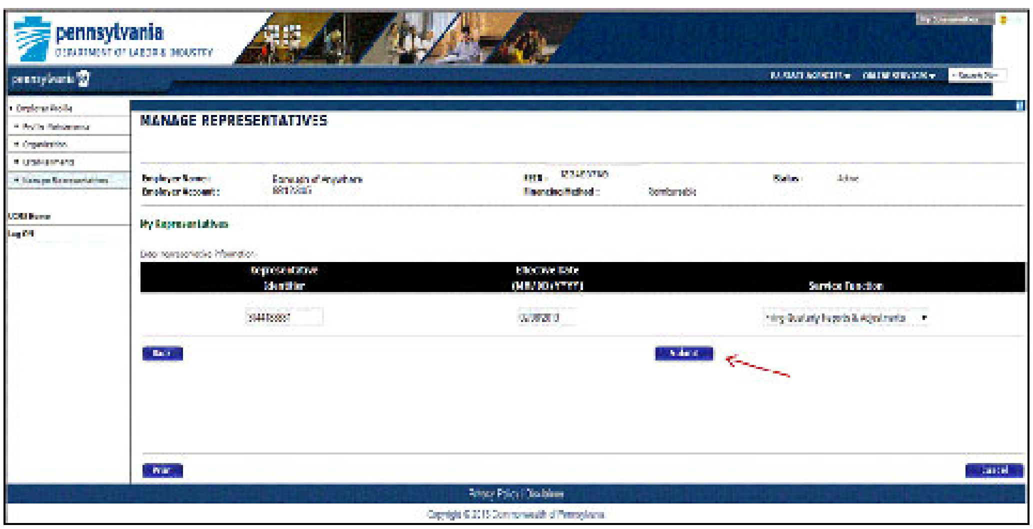
## Manage Representatives — Add & Authorize a TPA or PEO

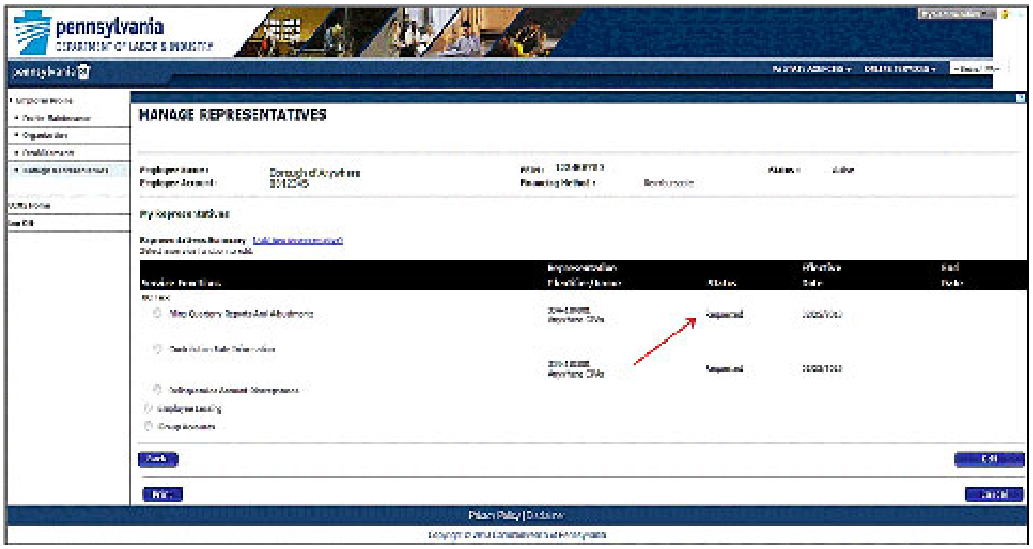
**[Speaker's Notes:]**

*Select Add New Representative*



**[Speaker's Notes:]**

*Enter the Representative Identifier Number, which is obtained from the TPA or Representative, the Effective Date of the agreement and the Service Function provided. You cannot have more than one TPA per service function, but you can have a different TPA for each service function. Select Submit. You should receive the message, "You have successfully added the Representative." Click on Ok to either view the representatives or to add additional representatives. The following screen reflects two representatives that have been added.*




**[Speaker's Notes:]**

*Note the Status is Requested. When the TPA approves, the Status will change to Verified. The representative/client relationship will remain in effect until such time as one of the parties enters an end date to terminate the relationship. TPAs must be actively reflected in Manage Representatives for them to access employer information and for UC Tax Services to be authorized to release information to the TPA's or PEO's. To move to another area, select UCMS Home from the Navigation Menu. This will take you to the Home Page where you can continue to navigate through your portal.*