How Employers can cancel their Power of Attorney (POA) or Inactivate the TPA relationship in the UC Benefits System

Go to https://benefits.uc.pa.gov/

and click [Sign In/Register]

Enter User Name and Password in the Option 1 Section, and click Sign In

🔒 **Option 1 - Already Registered**

User Name: b-Abcdef12

Password: ••••••••••• 👁

Sign In

If you have forgotten your user name and/or password, please click Retrieve User Name or Password.

How Employers can cancel their Power of Attorney (POA) or Inactivate the TPA relationship in the UC Benefits System

Click on
View your Profile and Contact Information.

How Employers can cancel their Power of Attorney (POA) or Inactivate the TPA relationship in the UC Benefits System

Pennsylvania
Unemployment Compensation System

Use this folder to manage your general company information including contact and login information.

If you make changes, click the Save button.

[Employer Portfolio]

Click on

Locations

⊟ 📁 **Employer Profiles**   ⊟ 📁 **Unemployment Files**

⊟ 📁 Corporate Profile   ⊟ 📁 Unemployment Benefit File

📄 General Information   📄 Employer Charges

📄 Locations   📄 Claimants

📄 Contacts/Users   📄 Determinations

📄 Account Summary   📄 Appeals

📄 Documents   📄 Labor/Non-Labor
                              Disputes

📄 Agents   📄 Shared-Work

⊟ 📁 Communications Profile   📄 Wage Audit Notices

📄 Messages

📄 Subscriptions

📄 Email Log

General Information	Locations	Contacts/Users	Account Summary	Documents	Agents

How Employers can cancel their Power of Attorney (POA) or Inactivate the TPA relationship in the UC Benefits System

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| General Information | **Locations** | Contacts/Users | Account Summary | Documents | Agents |

Click on

Edit Location

ℹ️ For help click the information icon.

⊞ Show All Worksite Filter Criteria

To sort on any column, click a column title.

Location	Address	Contacts	Action
UI Benefit Location (Unemployment) (Primary Location)	EMPLOYER ADDRESS	**Active Contacts** Unknown Unknown (*Primary Contact*)	Edit Location View Contacts Inactivate

◀◀ ◀ Page | 1 ▾ | of 1 ▶ ▶▶   Rows | 100 ▾

1 Records Found

Add Location   Add Location and Contact

Location

If needed, type in updated Zip Code, and then Primary Location Information
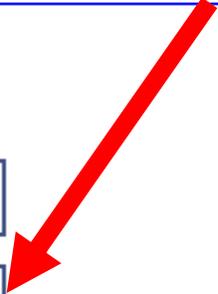
Primary Location:

*Location Name:

UI Benefit Location

*Zip Code:

17121

99999 or 99999-9999

Primary Location Information

*Street Address 1:

651 BOAS ST

Street Address 2:

Street Address 3:

*City:

Harrisburg

*State

Pennsylvania ▼

*County/Borough/Parish:

Dauphin County ▼

*Country:

United States ▼

*Zip code:

17121

**If this field contains
UI Employer Account Number,
delete the contents of the field**

UI Employer Account Number: 1234567

* **Phone:** 717 - 555 - 1111 Ext. [ ]

Fax: [ ] - [ ] - [ ]

Email: [ ]

e.g. pink123@gmail.com

Company Web Site: [ ]

e.g. https://www.companywebsite.com

* **Industry Title (NAICS):** Search for Industry Code (NAICS) ↗

999999

Unclassified

* **Status:** Active

Check if Mailing Address is same, or update if different

Mailing Address

For help click the information icon.

☑ Check here if Mailing Address is the same as the address above.

Address has been standardized.

* **Mailing Address 1:**   651 BOAS ST

Mailing Address 2:

* **Mailing City:**   HARRISBURG

* **Mailing State:**   Pennsylvania ▼

* **Mailing Country:**   United States ▼

* **Mailing Zip/Postal:**   17121-0725

99999 or 99999-9999

Click this check box and then Save

Location Designation(s)

To sort on any column, click a column title.

Select	Designation
☑	All Mailings
☐	Base Period
☐	Benefits
☐	Delinquent
☐	Quarterly
☐	Special Assesment
☐	TBA

7 Records Found

[View Location History]

Save   Cancel

Click OK

benefits.uc.pa.gov says

Do you wish to update the Unemployment Insurance address at this time? Click OK to update the Unemployment Insurance mail address, click cancel to update the worksite address only.

OK   Cancel

To sort on any column, click a column title.

Select	Designation
☑	All Mailings
☐	Base Period
☐	Benefits
☐	Delinquent
☐	Quarterly
☐	Special Assesment
☐	TBA

7 Records Found

* Select the employer type functionality for this location   ☑ Unemployment

Save   Cancel

Pennsylvania
Unemployment Compensation System

## Use this folder to manage your locations.

By clicking the *Add Location* button you may enter locations that can be viewed online by local job seekers. Click on the *Edit Location* link in the Action column below to view its details. Click on the *View Contacts* link to review contacts for that location.

Click
General Information

[Employer Portfolio]

Employer Profiles
- **Corporate Profile**
  - General Information
  - Locations
  - Contacts/Users
  - Account Summary
  - Documents
  - Agents
- **Communications Profile**
  - Messages
  - Subscriptions
  - Email Log

Unemployment Files
- **Unemployment Benefit File**
  - Employer Charges
  - Claimants
  - Determinations
  - Appeals
  - Labor/Non-Labor Disputes
  - Shared-Work
  - Wage Audit Notices

General Information	Locations	Contacts/Users	Account Summary	Documents	Agents

General Information	Locations	Contacts/Users	Account Summary	Documents	Agents
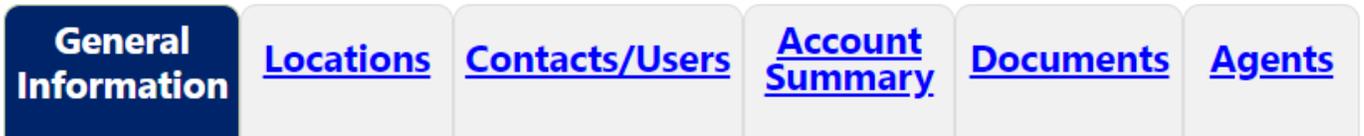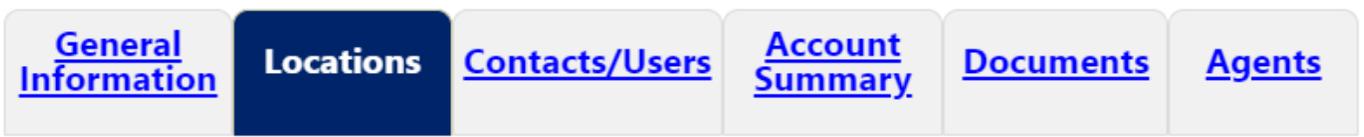
Scroll down

Employer address has been updated

Primary Location Information

Street Address 1:	651 BOAS ST
City:	Harrisburg
State:	Pennsylvania
County/Borough/Parish:	Dauphin County
Country:	United States
Zip code:	17121

Mailing Address

Address has been standardized.

Mailing Address 1:	651 BOAS ST
Mailing City:	HARRISBURG
Mailing State::	Pennsylvania
Mailing Country:	United States
Mailing Zip/Postal:	17121-0725

Contact Information

🛈 For help click the information icon.

* **Job Title:** Job Title

* **First Name:** First Name

Middle Initial:

* **Last Name:** Last Name

* **Primary Phone:** 717 - 555 - 1111 **Ext** |

Alternative Phone: - - **Ext**

Contact Text Message Phone Number: - -

Fax: - -

* **Contact Email Address:** employeremailaddress@c

* **Confirm Contact Email Address:** employeremailaddress@c

| Resend Email Confirmation

* **Please select a method in which you prefer to receive your notifications:**

Internal Message with Email Notification ▼

None Selected
Internal Message
Postal Mail
Internal Message with Email Notification

Enter name, job title, phone number, and email address, and select the preferred notification setting

Mark checkbox and click Update, and scroll down

☑ Please note that by making this selection you will receive all future notifications and requests for information regarding unemployment claims via email and/or internal message only. You will be responsible for responding timely to these notifications. Failure to respond timely may result in loss of your appeal rights regarding unemployment claims.

Company Website:

e.g. https://www.companywebsite.com

Change Password: Click here to change password

[Update | Edit Profile]

This message will appear

[Update | Edit Profile]

Your request has been processed

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Click Edit

SIDES (State Information Data Exchange System)

SIDES Application Exchanges:

Separation Information Requests Exchange (SI)

SIDES Employer / TPA   **SI PIN:**   **SIDES SI TPA Account:**

BR000000099 TPA

SIDES PIN:

[Edit | SIDES PIN History]

Click SIDES Employer/E-Response radio button

SIDES (State Information Data Exchange System)

SIDES Application Exchanges: Please select options for each Exchange

Separation Information Requests Exchange (SI)

○ None   **SI PIN:** [   ]   **SIDES SI TPA Account:**

◉ SIDES Employer / TPA   [BR000000099 TPA ▼]

○ SIDES Employer / E-Response

SIDES PIN: [   ]   **Generate New Pin**

[Update | SIDES PIN History]

Return to Employer Profile

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Click Update

SIDES (State Information Data Exchange System)

SIDES Application Exchanges: Please select options for each Exchange

Separation Information Requests Exchange (SI)

○ None

○ SIDES Employer / TPA

◉ SIDES Employer / E-Response

SI PIN: 123456

SIDES SI TPA Account:

None Selected

SIDES PIN: [   ]   Generate New Pin

[Update | SIDES PIN History]

Return to Employer Profile

How Employers can cancel their Power of Attorney (POA) or Inactivate the TPA relationship in the UC Benefits System

☐ 🗀 **Employer Profiles**

    ☐ 🗀 Corporate Profile

       📄 General Information

       📄 Locations

       📄 Contacts/Users

       📄 Account Summary

       📄 Documents

       📄 Agents

    ☐ 🗀 Communications Profile

       📄 Messages

       📄 Subscriptions

       📄 Email Log

☐ 🗀 **Unemployment Files**

    ☐ 🗀 Unemployment Benefit File

       📄 Employer Charges

       📄 Claimants

       📄 Determinations

       📄 Appeals

       📄 Mass Layoffs

       📄 Labor/Non-Labor Disputes

       📄 Shared-Work

       📄 Wage Audit Notices

Click Agents

General Information	Locations	Contacts/Users	Account Summary	Documents	Agents

* Indicates required fields.

For help click the information icon next to each section.

How Employers can cancel their Power of Attorney (POA) or Inactivate the TPA relationship in the UC Benefits System

⊟ 🗀 **Employer Profiles**
  ⊟ 🗀 **Corporate Profile**
    📄 General Information
    📄 Locations
    📄 Contacts/Users
    📄 Account Summary
    📄 Documents
    📄 Agents
  ⊟ 🗀 Communications Profile

⊟ 🗀 **Unemployment Files**
  ⊟ 🗀 **Unemployment Benefit File**
    📄 Employer Charges
    📄 Claimants
    📄 Determinations
    📄 Appeals
    📄 Mass Layoffs
    📄 Labor/Non-Labor Disputes

Click Inactive

General Information	Locations	Contacts/Users	Account Summary	Documents	Agents

⊞ Show Filter Options

To sort on any column, click a column title. Current Sort: *Agent Access descending*

Agent Name	Contact	Agent type	Location	Signature Date	Start Date	Ending Date	Authorization Docs	Agent Access	Action
TPA	Name	Third Party Administrator Agent	TPA 651 BOAS ST HARRISBUG PA 17121					Active	View Inactivate

◁◁ ◁ **Page** [1 ▼] of 1 ▷ ▷▷   Rows [100 ▼]

User Privileges

☐ Select All / Un-Select All

Co**nta**... Contact name

Double click to uncheck all selections

User Privileges

☐ Select All / Un-Select All

Basic Contact Privileges

User Privileges for Corporate Information
☑ Edit General Information

User Privileges for Locations
☑ Add and Edit Locations

User Privileges for Locations Associated with this User
☑ Edit Locations
☑ Activate and Inactivate Locations

User Privileges for Locations NOT Associated with this User
☑ Edit Locations
☑ Activate and Inactivate Locations

User Privileges for Contacts at the Location(s) Associated with this User
☑ Add and Edit Contacts
☑ Edit Contacts
☑ Activate and Inactivate Contacts

User Privileges for Contacts at the Location(s) NOT Associated with this User
☑ Add and Edit Contacts
☑ Edit Contacts

Unemployment Privileges

User Privileges for UI

- ☐ Review and respond to claims filed (Statement of Potential Charges /Notice of Claim Filed)
- ☐ File a separation notice on a former employee (Form 77)
- ☐ Review claimant wage information
- ☐ Review and protest employer charges
- ☐ Manage appeals
- ☐ Request part-time credits
- ☐ Respond to SIDES/SIDES e-Response requests
- ☐ Respond to a Benefits Accuracy Measurement (BAM) request
- ☐ Manage Trade Act activities
- ☐ Unemployment Messages

Click

◯ Inactive

Type of Agent: TPA (Third Party Administrators)

Status: ◯ Pending   ⦿ Active   ◯ Inactive

Save   Cancel

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Type of Agent: TPA (Third Party Administrators)

Status: ○ Pending   ○ Active   ◉ Inactive

Click on Save to change the TPA/Agent access to Inactive

⭐ [Save]   [Cancel]

| General Information | Locations | Contacts/Users | Account Summary | Documents | **Agents** |

⊞ Show Filter Options

To sort on any column, click a column title. Current Sort: *Agent Access descending*

Agent Name	Contact	Agent type	Location	Signature Date	Start Date	Ending Date	Authorization Docs	Agent Access	Action
TPA	Name	Third Party Administrator Agent	TPA 651 BOAS ST HARRISBUR PA 17121					Inactive ⭐	View Activate

⏮ ◀ Page [1 ▼] of 1 ▶ ⏭   Rows [100 ▼]