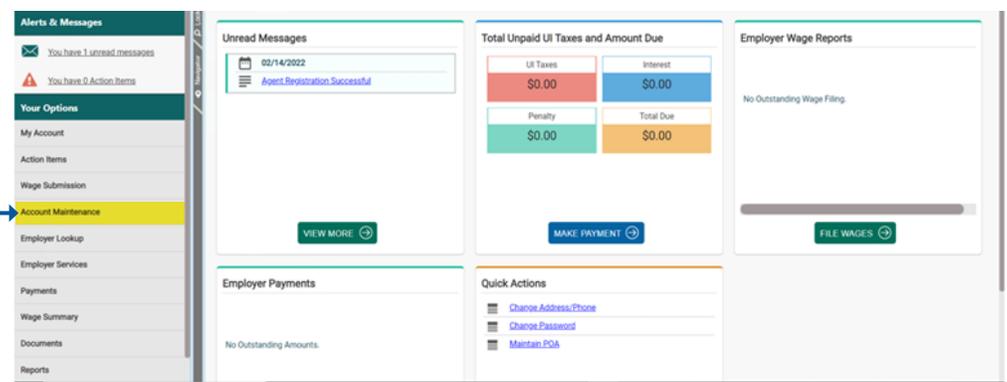


MEMORANDUM OF UNDERSTANDING (MOU) GUIDE FOR *ADDING NEW CLIENTS*

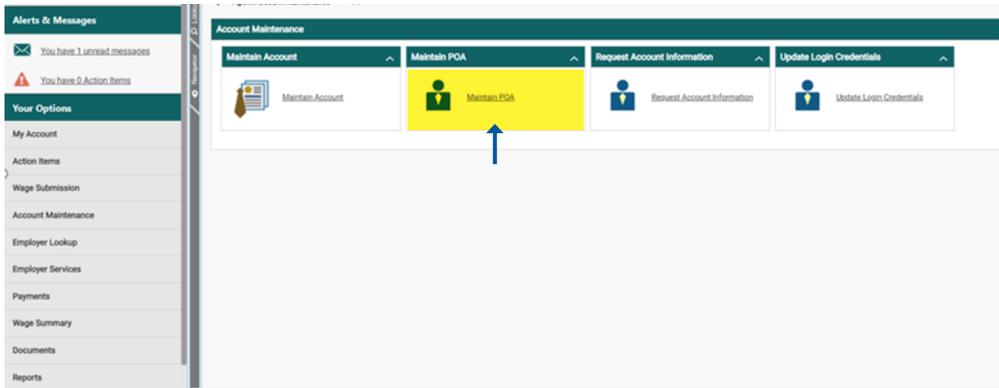
Important Information before you get started:

- 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.

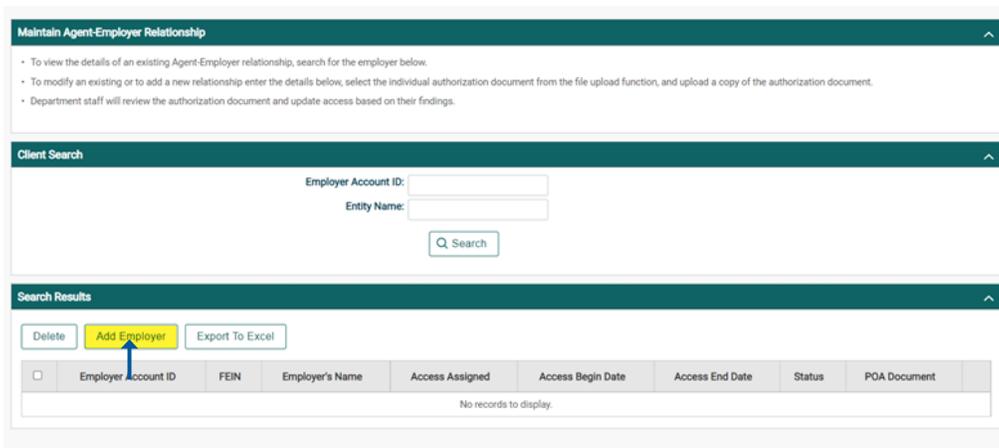
Follow the steps below for adding a new client via the MOU:



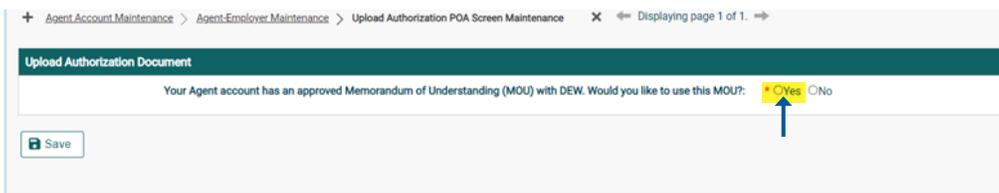
The Agent will log in to their Agent portal and select Account Maintenance:



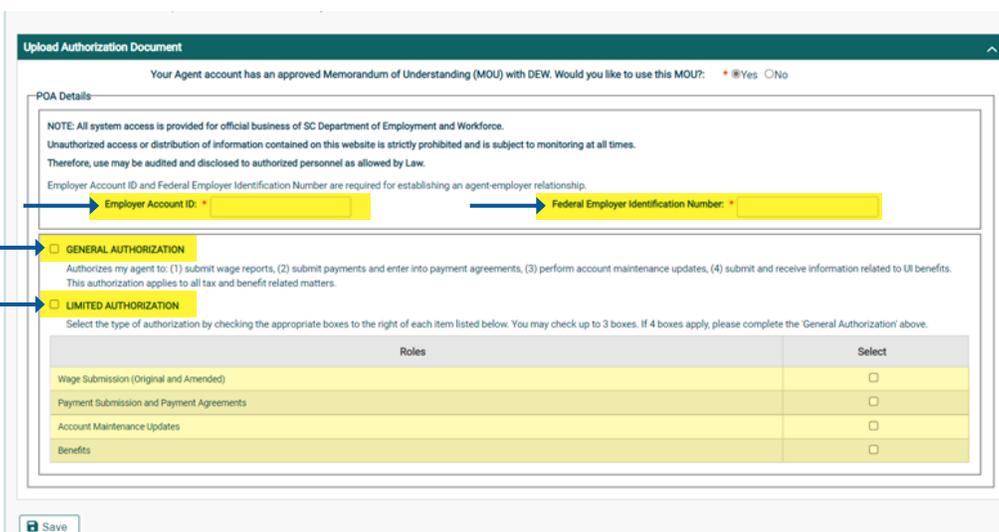
Select Maintain POA.



Click Add Employer.



The Agent will select Yes, when asked if they would like to use their MOU.



The Agent will enter the account number, FEIN, and select the type of authorization. If Limited Authorization, then select the individual roles below.

^
Upload Authorization Document

Your Agent account has an approved Memorandum of Understanding (MOU) with DEW. Would you like to use this MOU? Yes No

POA Details

NOTE: All system access is provided for official business of SC Department of Employment and Workforce. Unauthorized access or distribution of information contained on this website is strictly prohibited and is subject to monitoring at all times. Therefore, use may be audited and disclosed to authorized personnel as allowed by Law.

Employer Account ID and Federal Employer Identification Number are required for establishing an agent-employer relationship.

Employer Account ID: Federal Employer Identification Number:

GENERAL AUTHORIZATION
Authorizes my agent to: (1) submit wage reports, (2) submit payments and enter into payment agreements, (3) perform account maintenance updates, (4) submit and receive information related to UI benefits. This authorization applies to all tax and benefit related matters.

LIMITED AUTHORIZATION
Select the type of authorization by checking the appropriate boxes to the right of each item listed below. You may check up to 3 boxes. If 4 boxes apply, please complete the 'General Authorization' above.

Roles	Select
Wage Submission (Original and Amended)	<input type="checkbox"/>
Payment Submission and Payment Agreements	<input type="checkbox"/>
Account Maintenance Updates	<input type="checkbox"/>
Benefits	<input type="checkbox"/>

Save

Click Save.

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.