

Client Training HQ

Power of Attorney Manager Application Glossary

A

Actions

To begin working on a Power of Attorney, click the arrow under the Actions column.

AdobeSign

E-Signature service used within the Power of Attorney Manager to complete the POA delegation process. Users can send, sign, track, and manage their signatures on a web browser.

D

Delegation

Assigning or tasking someone with the responsibility to complete the POA documents within the Power of Attorney Manager. This should be the appropriate signer within your organization as determined by the state's requirements for the forms.

E

Employer Identification Number (EIN)

Unique nine-digit number assigned by the IRS to business entities operating in the U.S. This number is the same as your FEIN number.

E-Sign

The state(s) forms may be completed with an electronic signature through AdobeSign.

F

Federal Employer Identification Number (FEIN)

Unique nine-digit number assigned by the IRS to business entities operating in the U.S. This number is the same as your EIN number.

L

Legal Entities

A business, organization, or person who has the legal rights and responsibilities of a separate entity as recognized by the law. Each entity is treated as its own “person” in the eyes of the law as they can own property, enter into contracts, sue, or be sued.

Legal Entities Needing Attention

These entities need your attention within the Power of Attorney Manager. By clicking the arrow next to each entity, you can view what steps and/or forms need to be completed.

M

Mass Delegation

The ability within the Power of Attorney Manager to route or delegate the POA requests to the appropriate signer within your organization with minimal clicks. You can delegate signatures by unit, region, or legal entity.

N

Notary & Officer Signature

The state(s) require a notary, a wet signature, and an officer signature. Download and print the approved document(s). Take the form(s) to a proprietor, general partner, or duly elected corporate officer as shown by the state’s records. Next, obtain a notarization seal and signature from a notary public. Before uploading to the Power of Attorney Manager, sign and date all documents.

Notary & Signature

The state(s) require the document(s) be notarized. Please take the downloaded and printed document(s) to a notary public and obtain their notarization seal and signature. Then, sign and date the document(s) yourself before uploading into the Power of Attorney Manager.

Notary, Witness, & Signature

The state(s) require the document(s) be notarized and signed by a notary public. The document(s) should then be signed by a witness. Before uploading the appropriate form(s) into the Power of Attorney Manager, sign and date the document(s).

O

Online Enrollment

These states require online enrollment for third-party administrators (TPAs) to be assigned. Complete the state specific instructions for the following states to assign Equifax® as your TPA: [Colorado](#), [Connecticut](#), [Florida](#), [Indiana](#), [Massachusetts](#), [Minnesota](#), [Nevada](#), [New Mexico](#), [Pennsylvania](#), [Rhode Island](#), and [Texas](#). After completing the online enrollment, upload a copy of the confirmation to the Power of Attorney Manager to be reviewed by your Service Team.

P

Power of Attorney Manager

An Equifax, centralized platform designed to simplify and accelerate the Power of Attorney process by modernizing the experience with greater visibility, control, and speed.

Power of Attorney Support Specialist

A member of your Equifax Service Team who is available by email at unemploymentserviceteam@equifax.com to answer any questions you have or offer any support needed. You can find their contact information at the bottom of the Power of Attorney Manager dashboard.

Power of Attorney (POA)

A legal document that allows a designated individual or entity to act on behalf of an employer or taxpayer in unemployment matters.

R

Remaining States

The number of remaining states per entity that have a pending Power of Attorney document needing attention.

S

Signature

The state(s) require that the signature on the forms must be an original, wet signature on downloaded and printed documents. After signing the appropriate forms, upload the files into the Power of Attorney Manager.

Status

The status icons will help identify what steps need to be completed with the Power of Attorney documents.

SUI/SAN

This is your state unemployment account number.

T

Third Party Administrator (TPA)

A Third Party Administrator (TPA) is a company that provides administrative services for another organization, often related to employee benefits and insurance plans. As your TPA, Equifax manages and processes your unemployment claims and other related tasks on your behalf.

U

UI Integrity

Federal Mandate which requires each state to impose fines and penalties on employers who fail to provide timely or adequate information at the initial claim level.

W

Wet Signature

The state(s) require that the signature on the forms must be an original, wet signature on downloaded and printed documents. After signing the appropriate forms, upload the files into the Power of Attorney Manager.

Witness & Signature

The state(s) require a witness and a wet signature. After downloading and printing the appropriate document(s), have the witness sign and date the appropriate sections. After, provide an original, wet signature and then upload the document(s) into the Power of Attorney Manager.

More Training Available!

Check out additional training resources available on our site, [Connections](#).

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.