



IN THE BUSINESS OF YOUR SUCCESS®

Dear Valued ADP Client,

Thank you for choosing ADP Unemployment Claims to handle your unemployment insurance matters. The Florida Department of Economic Opportunity has a self-service employer portal for employers to communicate with the agency. In order to properly service your unemployment account in the state of Florida, ADP Unemployment Claims in New Hampshire must be assigned as your Third Party Administrator (TPA) on the state website. If you have not already done so, please visit the website to register and assign ADP Unemployment Claims as your TPA. Instructions on how to assign ADP Unemployment Claims as your TPA are as follows:

State of Florida – Agent Assignment for Unemployment Matters

Federal ID: _____

FL Account #: _____

Company Name: _____

1. Go to: **<https://connect.myflorida.com/Employer/Core/Login.ASPX>**
2. Login to your employer account then click **Assign & Maintain TPA**
3. Click **New** then enter the TPA ID # **129019**.
4. Enter the current date as the **TPA Services Begin** date
5. Assign ADP Unemployment Claims the following roles:
 - **Benefit Charges Protest Submission**
 - **Benefit Charges View Only**
 - **File Appeals on Employers Behalf**
 - **Respond to Fact Finding Request**
 - **Respond to Notice of Claim Filed (UCB 412)**
 - **View Non-Monetary Determinations**
6. Click **Save** then return to the Assign and Maintain TPA screen to verify ADP Unemployment Claims is now listed as your TPA with the roles above.
7. Access **Address Information** on the Employer Homepage to ensure correspondence preference is set as US mail.

Please see **http://www.floridajobs.org/unemployment/connect/External_Guide_Employer.pdf** if you should need assistance or additional information on how to use or access the employer self-service portal. You can also contact FL CONNECT toll-free at **877-846-8770**.

If ADP Unemployment Claims is not assigned as your TPA, it may result in a delay in our receipt and processing of your unemployment compensation documents. Any delay in the process may result in unnecessary liability against your unemployment tax account. If you have any questions regarding the ADP Unemployment Service please contact our Client Service Department at (855) 537-8499.

Sincerely,

Client Service Department
ADP Unemployment Claims