

Employers Power of attorney guide

Below are steps to set up a Power of Attorney (POA) online from your Paid Leave and WA Cares employer account. This allows an employer agent or third-party administrator to act on your behalf for Paid Leave and WA Cares.

If you do not have an account with the Account Administrator role, first follow the steps to complete the PIN process.

After you submit an electronic POA, it is pending. While your POA is in a pending status, your agent can access your account online to submit quarterly reports, view balances, make payments, and view your wage submission history. You can also **Withdraw** your pending POA before your agent accepts or declines it.

The POA is complete after your agent **Accepts** or **Declines** your request. If accepted, your agent will have access to the roles assigned until the effective end date. If the effective end date is left blank, you can add it online later. You will need to submit a new POA to change the start date or roles of a complete POA.

Initiating POA requests

1. Log in to your employer account with administrator access at secureaccess.wa.gov then access the **Paid Family and Medical Leave (PFML)** service.
 - If you have multiple UBIs, submit a POA from each business account. Use the **+Add/Switch Account** feature to navigate between your accounts.
2. From your employer account home page, click **Manage Account** in the top menu bar then **Manage Linked Agents**.
 - If you do not see the **Manage Account** option, request a PIN to get administrator access.
3. Click **Link to an Employer Agent**.
4. Enter your third party's Agent ID and click **Next**. Verify your agent is listed in the "Employer Agent Name."

Continued on next page

Initiating POA requests, continued

5. Under “Employer Contact Information,” select **Contact Type**.
6. Under “Manage Roles”, select the roles your agent can act on your behalf for both Paid Leave and WA Cares:
 - **Wage Reporting:** file quarterly reports and view wage submission history
 - **Wage Amendments:** file wage amendments
 - **Payments:** make payments, request refunds or transfers, view and download account activity
 - **Audits:** participate in Paid Leave and WA Cares audits
 - **Appeals and Agreements:** enter into agreements and make oral or written presentation of fact and argument
 - **Benefits:** download Paid Leave benefit or weekly claim reports for employees and apply for grants
7. Add the **Effective Start Date (MM/DD/YYYY)**. Use today’s date or the date your agent started representing you. The **Effective End Date (MM/DD/YYYY)** is optional.
 - *Important: The POA will become inactive, and you will no longer have role permissions after the effective end date.*
8. Enter your agent’s contact information under “Employer Agent Contact.”
9. Confirm all information is correct, certify it, click **Next**.
10. On the review screen, click **Submit**. Use **Previous** to make changes or **Cancel** to end the process.
11. Once submitted, we will send a notification email to your agent for review.

Details about the POA process are online at paidleave.wa.gov/technical-support.

If you do not have an employer account with administrator access, you will need to request a PIN. Once you have entered the PIN, you will become the administrator for your employer account and can submit a POA online.

Complete the PIN process

1. Log in to your employer account at secureaccess.wa.gov.
2. Click the **Paid Family and Medical Leave (PFML)** link on your SAW homepage.
 - If it is not listed, click **Add Service**, then **Add By Agency** button to browse the list of services by agency.
 - Scroll down the list of agencies and click **Employment Security Department**, then find “Paid Family and Medical Leave (PFML)” and click **Add**.
 - On the “Registration Complete” screen, click the **My Services** link. You will see the **Paid Family and Medical Leave (PFML)** link listed as a service on your SAW homepage.
3. Continue to access the Paid Family and Medical Leave service.
4. On the “Create an Account” page, click to **Register your Business**.
 - If logged in to a different account, click **+Add/Switch Account** then select **Create New Account**.
5. Enter your Unified Business Identifier (UBI) Number in the **UBI** field and click **Next**.
 - *Note: Your UBI will have been issued to you by the Department of Revenue ([DOR](#)).*
6. Confirm the PIN mailing address.
 - To correct the mailing address, click **Change Address** then complete all required mailing address fields. You’ll need to upload documents to support the address change. Once we verify the address, you can then come back to **Request a PIN**.
7. Click the button to **Request a PIN**.

A PIN Letter should be received within 7-10 business days and will be in a plain envelope. Your PIN will expire after 30 days or after you request a new PIN letter.

When you receive your PIN letter, log in to your Paid Leave and WA Cares employer account and enter the PIN as it appears in the letter when prompted.

For more information about the account registration process, download the [Employer Reporting and Premiums Toolkit](#) or visit paidleave.wa.gov/technical-support.