

Client Training HQ

Power of Attorney Manager Delegation Process for PEOs and Their Clients

The purpose of this document is to provide instructions for Professional Employer Organizations (PEOs) on completing a delegated Power of Attorney through the Power of Attorney Manager by Equifax®. Equifax and the PEO partner together to handle unemployment cost management for the PEO's clients.

What is the Power of Attorney Manager?

The Power of Attorney Manager is the centralized platform for Equifax designed to help simplify and accelerate the Power of Attorney process. This application modernizes the Power of Attorney experience with greater visibility, control, and speed.

Why is Power of Attorney completion important?

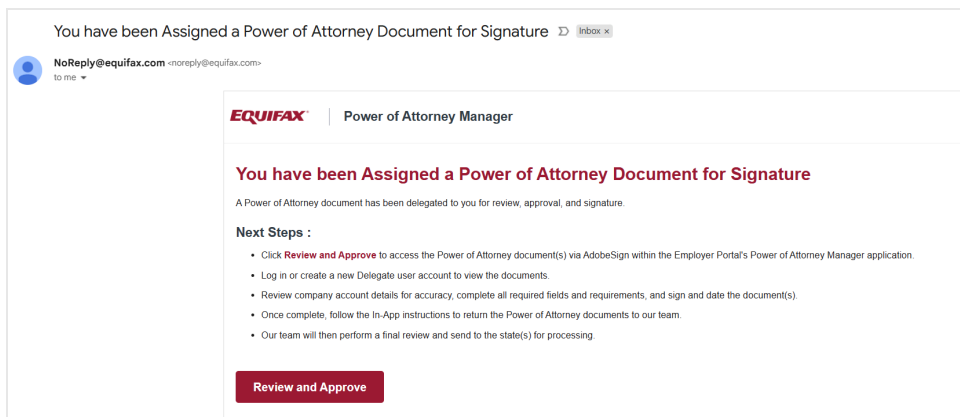
POA documents allow Equifax the ability to support and sometimes act on behalf of your organization, such as communicating with state agencies, responding to claims, decisions, and hearings, as well as potentially receiving unemployment tax related documents. By ensuring all POAs are in place, you can help simplify your unemployment process by better ensuring your unemployment-related state documents are received at Equifax mail centers, which then allows your UC Service Team to more quickly help you manage your unemployment matters and help streamline interactions with state agencies.

Delegation

Through the application, a member of the PEO team will **delegate** a Power of Attorney (POA) to the appropriate officer to sign within your company. You are **NOT** required to have Power of Attorney Manager access to complete the POA document(s), but **will** be required to create credentials during the first-time login in order to complete the delegated POA(s).

The delegated person will be alerted through email that a POA document has been generated and has been delegated to you for you to complete. This email will come from noreply@equifax.com. If you do not see an email come through, but a member of the PEO's POA team has notified you of a delegated POA, please check your SPAM folder.

Click the **Review and Approve** button to complete the process.



Note: Each Power of Attorney Manager Delegation email is unique and **cannot** be forwarded or opened by another user. If you feel you received the delegation email in error, or are not the correct contact person, please alert the appropriate person within your organization.

New Users – First-Time Log In Instructions

Those who have been delegated a POA to complete for the first time will have to complete a one-time enrollment for the Power of Attorney Manager. After selecting **Review and Approve** within the delegation email, you will be taken to a login screen where you will be prompted to complete the following steps:

1. Fill in your first and last name. The email address where the delegated POA was sent will be automatically filled in. Select **Sign Up**.

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Employer Portal

[Login >>](#)

Create an Account

New users enter the information below and click 'Sign Up'. If you are existing user, please click 'Login'.

*FIRST NAME

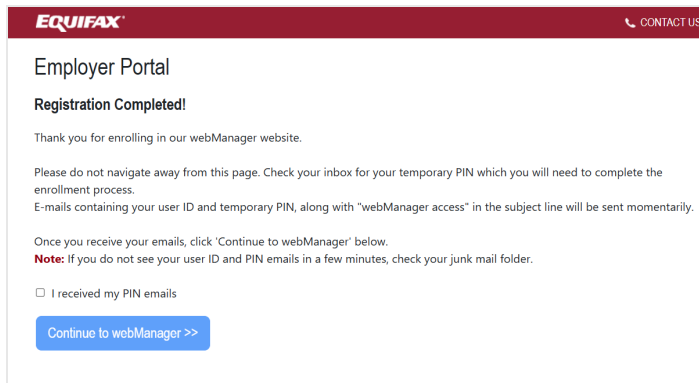
*LAST NAME

EMAIL ADDRESS

[Sign Up >>](#)

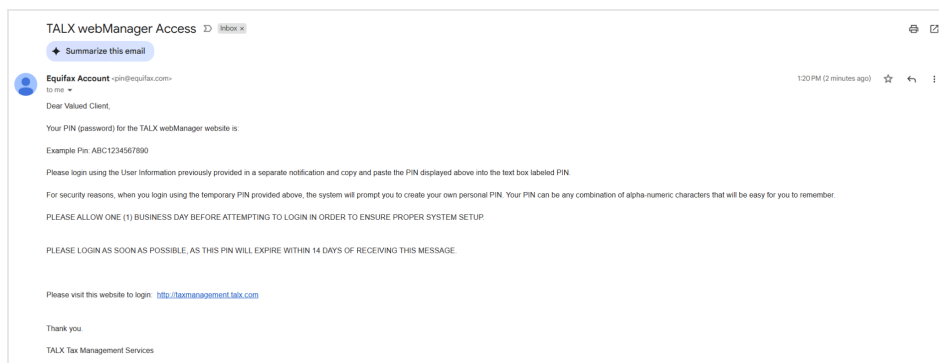
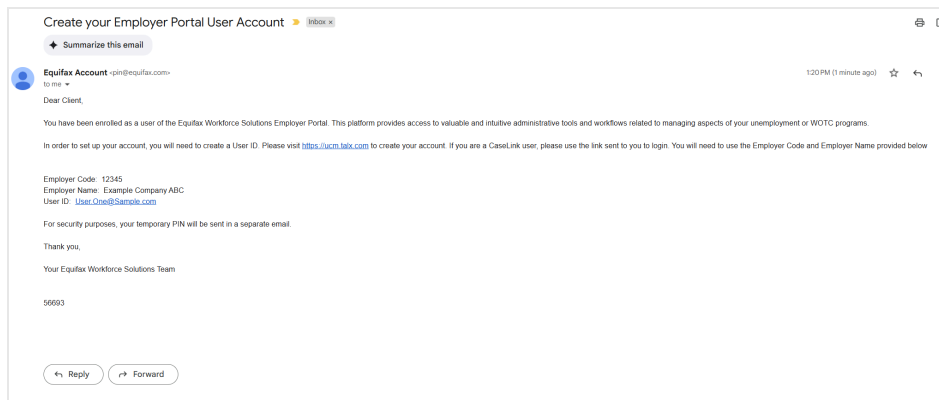
Note: After you sign up, check your inbox for your temporary PIN which you will need to complete the enrollment process. E-mails containing your user ID and temporary PIN, along with "WebManager Access" in the subject line will be sent momentarily. If you do not see your user ID and PIN emails in a few minutes, check your junk mail folder.

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2. You will be then directed to the Registration Confirmation page. Do not navigate from this page. Please open a separate browser window to return to your email.



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3. Check your email for a temporary PIN to complete the enrollment process. You will receive **two** separate emails: one with your login information and the other will include your temporary PIN. If you do not receive the email with your temporary PIN right away, please wait a few minutes or check your SPAM.

Note: If you are still not receiving the New Account Login instructions, please ask your Technology team to ensure that the email address below is **NOT** flagged as spam and that it passes directly through to your users. Please ask them to whitelist noreply@equifax.com and pin@equifax.com.



Note: You might also receive an email with a one-time password (OTP) consisting of a 6-digit code as part of Multi-Factor Authentication, depending on your organization's security settings.

Images are examples and for information purposes only. They may vary across platforms and are subject to change.

4. Navigate to the Registration Confirmation page from earlier. Check the box next to 'I received my PIN emails' and click [Continue to webManager](#).

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Employer Portal

Registration Completed!

Thank you for enrolling in our webManager website.

Please do not navigate away from this page. Check your inbox for your temporary PIN which you will need to complete the enrollment process.

E-mails containing your user ID and temporary PIN, along with "webManager access" in the subject line will be sent momentarily.

Once you receive your emails, click 'Continue to webManager' below.

Note: If you do not see your user ID and PIN emails in a few minutes, check your junk mail folder.

☒ I received my PIN emails

[Continue to webManager >>](#)

5. It's now time to login for the first time!
 - a. You *might* be prompted to enter an Employer Code. If so, please enter **the name of the PEO**. This **must be typed** exactly as written within the Equifax system, so please reach out to your PEO contact if you have any questions on the Employer Code.
 - b. You then will enter your email and the temporary PIN that was emailed to you. Be sure to use the temporary password sent in the email, and **not** the OTP.
6. After logging in for the first time, you will be prompted to create a new PIN.
7. You can now view and access the POA document(s). Please complete them promptly following the in-application instructions.

Returning Delegate User

Once you have completed the registration to access the Power of Attorney Manager, you are able to use the **same login credentials** any time POA documents are delegated to you. You are also able to log in and view **all** of the Power of Attorney documents that have been delegated to you in one location.

Note: Once you complete the signature process, the POA documents will clear from your dashboard.

If you ever need your PIN reset, please reach out to your PEO team and they will contact the appropriate person to reset your PIN.

More Training is Available!

More Unemployment Cost Management training is available on the Equifax [Connections](#) site.

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.