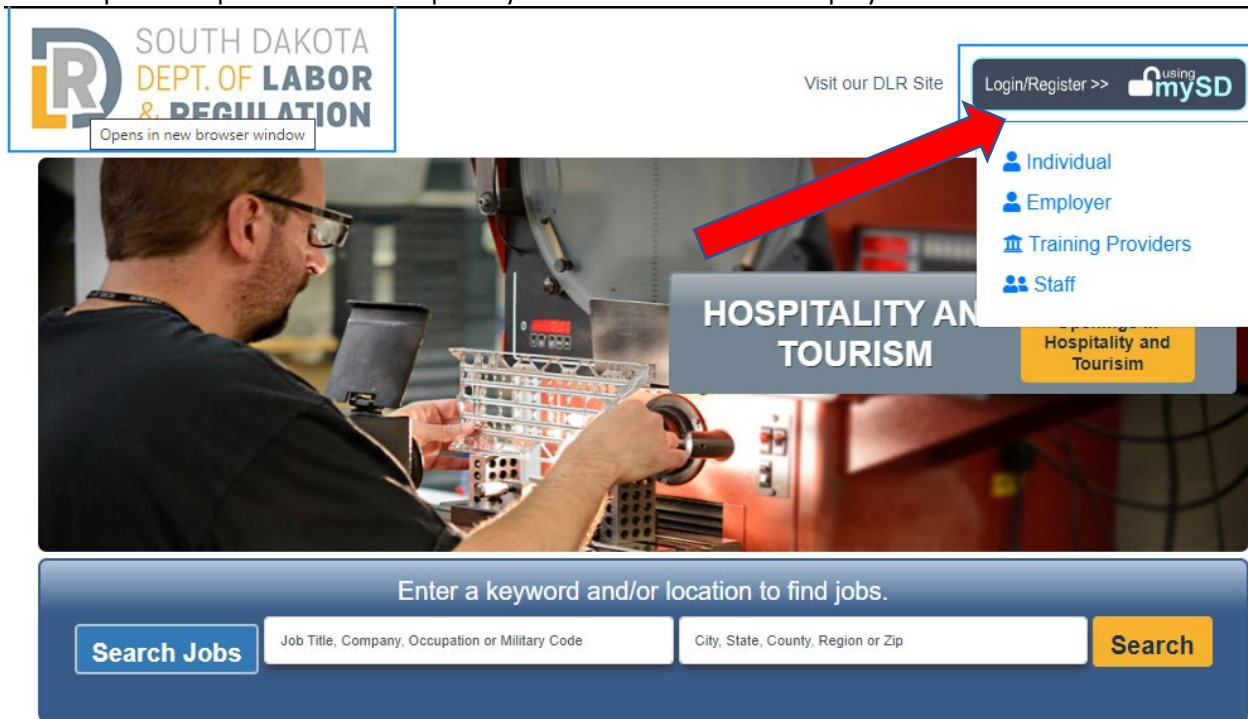
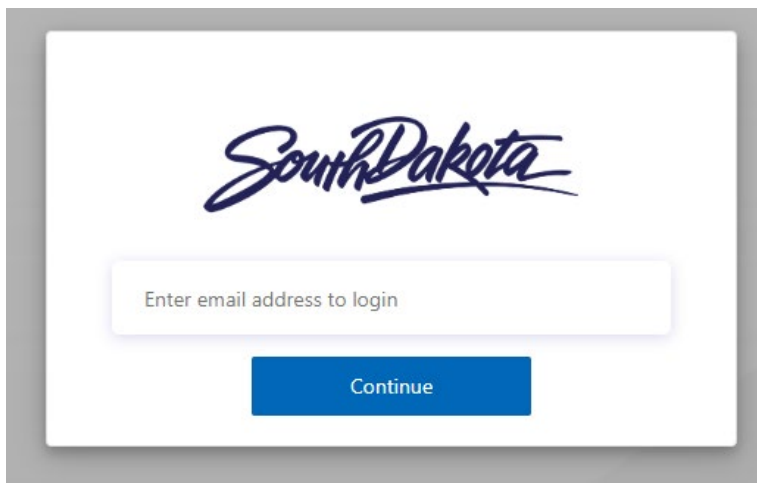


Third Party Administration Registration

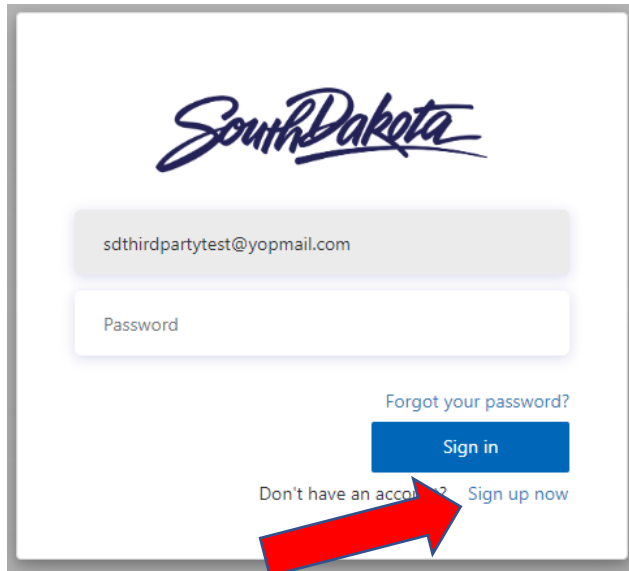
Please click on the **Login/Register** button indicated by the red arrow in the screenshot below. Once you click on that link the drop-down options will show up and you will need to select “Employer”.



Once on the login/registration page you will need to create a MySD account. Enter your email address in the appropriate field and hit continue.



Once you hit continue you will be taken to the below screen where you can either enter your MySD credentials or create a new account. If you do not have an account, click on the blue “Sign up now” link shown by the red arrow in the screenshot below.



South Dakota

sdthirdpartytest@yopmail.com

Password

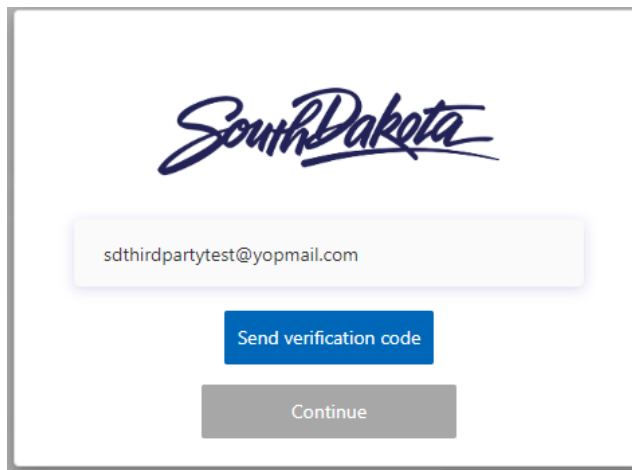
[Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#)

A red arrow points to the "Sign up now" link.

Once you click on sign up now, you will be taken to a screen that will send you a code to your email address.



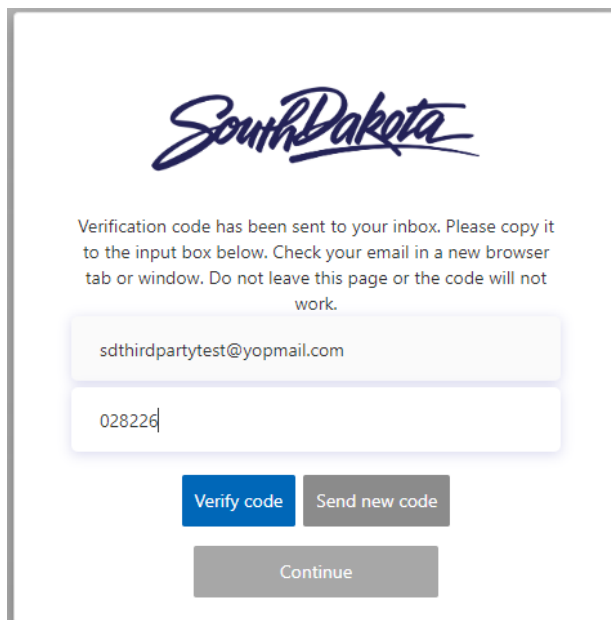
South Dakota

sdthirdpartytest@yopmail.com

[Send verification code](#)

[Continue](#)

Enter the code that is sent to your email in the appropriate box and hit verify code.



South Dakota

Verification code has been sent to your inbox. Please copy it to the input box below. Check your email in a new browser tab or window. Do not leave this page or the code will not work.

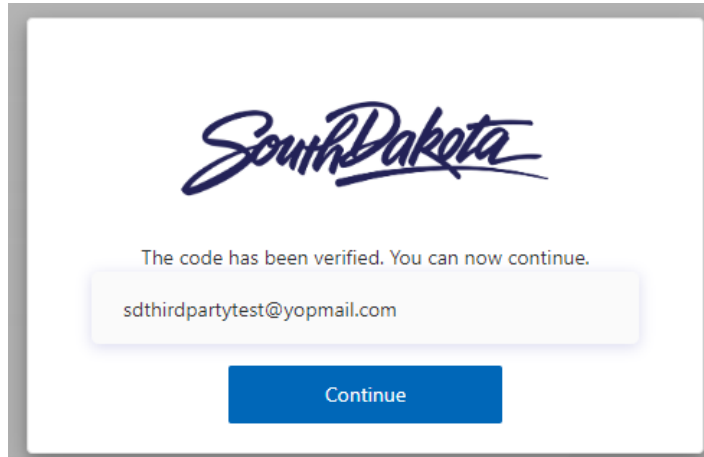
sdthirdpartytest@yopmail.com

028226

[Verify code](#) [Send new code](#)

[Continue](#)

Once correctly verified you will get the below message.



Next, you will have to enter your basic information for your MySD account as seen in the screenshot below.

A screenshot of a registration form. At the top is the 'South Dakota' logo. Below the logo are several input fields: 'New Password', 'Confirm New Password', 'First Name', 'Last Name', 'Street Address', 'City', 'State', 'Zip Code', and 'Country'. At the bottom of the form is a blue button with the text 'Continue' in white.

The MySD login system has 2 factor authentication so the next step is to verify via a phone number. You can either have a text message send to your cell phone or have them call you on any number. It is your choice.

A screenshot of a phone verification form. At the top is the 'South Dakota' logo. Below the logo is a 'Country Code' dropdown menu with 'United States (+1)' selected. Below that is a 'Phone Number' input field with the placeholder text 'Phone number'. At the bottom are two blue buttons: 'Send Code' and 'Call Me'.

Once you verify the code that was either texted or the phone call you will get to the screen below where you will need to click on the blue link indicated by the red arrow below.

* Indicates required fields.

* Username:

* Password:



[I do not have an Account or I do not remember my Username and/or Password.](#)

On the next screen you will choose “employer” and “no, start a new registration” as seen in the screenshots below. Once you have those radio buttons selected you can click the large yellow Next button on the bottom of the screen.



* Indicates required fields.

* Please tell us what type of user you are.

- Individual Jobseeker
- Employer
- Training or Education Provider

* Do you have an existing account of the South Dakota Works site,
OR
Have you forgotten your South Dakota Works user name and password?





- Yes, Verify my account
- No, Start a new registration

Next >>

Next, you will choose the type of representative that you are. As a note, if you are not the employer for tax purposes you will choose option 2, **Third Party Agents**.

Representative Type

Please specify what type of user that you are:

-  **Direct Representative of your Organization**
This includes employees, principals and owners of the organization that is registering.
-  **Third Party Agents (TPA)** 
This includes companies that represent one or more registered organizations and will perform activities on their behalf.
-  **Professional Employer Organization (PEO)**
This includes companies that have responsibility for managing payroll for one or more registered organizations and will perform activities on their behalf. A PEO is the employer of record for tax purposes and insurance purposes.

Agent Identification

Please enter the FEIN for your business, NOT the business that you will be representing, that will come later.

Agent Identification

*Type of Identification: Federal Employer Identification Number
 Social Security Number

*Agent Federal Employer ID Number (EIN) / Agent Federal Tax ID (FEID) or Social Security Number: !
Do not enter dashes. Example 999001111

*Confirm Agent Federal ID Number: !

*Agent UI Employer Account Number: !
Do not enter dashes. Example 9990011111

*Confirm Agent UI Employer Account Number: !





*Will you be applying for Work Opportunity Tax Credits for your clients?: Yes
 No


Login Information/business information

Next, you will need to create an account for your business. This is NOT the business or businesses that you will be representing. This would be your company and your information about the company. Entering the information for the companies you are representing comes on the next screen.

Adding employers or Editing employers

What would you like to do next?

-  [Add Companies or Employers you wish to represent](#)
To find employers you wish to represent as an agent, please click the link above.
-  [Add Contacts](#)
To add additional contacts for your company, please click the link above.
-  [Add Locations](#)
To add additional locations for your company, please click the link above.
-  [My Dashboard](#)
To find more information about other services offered to employers, please click the link above.



Choose add companies or employer you wish to represent. Then you will click on the “**Search for Employer to Represent**” link.

General Information Locations Contacts/Users Account Summary Representing Employers

[Pin to Dashboard](#)
[Show Filter Options](#)

Applications created before the POA Submit Date are not considered as Agent represented.

Company Name	Contact	Location	Account Type	FEIN/UIID	Active Dates	Client ID	Action	Select
No records exist that meet the criteria.								

[Search for Employers to Represent] [Delete](#)

Once there, you will have to search for your employer. You can use any of the fields but the easiest would be to input the FEIN.

Find an Employer to represent

Company Name:

Federal Employer ID Number:

UI Employer Account Number:

Account Type:

[Find Employer](#)

The search results will show right below.

Search Results

To sort on any column, click a column title.

Company	City	Zip Code	Select
Test Employer	Aberdeen	57401	<input type="checkbox"/>
test123	Clearwater	33761	<input type="checkbox"/>

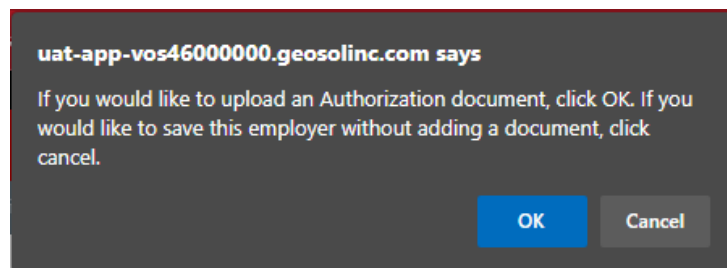
[Select](#)

Page 1 of 1 Rows 100

2 Records Found

You will need to check the box by the appropriate employer and hit the blue “select” link to proceed.

A message will appear to click “OK” **if you have supporting documentation to add.**



You will need to have your supporting documentation to proceed.

Documentation Information

You will need to enter the dates that your employer gave your power of attorney and the end date if applicable. You will then be able to attach your supporting documentation. Once your documentation is attached, our system will notify staff that they have a pending third party verification. Staff will then review the document and approve the request. The employer also has the ability to approve requests.

Document Information

Document Description:

*** Document Tags:** Do not enter Personal Identifiable Information (PII) into this field.
 Keywords that will be indexed with this attachment.

*** Employer Signature Date on Power of Attorney:**

Start date on Power of Attorney:

*** End date on Power of Attorney:**

Agent name on Power of Attorney:

Power of Attorney Registration Type: Recruiting

Staff Approved:

Reason:

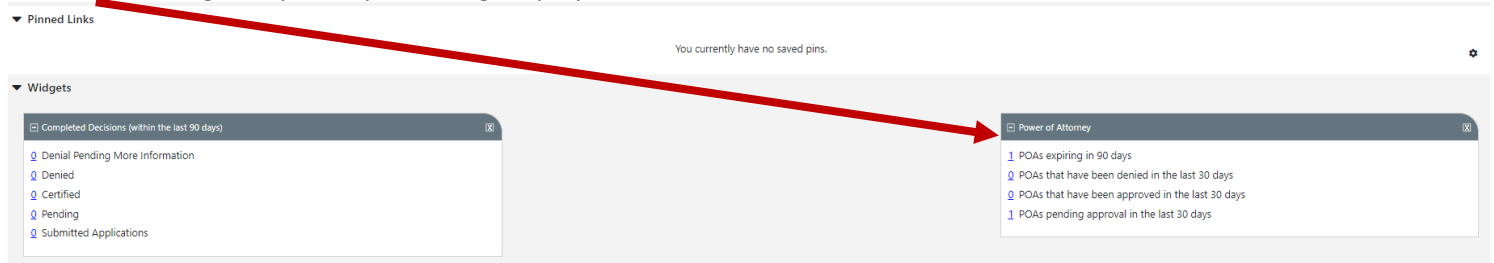
Attach Document

work_experience_request.pdf

Multiple documents can be uploaded simultaneously, but must be selected one-by-one.

Helpful Tip

Below is a screenshot of your dashboard for being a Third-Party Administrator. You will have to click on the **Power of Attorney tab** to get to your representing employer's screen.



Once there, you can click on the blue **"Pin to Dashboard"** link in the upper left corner and that will put the representing employers tab on your main dashboard under the pinned links section.

Pin to Dashboard [Show Filter Options](#)

Applications created before the POA Submit Date are not considered as Agent represented.

Company Name	Contact	Location	Account Type	Status	FEIN/UIID	Action	Select
External Company		2001 Theurer Blvd	Recruiting	Pending	/	View	<input type="checkbox"/>
	Signature Date	Start Date	Ending Date	Submit Date	POA	Status	
	04/03/2022		05/28/2022	05/24/2022	claimfile.pdf	Pending	