



ASSIGNING EAGLE PAYROLL SERVICE AS YOUR 3RD PARTY ADMIN FOR MA PAID FAMILY MEDICAL LEAVE

Monday, September 30, the State of MA began issuing notices to all Massachusetts employers telling them the State has automatically setup and assigned PFML account numbers for each employer to access within the **Mass TaxConnect** site. Because Eagle Payroll Service will act as your third-party administrator as it relates to employee payroll deductions and PFML submittal payments, each of our **clients must login to their Mass TaxConnect account to assign us access rights to your PFML account.**

How to Assign Access Rights to a Third Party: (Eagle Payroll Service)

Login to the MassTaxConnect site and click the **Settings** hyperlink in the top right section of the Home panel. Under the “**I want to**” section, click “**manage other users**”. Two (**2**) different usernames will be listed for Eagle Payroll Service. One is **Epsi6322** and the other is **cmmcauley**. Please complete the following instructions under **both usernames**. Separately under each username click on “**manage access**”. A list of the different tax types will display. Click on “**Grant Access**”. The next screen will show **types of access** in a drop-down box, please select “**all access**” in the box. Under the “Type of Access” box is a second drop down box titled: “**Periods User Has Access To**”. Please select “**All Periods**”. Following these instructions under both usernames should conclude the assigning access process for your company. If you have further questions, please contact us.

The Eagle Payroll Customer Care Team