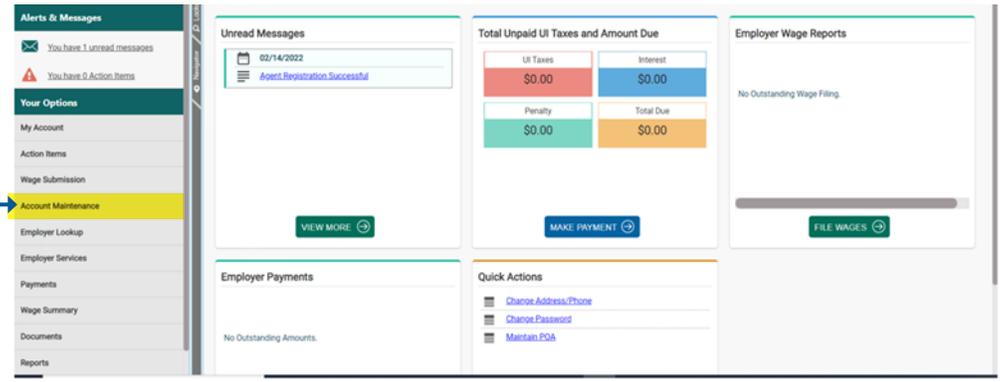
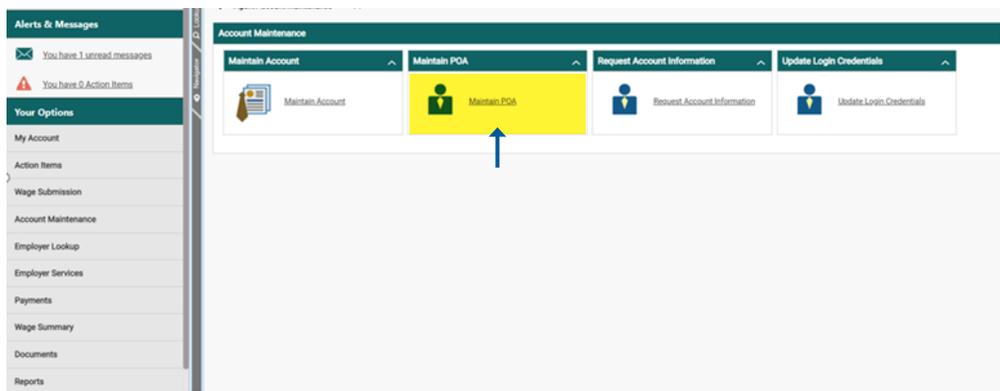


# MEMORANDUM OF UNDERSTANDING (MOU) GUIDE FOR REMOVING CLIENTS

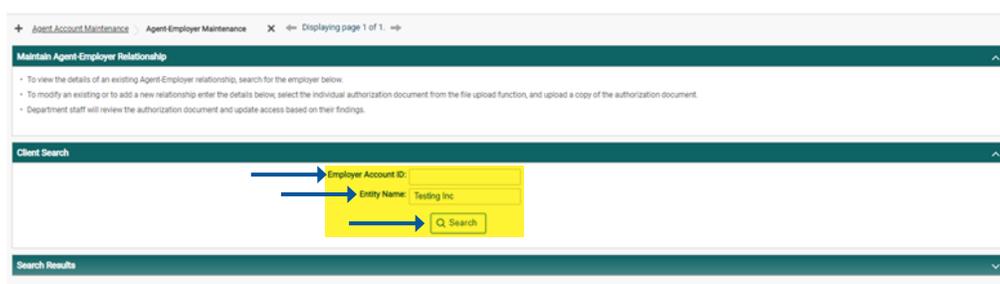
Follow the steps below for removing a client via the MOU:



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



Select Maintain POA.



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

Agent Account Maintenance Agent-Employer Maintenance X ← Displaying page 1 of 1. →

**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.
- Department staff will review the authorization document and update access based on their findings.

**Client Search**

Employer Account ID:

Entity Name:

**Search Results**

<input type="checkbox"/>	Employer Account ID	FEIN	Employer's Name	Access Assigned	Access Begin Date	Access End Date	Status	POA Document
<input type="checkbox"/>			Testing Inc	Wage Submission (Original and Amended)	01/01/2019		Active	<a href="#">View</a>
<input type="checkbox"/>			Testing Inc	Payment Submission and Payment Agreements	05/03/2022		Active	<a href="#">View</a>

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

**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.
- Department staff will review the authorization document and update access based on their findings.

**Client Search**

Employer Account ID:

Entity Name:

**Search Results**

<input type="checkbox"/>	Employer Account ID	FEIN	Employer's Name	Access Assigned	Access Begin Date	Access End Date	Status	POA Document
<input checked="" type="checkbox"/>			Testing Inc	Wage Submission (Original and Amended)	01/01/2019		Active	<a href="#">View</a>
<input checked="" type="checkbox"/>			Testing Inc	Payment Submission and Payment Agreements	05/03/2022		Active	<a href="#">View</a>

Click Delete.

Agent Account Maintenance Agent-Employer Maintenance X ← Displaying page 1 of 1. →

**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.
- Department staff will review the authorization document and update access based on their findings.

**Client Search**

Employer Account ID:

Entity Name:

**Search Results**

<input type="checkbox"/>	Employer Account ID	FEIN	Employer's Name	Access Assigned	Access Begin Date	Access End Date	Status	POA Document
<input type="checkbox"/>			Testing Inc	Wage Submission (Original and Amended)	01/01/2019	01/01/2019	Inactive	<a href="#">View</a>
<input type="checkbox"/>			Testing Inc	Payment Submission and Payment Agreements	05/03/2022	05/03/2022	Inactive	<a href="#">View</a>

The Agent/Client relationship has now been inactivated.