# 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.

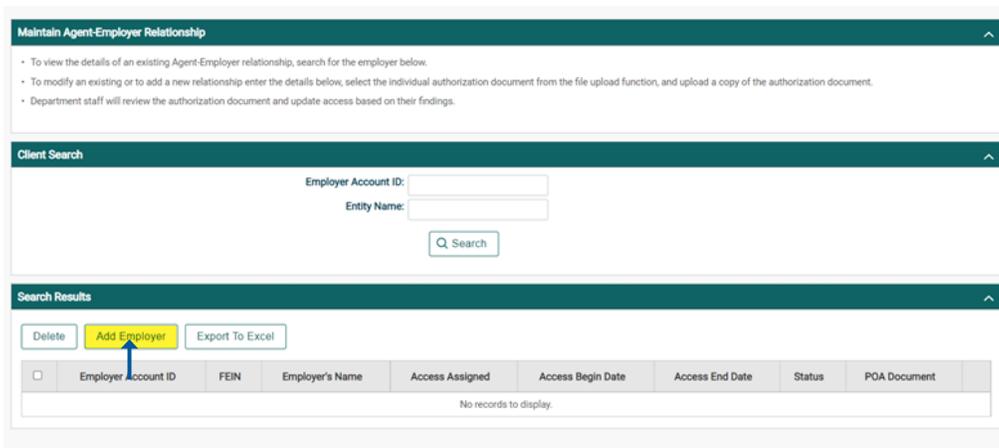- You will have immediate access to your client's account by completing the steps below.

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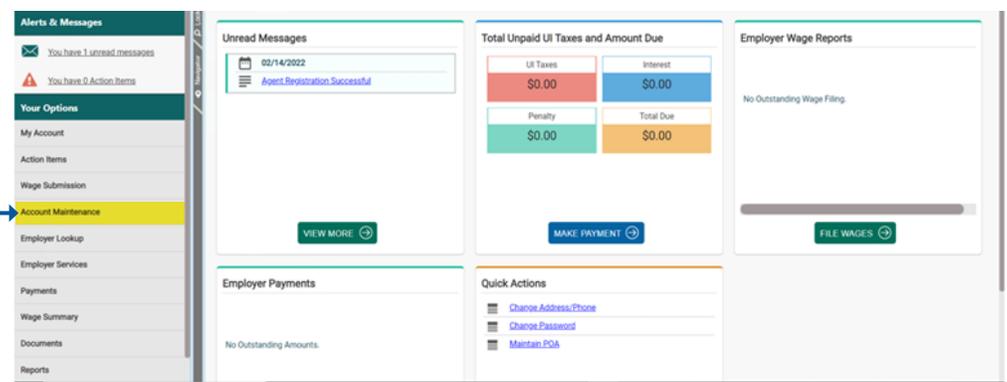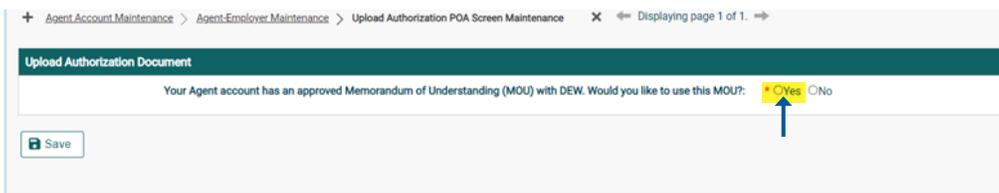

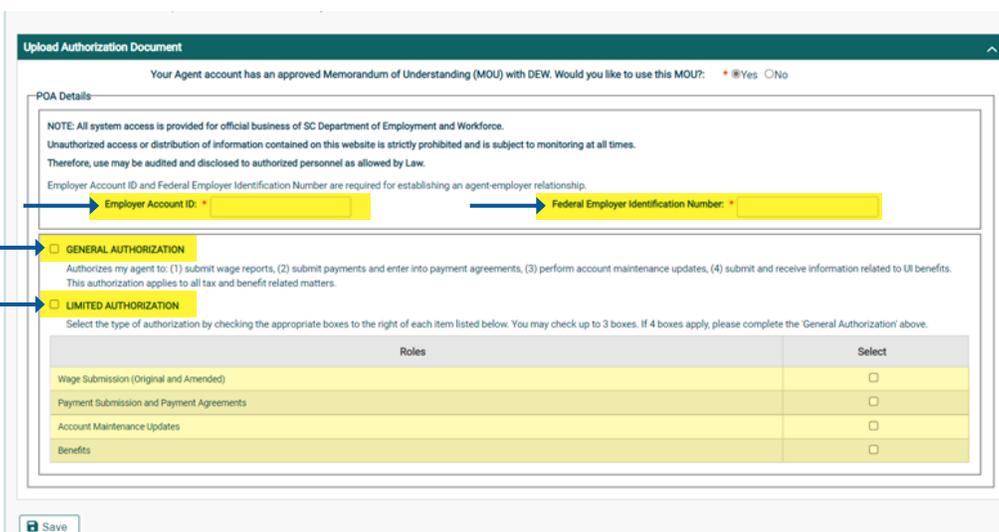The Agent will log in to their Agent portal and select Account Maintenance:
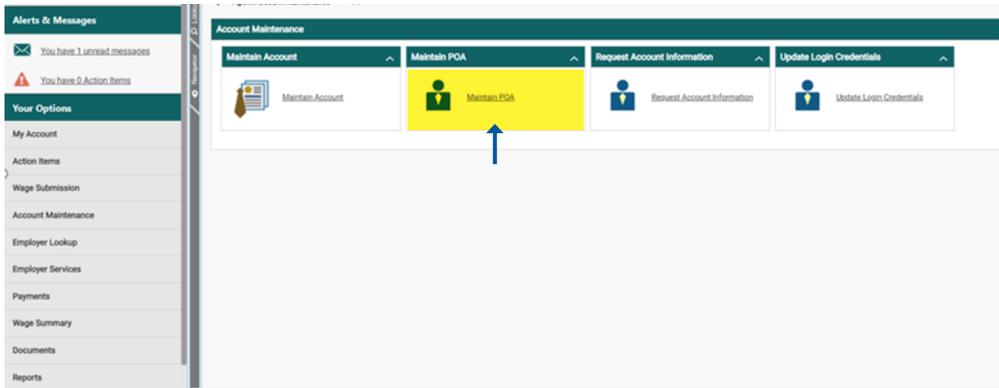
Select Maintain POA.

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.

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.