

LAWATS Third Party Administrator Bulk Power of Attorney (POA) File Upload

Registration

Third party administrators (TPAs), including payroll service providers will be required to register an account in LAWATS in order to upload a bulk power of attorney (POA) file and conduct other UI tax business on behalf of their employer clients.

In order to register a Third party administrator (TPA) as an Agent, refer to the **“How to Register a New Third Party Administrator For an Agent Account in LAWATS”** instructions.

How to upload a Bulk POA file in LAWATS

1. You must follow the **“Power of Attorney Bulk File Format Instructions”** to create a csv file for the upload
2. Login to your agent account at <https://lawworks.net/lawatsemployer>
3. From the left side menu, locate Agent/Employer Services
4. Select “Upload Bulk Power of Attorney” option
5. Click “Choose File” to upload the bulk POA file
6. Click the checkbox acknowledging your authorization
7. Enter your name and title and click submit at the top right corner
8. If the file is correct, you will receive a successful message
9. If there is a problem with the file, you will receive the error message

Who do I contact with more questions about my TPA account?

TPAs experiencing issues with their LAWATS account, or have additional questions about the new system can contact the Employer Call Center via email to UITax@lwc.la.gov.

For additional assistance, contact the Employer Call Center at 1-833-708-2866.