MEMORANDUM OF UNDERSTANDING (MOU) GUIDE FOR ADDING NEW CLIENTS

Important Information before you get started:

- You do not need to add existing clients via the MOU process if SCDEW already has an approved written authorization form on file.
- You do not need to send SCDEW a list of your clients, please follow the steps below for adding new clients to your Agent account.
- You will have immediate access to your client's account by completing the steps below.

Follow the steps below for adding a new client via the MOU:

Alerts & Messages	Unread Messages	Total Unpaid UI Taxes and A	Amount Due	Employer Wage Reports
You have I unread messages	02/14/2022	UI Taxes	Interest	
A You have 0 Action Items	Agent Registration Successful	\$0.00	\$0.00	
Your Options		Penalty	Total Due	No Outstanding Wage Filing.
My Account		\$0.00	\$0.00	
Action Items				
Wage Submission				
Account Maintenance				
Employer Lookup		MAKE PAYME	int 🏵	FILE WAGES Θ
Employer Services				
Payments	Employer Payments	Quick Actions		
Wage Summary		Change Address/Phone		
Documents	No Outstanding Amounts.	Maintain POA		

The Agent will log in to their Agent portal and select Account Maintenance: Maintain POA

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Alerts & Messages

 You have 1 unread messa

 You have 0 Action Items

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Select Maintain POA.

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symmetra	
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ocuments	
aporta	
	Click Add Employer
Maintain Agent-Employer Relationship ^	
To view the details of an existing Agent-Employer relationship, search for the employer below.	
To modify an existing or to add a new relationship enter the details below, select the individual authorization document from the file upload function, and upload a copy of the authorization document. Denoting the fifth ill memory has undertained accessible and the foreigness	
Client Search	
Employer Account ID	
Entry State Control of	
Q Search	
Search Results	
Delete Add Egployer Export To Excel	
Employer account ID FEIN Employer's Name Access Assigned Access Begin Date Access End Date Status POA Document	
No records to display.	
+ Agent Account Maintenance > Agent Employer Maintenance > Upload Authorization POA Screen Maintenance 🗙 🖛 Displaying page 1 of 1. =>	The Agent will select Yes, when a they would like to use their MOU
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Details			
OTE: All system access is provided for official bu	siness of SC Department of Employment and Workforce.		
Inauthorized access or distribution of information	contained on this website is strictly prohibited and is subject to monitoring at all times.		
herefore, use may be audited and disclosed to au	thorized personnel as allowed by Law.		
imployer Account ID and Federal Employer Identif	ication Number are required for establishing an agent-employer relationship.		
Employer Account ID: *	Federal Employer Ident	cation Number: *	
GENERAL AUTHORIZATION Authorizes my agent to: (1) submit wage repo This authorization applies to all tax and benef LIMITED AUTHORIZATION	rts, (2) submit payments and enter into payment agreements, (3) perform account maintenu it related matters.	uce updates, (4) submit and receive information related to UI benefits	
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COMPLETE: The Agent will now have access to their client's account. A correspondence will also be sent to notify the employer of the access granted. Repeat the steps above to add additional clients via the MOU.