COLORADO DEPARTMENT OF
LABOR AND EMPLOYMENT
EMPLOYER WEBINAR SERIES

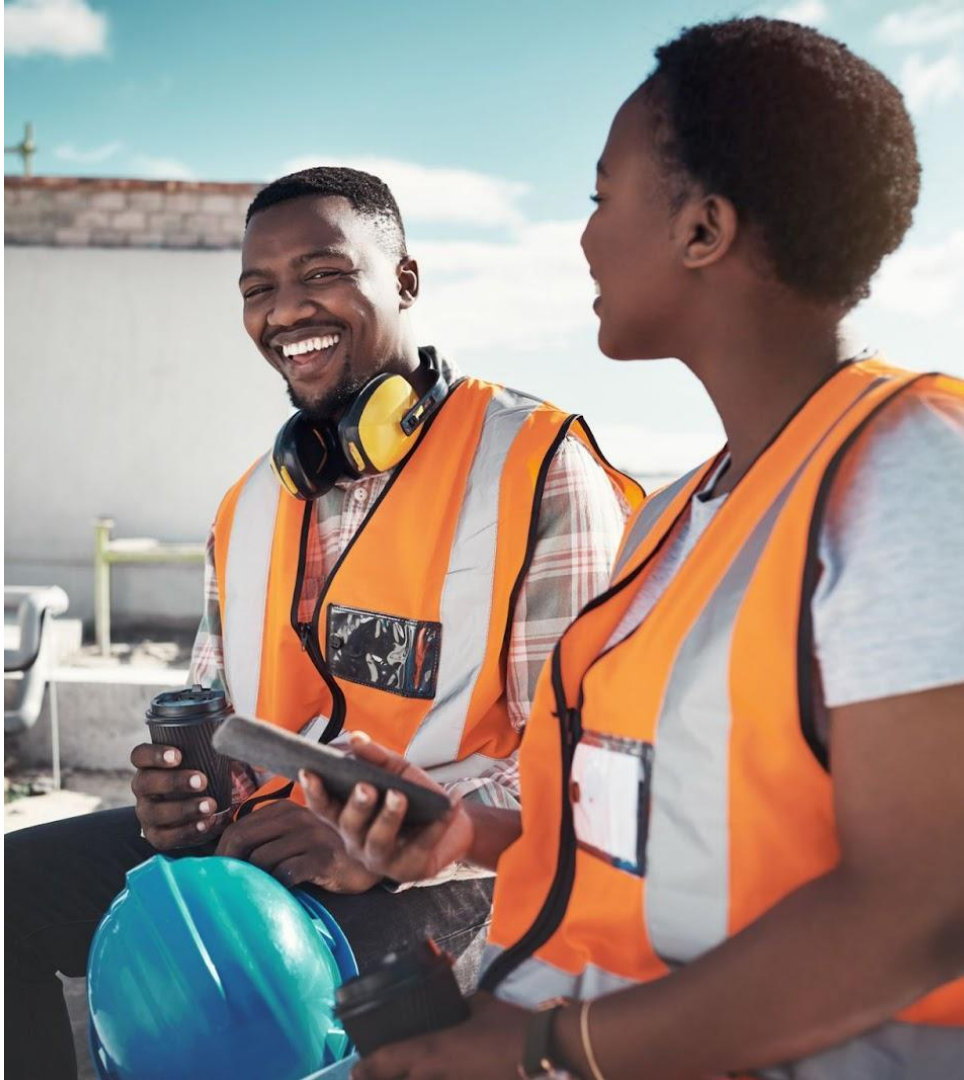
TPAs and the Employers They Serve

January 4, 2023
FAMLI.Colorado.gov

COLORADO
Family and Medical Leave Insurance Program (FAMLI)
Department of Labor and Employment

Agenda

- My FAMLI+ Employer
- Things for TPAs to Know
- Communicating with your clients
- Three Ways to Register
- TPA Resources
- FAQ’s
- Live Questions



Find My FAMLI+ Employer on

famli.colorado.gov

My FAMLI+ Employer

- Employers
  - My FAMLI+ Employer
  - Employers Webinars
  - FAMLI Newsletters
  - FAMLI Toolkit
  - Employers FAQ
  - Local Governments
  - Third Party Administrators (TPAs)

Registration is now open!

My FAMLI+ Employer is the online employer services portal Colorado businesses, third-party administrators (TPA's) and local government employers will use to manage their FAMLI accounts. My FAMLI+ Employer will operate similarly to My UI Employer, allowing employers to report wage data, remit premium payments, apply for exemption with a private plan and upload letters of declination votes. Most Colorado businesses will need to register in My FAMLI+ Employer before the first premium payments are due April 30, 2023.

The portal is now open to all Colorado employers. We invite you to create your account TODAY!

Log In to My FAMLI+ Employer

User Guide: Employers

User Guide: Local Government Employers

User Guide: Third Party Administrators

Welcome to the My FAMLI+ Employer

Sign In

In order to safeguard your My FAMLI+ Employer account, you will need to sign in with Login.gov which provides multi-factor authentication to the login process. Multi-factor authentication simply means the use of more than one method to verify that a user is who they claim to be and adds an additional layer of security.

SIGN IN WITH LOGIN.GOV

Are you a new user? Create an account

Did you register before December 1?

Sign in using your existing credentials to transfer you account to Login.gov.

Email

Email

Password

Password

Log in

Forgot your password?

News and Alerts

12/01/22 | 08:00 AM MST

If you are visiting My FAMLI+ Employer for the first time and need to create an account, please click "Create an Account" underneath the main "Sign in with Login.gov" button. If you created an account during an early access session, please enter your email address and password and click "Sign In." This will prompt you to link your current account with Login.gov to set up multi-factor authentication and further safeguard your account. Returning users will click the "Sign in with Login.gov" button for all subsequent times you need to sign into My FAMLI+ Employer.

12/01/22 | 08:00 AM MST

Self-employed individuals and employees of opted out local governments who voluntarily want to participate in the FAMLI program, do not need to take any action until they can self-elect coverage when benefits become available in 2024.

Things for TPAs to know:

All Colorado Businesses need to be registered by **April 30, 2023.**

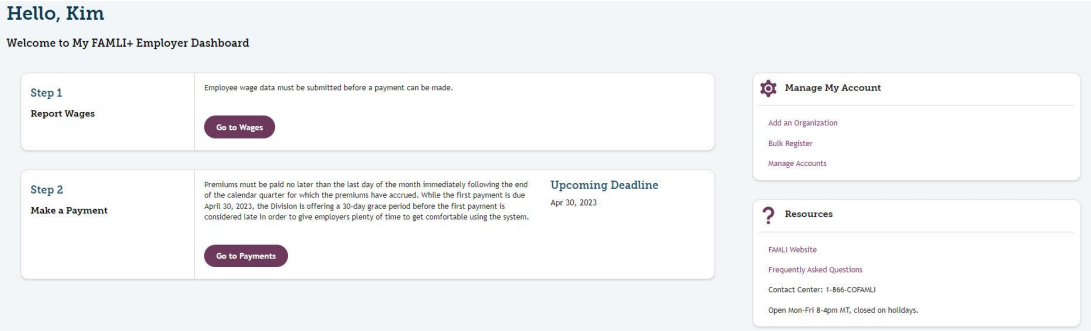
Ask your clients that intend to register themselves to **notify you when they have registered.**

Communicate with your clients if you plan on registering on their behalf.

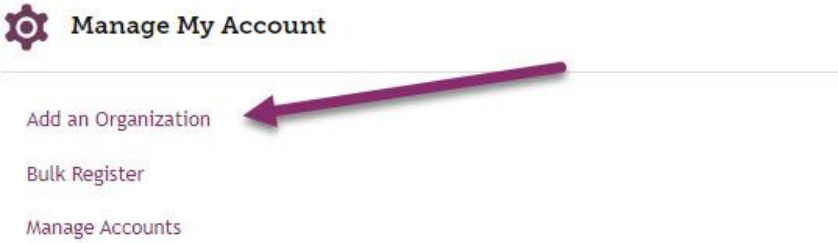
If you have clients that have already registered, the accounts can be linked through the bulk upload process (even if it's just one account).

REMINDER: Let your clients know whether or not you plan to register on their behalf!

Three ways to Register your Clients:



1. Individual Registration
2. Bulk Registration
3. API Registration



Will I know if my client is already registered for FAMLI?

- If you're registering each client individually, you will see that a client is already registered when you search your client's FEIN.
- If you have clients that want access to their accounts, we recommend you register them individually and add them as users.
- You can still add them as a user after bulk registration by navigating to that account and manually adding a user.
- My FAMLI+ Employer won't be used to manage claims or requests for benefit payments when benefits are available in 2024.

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Manual Client Registration

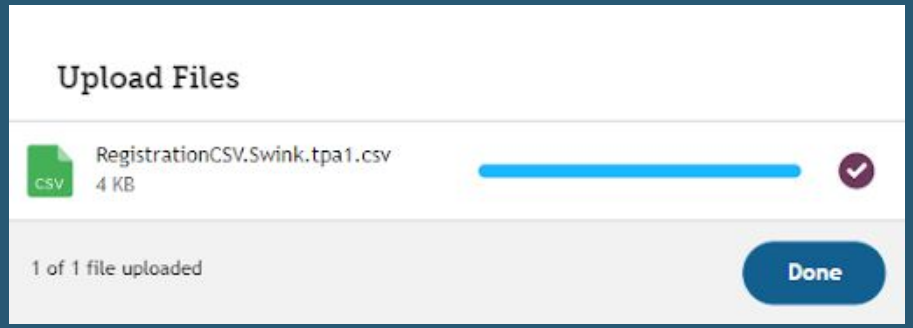
- Log into your My FAMLI+ Employer Account.
- Go to your Dashboard.
- Find “Add an Organization.”
- Select the organization type.
- Choose the “Company Administrator” as your role or title.
- Answer “Yes” to the TPA question.
- Continue with the registration process.

Bulk registration

Navigate to your TPA Dashboard and under “Manage My Account” select “Bulk Register”

Successful Upload

- You will see a confirmation message of a successful upload. This will also be followed by an email.



Unsuccessful Upload

You will be emailed an error message. For a list of error messages and what they mean, see the “System Generated Error Messaging” section on page 39 of our TPA User Guide.

API Registration

The API specifications are available at famli.colorado.gov

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Frequently Asked Questions

How should a TPA register? Do I need to register twice? Do I need two email addresses?

Can an Employer be connected to multiple TPAs?

How do I link to my account to a client's account that has already registered?

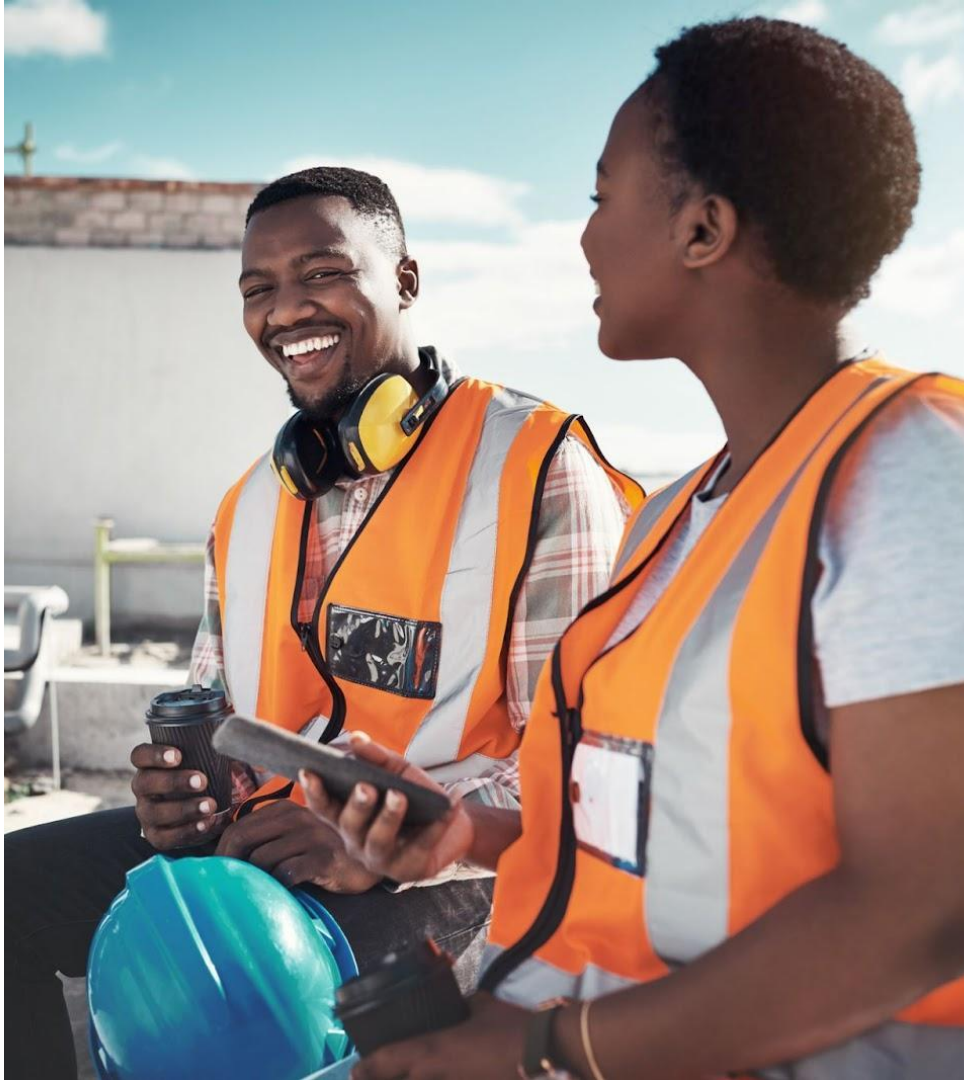
I represent a local government that has opted out. Can I register and upload their documents on their behalf?

I'm a TPA and want to register my client employers. Where do I go to find out how to do that?

I'm a TPA and bulk registered my client employers. How do I give my clients access to their accounts should they request it?

Additional Resources

- File Specifications for TPAs
- File Specifications to Bulk Upload Multiple Employers
- API Specifications to Bulk Register Multiple Employers
- My FAMLI+ Employer User Guide for TPA's
- Quick Reference Guide: How to Register Your TPA as an Employer with Colorado Employees
- Quick Reference Guide: How to Grant Access to Your Clients
- ACH Credit Specifications



CONTACT US

We want to hear from you!

We want to build a FAMLI program that is fair and meets the needs of both employers and workers.

Please help us by

- Participating in our webinar series
- Sharing your ideas and concerns

Your input is essential!

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FAMLI.Colorado.gov

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Thank You!

QUESTIONS?