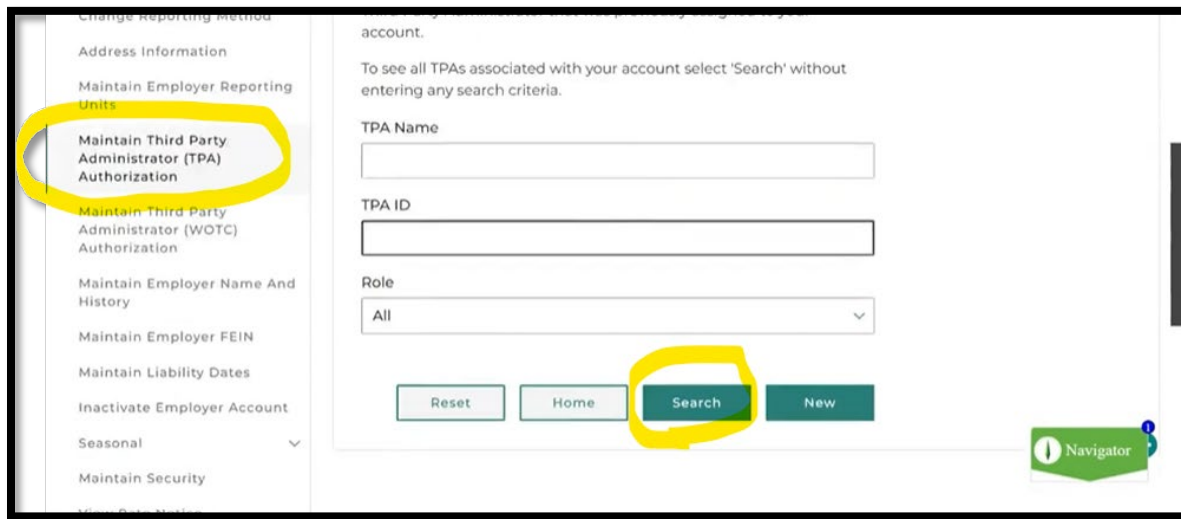


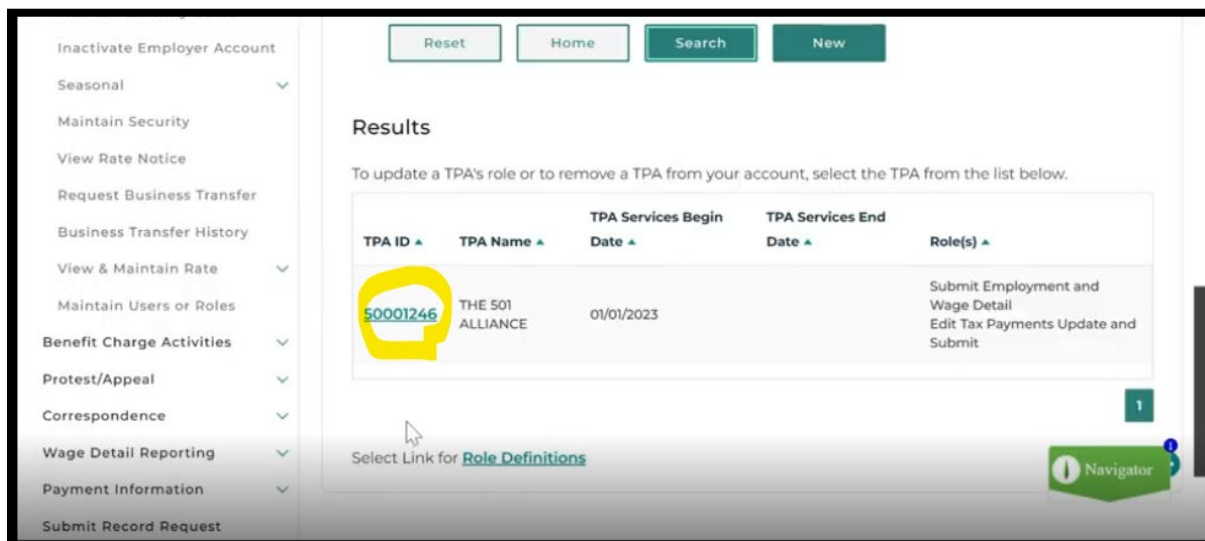
## Setting Up 501 Alliance Authorizations in MiUI

In the left navigation menu, open the **Account Maintenance** dropdown and select **Maintain TPA Authorization**.

Click **Search** with the fields left blank to see which Third Party Administrators (TPAs) are already connected to your account.



## Locate 501 Alliance



If **501 Alliance** appears in the search results, click the **TPA ID number**.

If **501 Alliance does not appear**, click **New**, then search using:

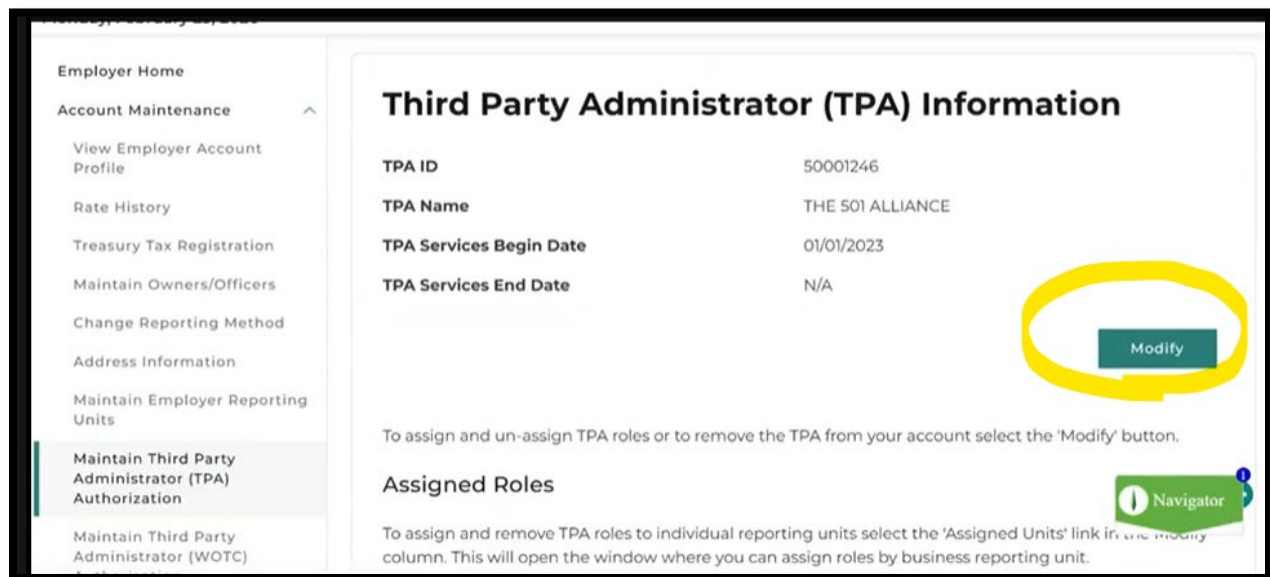
**TPA #: 50001246**

Select the result for **501 Alliance**.

---

## Modify Authorization Roles

After selecting the TPA ID link, click **Modify**.



Many members were automatically assigned permissions by the State that are not appropriate for 501 Alliance. For example, some employers were given the role **“Submit Employment and Wage Detail.”**

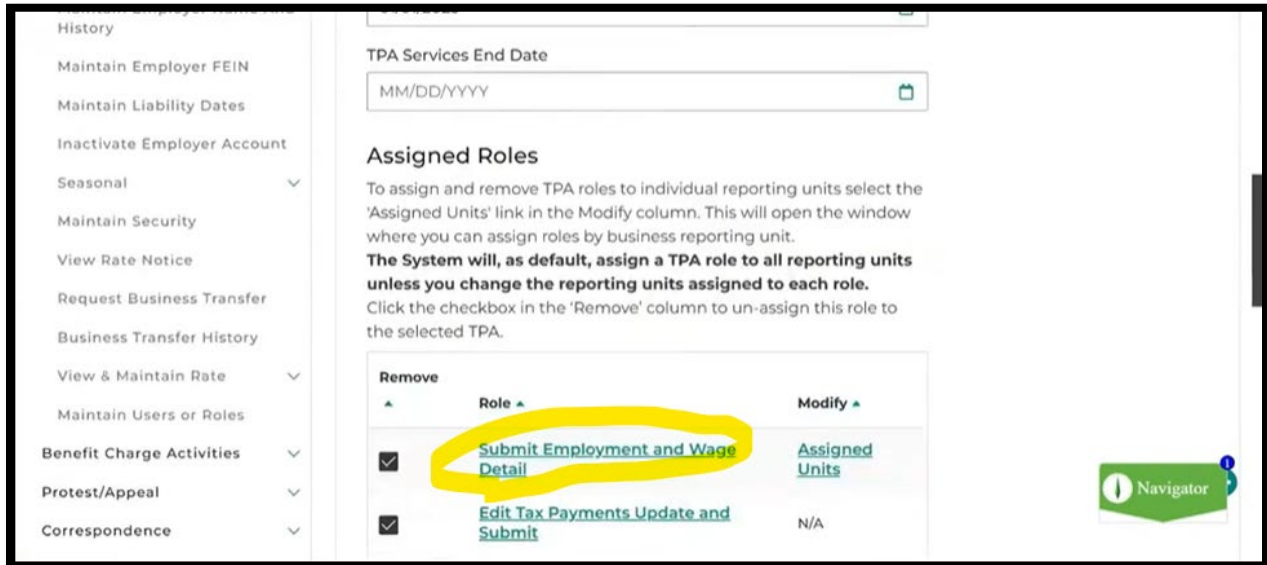
In most cases, this role should belong to your **payroll provider**, since they typically submit wage reports. 501 Alliance generally only needs **view access** for this function.

If you see roles that should not apply to 501 Alliance:

1. **Uncheck the incorrect roles**

2. Click **Save**
3. Proceed to add or confirm the correct roles

Please note that several MiUI roles have very similar names but differ by **Submit / Edit / View** permissions.



## Confirm Required Roles

Ensure the appropriate roles are enabled so 501 Alliance can fully support your organization. If prompted for a begin date, set to 1-1-2023.

If you receive an error message when saving, you may need to:

1. Save the **Edit** permissions first
2. Then save the **View** permission

Some roles may already be assigned to other TPAs, which can trigger system errors in MiUI.

### 501 Alliance Member Permissions

Add ▲

Role ▲

- View Account Maintenance
- [Edit Account Maintenance](#)
- View Benefit Charges
- View Employment and Wage Detail
- [Edit Benefit Charges](#)
- [Edit Claims Forms Mailing](#)
- [Submit Employment and Wage Detail](#)
- View Rate Notice and Voluntary Contribution
- [Edit Tax Payments Update and Submit](#)
- View Tax Payments
- [Edit Rate Notice and Voluntary Contribution](#)

---

### Common Permission Conflict

A common conflict occurs with the role:

#### **Edit Tax Payments Update and Submit**

Payroll providers often request this permission automatically because they typically submit tax payments for their customers who are **for-profit employers**.

However, for **501 Alliance members**, 501 Alliance pays unemployment charges on behalf of participating nonprofits.

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## **Additional Notes**

MiUI permissions are newly defined as part of the State of Michigan's transition to the new system. The permissions outlined above reflect our current understanding of the roles needed for 501 Alliance to properly assist members.

As we continue working with the system and supporting employers, these recommendations may evolve.

If you have questions or concerns while completing this process, please contact **501 Alliance** for assistance.

Updated 3-11-26