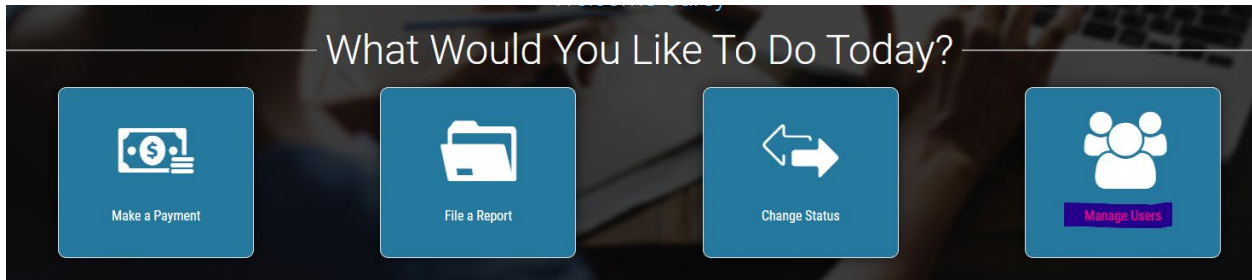


Log into to your existing UPLINK account.



### Choose Manage Users

This will bring you to User Maintenance. Scroll down to 'External Account Authorizations (Agents)' and click on the plus sign 'Add Agent'



Below is the next screen you will see. Please enter our agent number – 101741. It will come up with 'Accupay' and Larry Shaub and email address [payroll@accupay.com](mailto:payroll@accupay.com)

### Agent Search

Agent Business Name

Agent ID

### Search Results

Show  entries Search:

Agent Business Name	Agent ID	Contact Name	Telephone	Email	
ACCUPAY INC	101741	Larry Shaub	317-885-7600	payroll@accupay.com	<input type="button" value="Next"/>

Showing 1 to 1 of 1 entries

Hit next, and please select 'Wage Records' as the Authorization Level.



Click the search button to retrieve agent information.

Agent Name \*

ACCUPAY INC

Search

Authorization Level \*

Wage Records



## Agent User Information

First Name

Larry

Last Name

Shaub

Phone

317-885-7600

Email

payroll@accupay.com

## Important Information



\*

By checking this box, I certify that I, Carey , am a responsible party for TLHC LLC identified for federal tax identification purposes as 83-2589340 I understand that I am granting or retracting the selected agent on this screen full and exclusive power (based on the authorization level(s) indicated) to represent TLHC LLC before the Indiana Department of Workforce Development (IDWD) in connection with all matters affecting TLHC LLC unemployment insurance account including all claims for benefits, benefit charges, tax contributions, tax refunds, merit rating, appeals, and/or hearings until I otherwise notify IDWD. I understand that it is my responsibility to maintain and keep current TLHC LLC's authorized agent assignments.

**There will be a box under important information to acknowledge we are authorized as an agent. Check the box and then hit next. We are now your agent for wage reporting.**

**Please let Accupay know when you have finished this process. Thank you!!**