RequestFile

- a) On successful login, the page will display Figure 1-2, the home directory of TPA with the 'ratecrossmatch' folder.

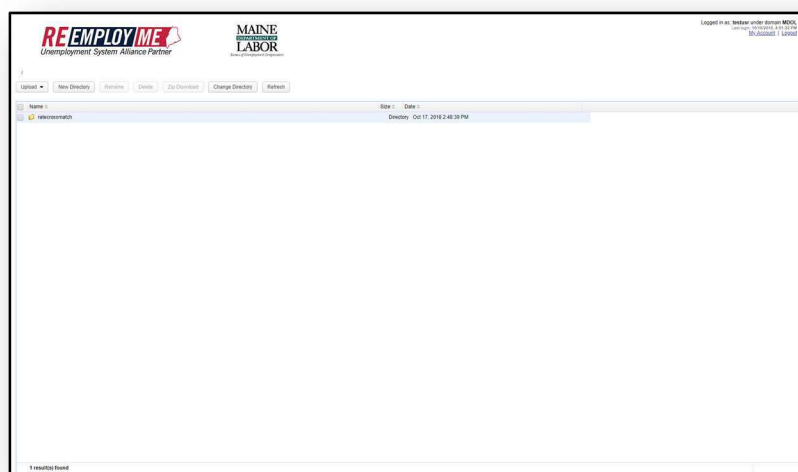


Figure 1-2: Select RateCrossMatch Folder

- b) Select the 'ratecrossmatch' folder and two directories named 'request' and 'response' should be available as shown in Figure 0-3.
- c) Select the 'request' folder and then click on 'Upload' from top left. Figure 0-4 should display.

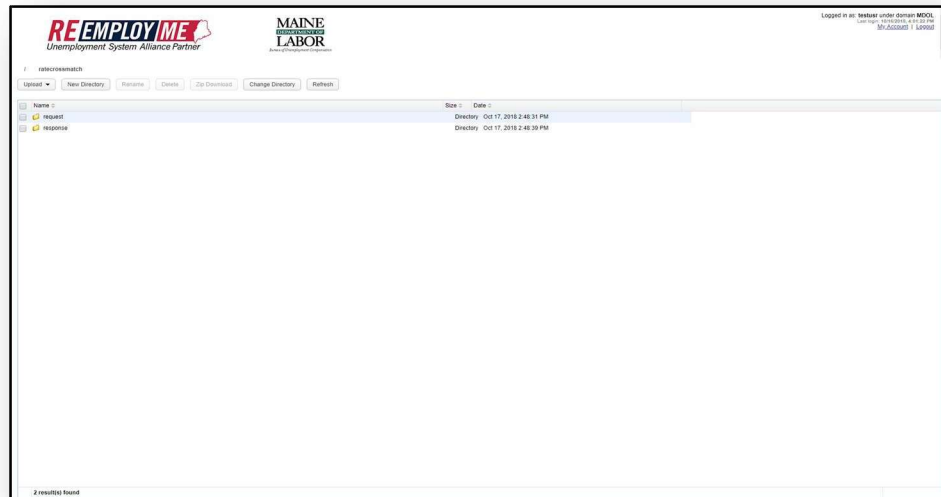


Figure 1-3: Upload and Request File

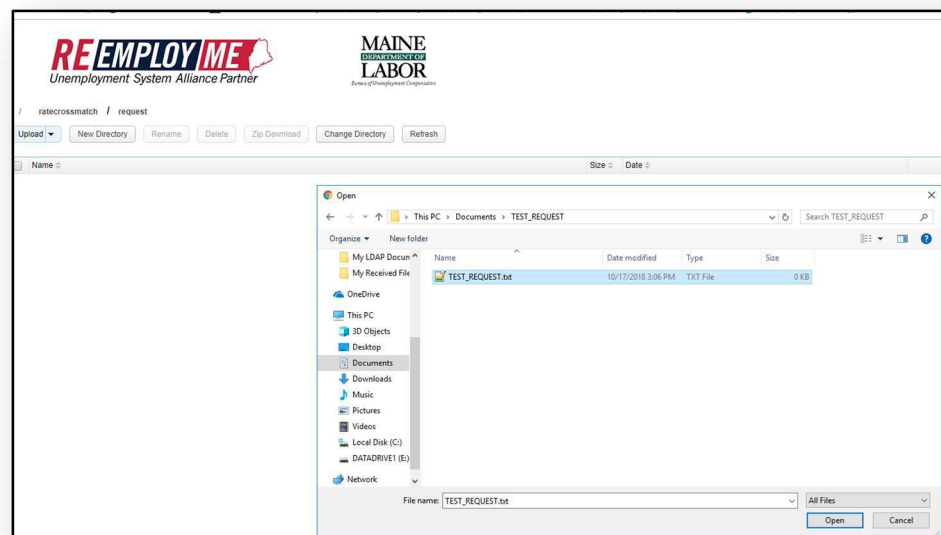


Figure 1-4: Open Upload

- d) Select the Request file from the location on your computer where it is saved and click on 'Open'.
Figure 0-5 should display.
- e) The uploaded file will be seen in the /ratecrossmatch/request directory.

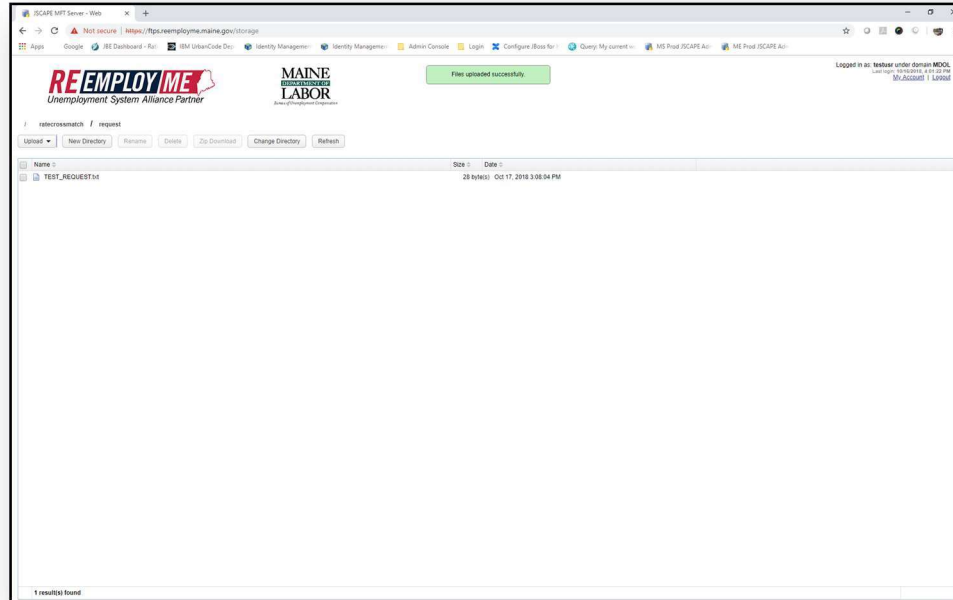


Figure 1-5: Verify Upload

- f) The system also displays a message indicating the file uploaded successfully.

5. Retrieving the Rate Response File

- a) A batch process runs daily after 5 PM EST and retrieves files from the 'request' directory. It processes the Request file and uploads the Response file to the same server and in the 'response' directory. TPA can retrieve the Response file one (1) business day after uploading Request file.
- b) To download the Response file, (and the Rejected Report) follow the login instructions from above, select 'ratecrossmatch' folder and then select 'response directory'. Figure 0-6 should display with list of available Response files (and Rejected Reports).

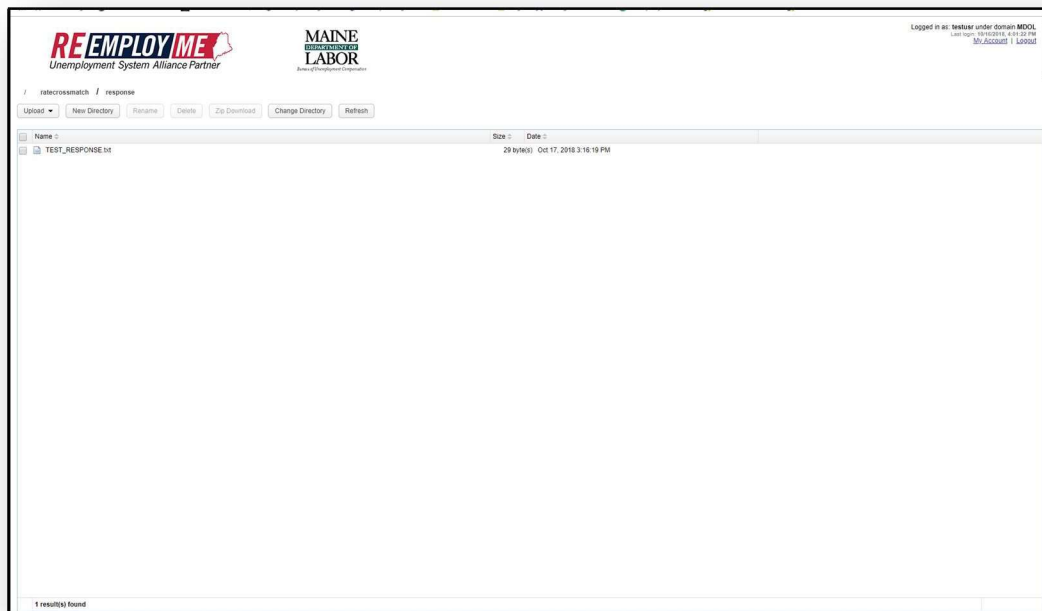


Figure 1-6: Select the Filename

- c) Click on the Response File (and Rejected Reports) and click on Zip Download. The file(s) will be downloaded as a zip file.

APPENDIX A

The file is a fixed length file. Create it using a text editor and save the file according to the instructions.

File name requirements: Please name the file using the following format where 'USERID' is the username provided when you received your credentials

USERID.RATE.REQUEST

USERID.RATE.RESPONSE

File Extension: It is a flat data file with no extension. You may use a text editor, such as Notepad or WordPad but save as a plain text document with no extension. Should the .txt extension be added to the file, simply rename it, leaving the .txt extension off the end of the filename.

N= Numeric, A=Alpha Numeric

Field	Start Position	Length	Type	Decimal	Field Detail	Remarks
Request File						
EAN	1	10	Alpha	NA	NA	Employer Account Number
FEIN	11	9	Numeric	NA	NA	Federal Employer Identification Number
FILLER	20	57	Alpha	NA	NA	Blanks
Requested Rate Year	77	4	Alpha	NA	NA	The year for which the Rate is being requested (Format is yyyy)
Response File						
EAN	1	10	Alpha	NA	NA	Employer Account Number
FEIN	11	9	Numeric	NA	NA	Federal Employer Identification Number
TOTAL RATE	20	3	Numeric	2	NA	UI + CSSF + UPAF
						Unemployment Insurance Rate
UI-RATE	23	3	Numeric	2	NA	Note: This would be the current rate for that employer, based on quarter/year (For ME)
CSSF-RATE	26	3	Numeric	2	NA	Competitive Skills Scholarship Fund (CSSF) Rate
UPAF-RATE	29	3	Numeric	2	NA	Unemployment Program Administrative Fund (UPAF) Rate
Filler	32	48	Alpha	NA	NA	Blanks
Requested Rate Year	80	4	Numeric	NA	NA	The year for which the Rate is being requested (Format is yyyy)