

Agent Information Fact Sheet

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If you are an accountant/third party filer, it is recommended that you have an Agent account established for mylowaUI. Having an agent account allows you to access multiple accounts with one login (one email account).

To Create an Agent Account:

- Select **Create ID** on mylowaUI homepage.
- Once you create your Account ID, you will need to sign in and select **Set Up Agent Account**. Upon completing this process you will be assigned an agent number (R, followed by 7 numbers).
- Once the agent account has been established, you may add additional users for the agent account.

To Add Users to your Agent Account:

- Select **Agent Information** from the Agent homepage.
- Select **Users** (found on the red ribbon) and then **New** (bottom of the page).
- Complete Agent User Information by selecting Active in the status dropdown box and entering name, phone number and email. You also will need to assign agent permissions. You must use the same email address the person has used to create their Account ID.

Note: If your firm has already set up an agent account, do not create another agent account.

How do I get access to manage an Employer 's Account?

Accountant/Third Party Steps

- Sign up for mylowaUI agent account at [mylowaUI](#). Employers cannot give agents access on mylowaUI or on paper form until this is completed.
- Provide your mylowaUI Agent ID to your clients who have not signed up for mylowaUI. This starts with R, followed by 7 numbers.
- Once employer has assigned you as their agent on mylowaUI, you will need to:
 - Log into your agent account
 - Click on the users tab
 - Click on your name
 - Assign the employer roles to yourself (and/or other employees)

Employer Options

- **Recommended Option** – Log into [mylowaUI](#). Employers will be guided to set up an Account ID and Password and verify information, such as name and address. Employers have recently been sent their Registration Key to login. They need to select **Assign Agent** from the left side of their employer homepage. Then, the employer will be prompted to enter an Agent ID and assign UI account roles. After this is completed, agent will be able to access the employer account.
- Paper Power of Attorney form 68-0092 is available on mylowaUI homepage to complete and submit by mail. Please allow 6-8 weeks for access to be granted to agent. The quarterly report must be filed electronically, regardless of whether or not the Power of Attorney form 68-0092 has been processed.