

How to Register a New Third Party Administrator (TPA) for an Agent Account in LAWATS

Third party administrators (TPAs), including payroll service providers will be required to register an account in LAWATS in order to file wage reports, pay premiums and conduct other UI tax business on behalf of their employer clients.

To ensure your TPA account information is secure, all users are required to register for individual accounts.

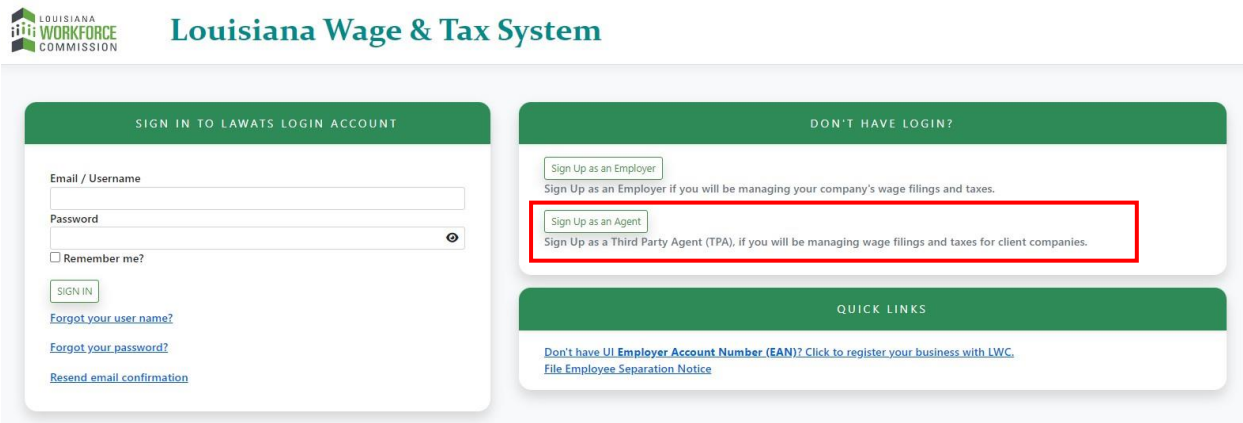
Registering for a TPA account requires multiple steps in order to verify the person initiating the registration is the owner/administrator of the account. The person registering the TPA account must be the primary account administrator and trusted to handle sensitive and confidential information.

Account administrators can view all available information in the account, including employer client accounts, as well as make changes, complete transactions, and enable access to additional users of the TPA account.

Step 1. Create a User Login

To create a new Agent account in LAWATS you will need to create a user login.

- Navigate to www.laworks.net/lawatsemployer and click “**Register as an Agent.**”
- Next, enter the required information in the provided fields. Select, ‘Continue’



LOUISIANA WORKFORCE COMMISSION **Louisiana Wage & Tax System**

SIGN IN TO LAWATS LOGIN ACCOUNT

Email / Username
Password
 Remember me?
SIGN IN
[Forgot your user name?](#)
[Forgot your password?](#)
[Resend email confirmation](#)



DON'T HAVE LOGIN?

Sign Up as an Employer
Sign Up as an Employer if you will be managing your company's wage filings and taxes.
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](#)

REGISTER NEW AGENT LOGIN ACCOUNT


LOGIN INFORMATION	SECURITY QUESTIONS
<p>Username </p> <input type="text"/>	Questions
Email	In what city were you born? <input type="text"/>
Password 	What high school did you attend? <input type="text"/>
<input type="password"/>	What is your favorite color? <input type="text"/>
Confirm password <input type="password"/>	

Continue

Step 2. Verify your Account

You will be required to set up Multi-Factor Authentication to verify your TPA account.

- A six-digit code will be sent to you via email that will need to be entered into LAWATS.
- This code is valid for 15 minutes and requires you to re-request a code if the 15 minutes have already passed.
- Enter the security code
- Select Submit

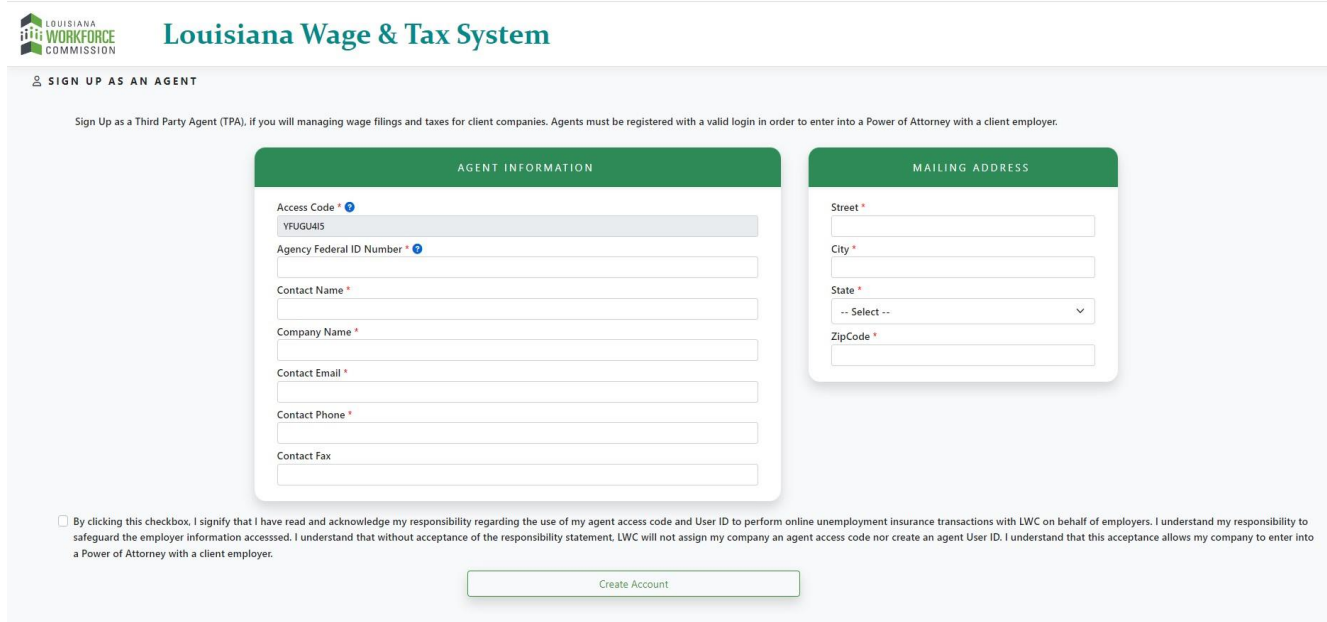
TWO FACTOR AUTHENTICATION 

Two-Factor Token *

A Two-Factor Code has been sent to your email address. This code is valid for 15 minutes. You may resend the code if 15 minutes have already passed. Please retrieve the code from your email address and enter it here.

Step 3. Register Your Account

- **Enter the required information** in the fields provided.
- Enter the Federal ID Number for your **Agency**.
- Next, enter the required information in the fields provided.
- Click the checkbox and select, Create Account.



LOUISIANA WORKFORCE COMMISSION Louisiana Wage & Tax System

SIGN UP AS AN AGENT

Sign Up as a Third Party Agent (TPA), if you will managing wage filings and taxes for client companies. Agents must be registered with a valid login in order to enter into a Power of Attorney with a client employer.

AGENT INFORMATION	MAILING ADDRESS
Access Code * YFUGU4I5	Street *
Agency Federal ID Number *	City *
Contact Name *	State * -- Select --
Company Name *	ZipCode *
Contact Email *	
Contact Phone *	
Contact Fax	

By clicking this checkbox, I signify that I have read and acknowledge my responsibility regarding the use of my agent access code and User ID to perform online unemployment insurance transactions with LWC on behalf of employers. I understand my responsibility to safeguard the employer information accessed. I understand that without acceptance of the responsibility statement, LWC will not assign my company an agent access code nor create an agent User ID. I understand that this acceptance allows my company to enter into a Power of Attorney with a client employer.

Create Account

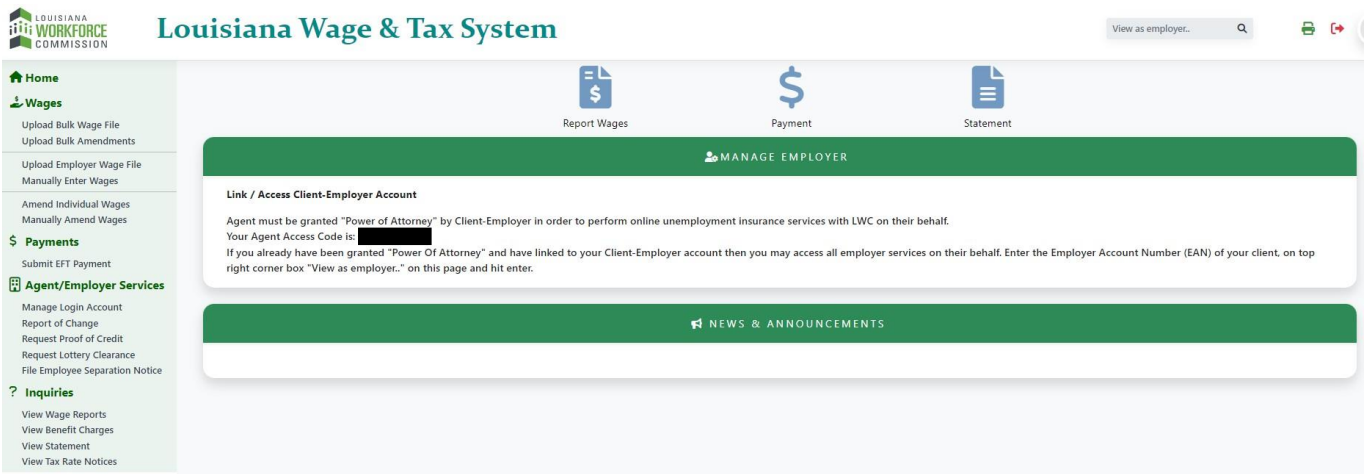
Your new LAWATS Agent account is now registered. Note your new Agent Access Code. You will need to provide your Agent Access Code to all new employer clients in order to access and manage employer accounts in LAWATS. Your Agent Access Code will also be listed on your Agent account home page.

Step 4. Access Your New Agent Account

You may log in to your new Agent Account to view and manage assigned employer client accounts.

Once registered:

- TPA’s can access all of their employer clients within one login.
- TPA’s can manage employer account information with new enhanced account management tools, use built-in search functions, file wage and tax reports, pay unemployment taxes, and more.



The screenshot shows the Louisiana Wage & Tax System web application interface. At the top left is the Louisiana Workforce Commission logo. The main header features the title "Louisiana Wage & Tax System" and a search bar with the text "View as employer...". Below the header are three main navigation buttons: "Report Wages" (with a document icon), "Payment" (with a dollar sign icon), and "Statement" (with a document icon). A green bar labeled "MANAGE EMPLOYER" is positioned below these buttons. Underneath this bar is a white box titled "Link / Access Client-Employer Account" containing instructions: "Agent must be granted 'Power of Attorney' by Client-Employer in order to perform online unemployment insurance services with LWC on their behalf. Your Agent Access Code is: [REDACTED]. If you already have been granted 'Power Of Attorney' and have linked to your Client-Employer account then you may access all employer services on their behalf. Enter the Employer Account Number (EAN) of your client, on top right corner box 'View as employer...' on this page and hit enter." Below this box is another green bar labeled "NEWS & ANNOUNCEMENTS". On the left side of the interface is a vertical navigation menu with categories: "Home", "Wages" (with sub-items: Upload Bulk Wage File, Upload Bulk Amendments, Upload Employer Wage File, Manually Enter Wages, Amend Individual Wages, Manually Amend Wages), "Payments" (with sub-item: Submit EFT Payment), "Agent/Employer Services" (with sub-items: Manage Login Account, Report of Change, Request Proof of Credit, Request Lottery Clearance, File Employee Separation Notice), and "Inquiries" (with sub-items: View Wage Reports, View Benefit Charges, View Statement, View Tax Rate Notices).