MEMORANDUM OF UNDERSTANDING (MOU) GUIDE FOR REMOVING CLIENTS

Follow the steps below for removing a client via the MOU:

Alerts & Messages	Unread Messages	Total Unpaid UI Taxes and Amount Due	Employer Wage Reports
You have 0 Action Items	C2/14/2022 Apent Repistration Successful	UI Taxes Interest \$0.00 \$0.00	
Your Options My Account		Penalty Total Du	No Outstanding Wage Filing.
Action Items			_
Wage Submission			
Employer Lookup			
Employer Services			
Payments	Employer Payments	Quick Actions	
Nage Summary		Change Address/Phone Change Password	
locuments	No Outstanding Amounts.	Maintain POA	
Reports			

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

Alasta D. Marrison				
Alerts & Messages	Account Maintenance			^
You have 1 unread messages	Maintain Account	Maintain POA ^	Request Account Information	Update Login Credentials
A You have 0 Action Items		•	•	•
Your Options	Maintain.Account	Maintain POA	Besuest Account Information	Undate Login Credentials
My Account		1		
Action Items				
Wage Submission				
Account Maintenance				
Employer Lookup				
Employer Services				
Payments				
Wage Summary				
Documents				
Reports				

+ domt Account Maintenance) Agent Employer Maintenance 🗙 🔅 Displaying page 1 of 1. 👄
Maintain Agent Employeer Relationalig
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 writer the details below, select the individual authorization document from the file upload function, and upload a copy of the authorization document. Department staff will review the authorization document and update access based on their findings.
Client Search ^
C Startch
Search Results ~

Enter the Employer Account ID or the Entity Name and click Search:

+ Agent Account Maintenance > Agent4	mployer Maintenance	🗙 🔶 Displaying pag	e1 of 1. ⇒				
Maintain Agent-Employer Relationship							^
To view the details of an existing Agent-En To modify an existing or to add a new relat Department staff will review the authorizat	ployer relationship, se ionship enter the deta ion document and up	earch for the employer below. Ils below, select the individual au date access based on their findin	thorization document from the file upload function, and upload a cop gs.	of the authorization document.			
Client Search							^
Employer Account ID: Entity Name: Testing Inc Q: Search							
Search Results							^
Delete Add Employer Export To Excel							
Employer Account ID	FEIN	Employer's Name	Access Assigned	Access Begin Date	Access End Date	Status	POA Document
0		Testing Inc	Wage Submission (Original and Amended)	01/01/2019		Active	Vew
0		Testing Inc	Payment Submission and Payment Agreements	05/03/2022		Active	Yew

Select the radial button next to the client and roles that need to be removed.

Maintain A	gent-Employer Relationship							,
 To view th To modify Department 	he details of an existing Agent-Em y an existing or to add a new relati ent staff will review the authorizati	ployer relationship, se onship enter the detai on document and upo	earch for the employer below. Its below, select the individual at date access based on their findir	dhorization document from the file upload function, and upload a co logs.	py of the authorization document.			
Client Sear	ch							,
			Employ	ver Account ID:				
				Entity Name: Testing Inc				
				Q Search				
Search Res	ulta							,
Delete	Add Employer Exp	oort To Excel						
8	Employer Account ID	FEIN	Employer's Name	Access Assigned	Access Begin Date	Access End Date	Status	POA Document
8			Testing Inc	Wage Submission (Original and Amended)	01/01/2019		Active	View
2			Testing Inc	Payment Submission and Payment Agreements	05/03/2022		Active	View

Click Delete.

The Agent/Client relationship has now been inactivated.

+ Agent Account Maintenance Agent Employer Maintenance 🗙 👄 Displaying page 1 of 1. 👄 r relationship, search for the employer i ip enter the details below, select the ind the authorization document and update access based on their findings. Employer Account ID: Entity Name: Testing Inc Q Search Delete Add Employer Export To Excel T.

Employer Account ID	FEIN	Employer's Name	Access Assigned	Access Begin Date	Access End Date	Status	POA Document
	5	Testing Inc	Wage Submission (Original and Amended)	01/01/2019	01/01/2019	Inactive	View
		Testing Inc	Payment Submission and Payment Agreements	05/03/2022	05/03/2022	Inactive	View

Client S

Search Results