

# How to Link/Delink an Agent Account to an Employer Account

## Before You Begin

Louisiana employers using a TPA to conduct any UI tax activities on their behalf will be required to assign the TPA to their online LAWATS account. Note that your TPA cannot complete the association process for you, only employers can assign a TPA to an employer account.

A Power of Attorney (POA) must be on file in order to grant an Agent access to an Employer account. Once registered, the Agent must provide an agent access code to the employer in order to link their account and begin managing the employer's account. You can submit an online Power of Attorney here: [www.laworks.net/lawatsemployer](http://www.laworks.net/lawatsemployer)

The employer can also de-link the agent when that agent is no longer representing the employer. Only the employers have those privileges in LAWATS. The employer must have an account established in order to take advantage of this new self-service feature.

### Step 1: Link Agency Account

- Navigate to [www.laworks.net/lawatsemployer](http://www.laworks.net/lawatsemployer) and sign in to LAWATS Login Account by entering your Email/Username and password in the required fields and click, **Sign In**.



## Louisiana Wage & Tax System

LOG IN TO EXISTING EMPLOYER OR AGENT ACCOUNT

Email / Username

Password

Remember me?

SIGN IN

[Forgot your user name?](#)

[Forgot your password?](#)

[Resend email confirmation](#)

REGISTER FOR A LAWATS ACCOUNT

Register as an Employer  
Sign Up as an Employer if you will be managing your company's wage filings and taxes.

Register as an Agent  
Sign Up as a Third Party Agent (TPA), if you will be managing wage filings and taxes for client companies.

QUICK LINKS

[Don't have UI Employer Account Number \(EAN\)? Click to register your business with LWC.](#)

[File Employee Separation Notice](#)

- Once signed in, click on, **"Manage Power of Attorney"**.

- Home**
- Employer Services**
  - Report of Change
  - Manage Power of Attorney
  - Request Proof of Credit
  - Request Lottery Clearance
  - File Employee Separation Notice
- Wages**
  - Upload Wage File
  - Wage Manual Entry
- Wage Amendments**
  - Upload Amended Wage File
  - Manual Wage Amendment Entry
  - Amend Individual Wages
- Payments**
  - Make Payment Now
  - Payment Plan Payment
  - Voluntary Contribution
  - Payment Plan Request
- Inquiries**
  - View Wage Reports
  - View Benefit Charges
  - View Statement
  - View Tax Rate Notices

Report Wages
Payment
Report of Change
Amend
Rate Notice
Statement

EMPLOYER INFORMATION

UI Account#	Employer Name	Liability Date	Filing Frequency	Quarterly	Filing Type	Taxable
Federal ID#	Doing Business As	Quality Date	Contrib. Type	Partnerships (Regular / includes	Current Rate	0.00%
LA Withholding # 000000000000	Account Status	Inactive	NAICS	Establish Date	Owner	Private
Inactive Date					Eligible Year	2014

Address Type	Attention	Address Street	Suite Address	Country	State	City	Zip Code
Employer Mailing Addr...				United States of America			
Physical Address				United States of America			

Contact Type	Contact Info	Contact Name
Business Phone Number		
Fax Number		
Email Address		
Payroll Phone Number		

**SUTA Contribution Due \$496.00**

**CLICK TO PAY NOW**

NEWS & ANNOUNCEMENTS

- Next, click on the **“Link Agent Account Tab”**.

POWER OF ATTORNEY

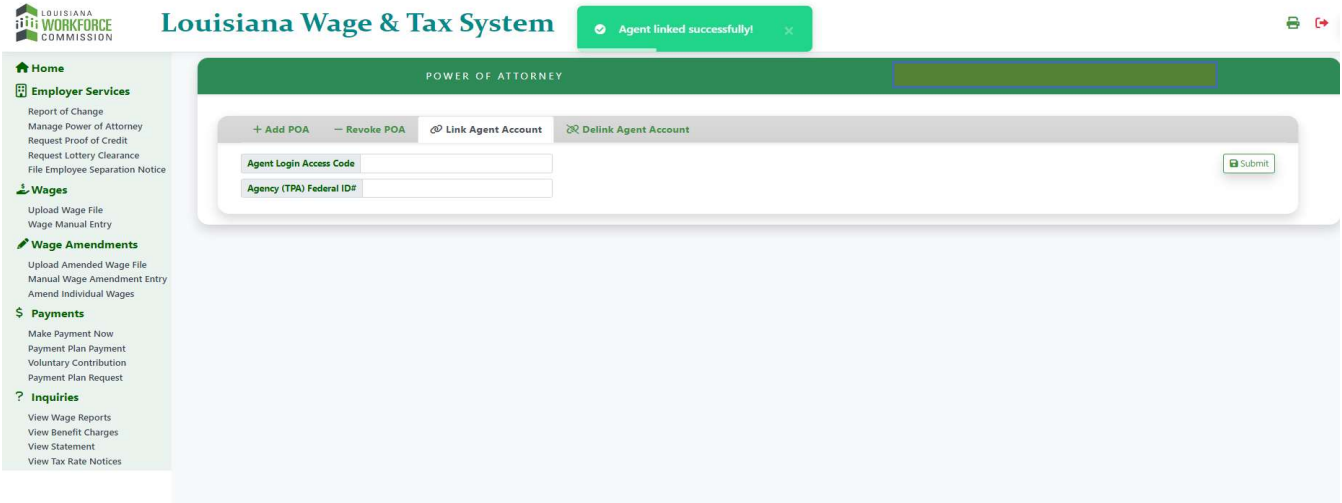
+ Add POA
- Revoke POA
Link Agent Account
Delink Agent Account

• Please enter agency federal ID#.

Agent Login Access Code

Agency (TPA) Federal ID#

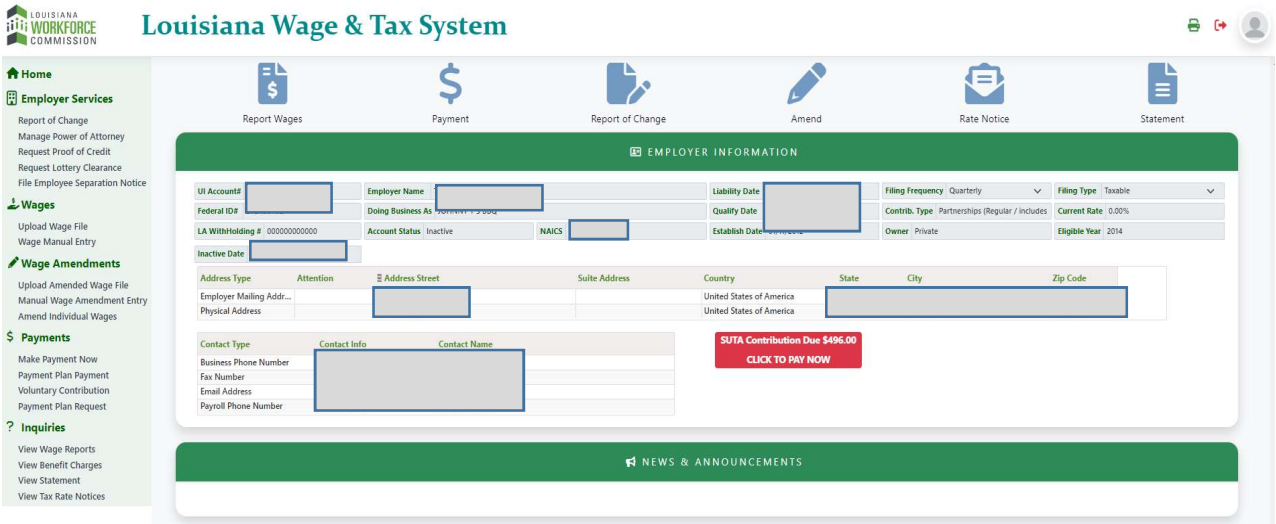
- Next, enter the required information in the provided fields.
- Select, **“Submit”**.



The Employer enters the Agent Login Access Code of the agent who will be managing their online account business and the Agency (TPA) Federal ID# (FEIN) of the agency where the agent representative is employed. This will provide the link. The employer and the agent are now linked by the access code.

**Step 2: Delink Agency Account**

- Navigate to [www.laworks.net/lawatsemployer](http://www.laworks.net/lawatsemployer) and sign in to LAWATS Login Account by entering you Email/Username and password in the required fields and click, **Sign In**.
- Once signed in, click on, **“Manage Power of Attorney”**.



- Next, click on the “Delink Agency Account Tab”.

POWER OF ATTORNEY

+ Add POA   - Revoke POA   Link Agency Account   **Delink Agency Account**

Agent Login Access Code

Agency (TPA) Federal ID#

Submit

- Next, enter the required information in the provided the provided fields.
- Select, “Submit”.

LOUISIANA WORKFORCE COMMISSION

Louisiana Wage & Tax System

Agent delinked successfully!

POWER OF ATTORNEY

+ Add POA   - Revoke POA   Link Agency Account   **Delink Agency Account**

Agent Login Access Code

Agency (TPA) Federal ID#

Submit

Home

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Wages

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Wage Amendments

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- Payment Plan Request

Inquiries

- View Wage Reports
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- View Statement
- View Tax Rate Notices

NOTE: This will remove the ability of an agent login account to have full access to all menu items for an employer. The employer enters the Agent Login Access Code and Agency (TPA) Federal ID# (FEIN) for whom they want to delink. This does not revoke the POA of the agency but will allow the employer to link to another agent with the agency whom they have a POA on file. When the employer revokes a POA, the agent is automatically delinked from the employer.