



MASSACHUSETTS ENROLLMENT FORM

DIVISION OF UNEMPLOYMENT

To register CompuPay as your Third Party Administrator (TPA) for **Massachusetts Division of Unemployment**, please follow these instructions.

1. Go to www.mass.gov/uima. Scroll down and under the "What would you like to do?" section, click on "Employer UI Online Login."
2. Once in the Employer Login home page, enter in your User ID and Password.
3. From the Account Maintenance homepage, click on "TPA Authorization."
4. From the Third Party Administrator Authorization Screen, click on the "New" button.
5. Next to TPA ID, enter the CompuPay Tax ID No. **100115** and click on Next.
6. Under TPA Service: Enter the "Begin Date." Leave End Date blank.
7. Under Assign Roles select the following:
 - Payments Update and Submit
 - Employment & Wage Detail Update and Submit
8. Click on Save.
9. Once CompuPay is assigned as your Third Party Administrator, please complete the information below and return this form to CompuPay by mail or fax to (954) 874-0582.

Employer Account Number (EAN): _____

Employer FEIN: _____

Legal Name of Business: _____

Legal Address: _____