



MARYLAND BEACON AGENT BULK SUBMISSION OF POWER OF ATTORNEY FILES

This document provides technical details and instructions for Third Party Agents to bulk submit Power of Attorney copies in the BEACON unemployment insurance system.

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1. GENERAL INFORMATION

To assist Third Party Agents prior to going live with the BEACON UI system, DOL will accept bulk submission of Powers of Attorney (POA)/Reporting Agent Authorization (RAA) documents.

Once submitted, documents will be uploaded into the new system to be available for future use. This procedure is to ensure a smooth transition to the new system and is a temporary arrangement to facilitate uninterrupted business. DOL reserves the right to audit the submitted records and request a revision based on operational policies and procedures.

2. HOW TO SUBMIT A BULK FILE FOR POA/RAA DOCUMENTS

SFTP will be used in order to submit bulk POA/ RAA files. Third Party Agents will need to provide the SFTP client machine IP address that will be used to load and retrieve files.

Send your IP address for the SFTP client machine to dluim-wagetest-dllr@maryland.gov. Once the IP address is whitelisted, SFTP connectivity will be tested. After connectivity is established, you will be notified and will be able to submit bulk files through SFTP.

2.1 Things to consider:

1. Whenever possible, please submit all data in **one** transmission.
2. If you would like to submit the data in multiple batches, please email dluim-wagetest-dllr@maryland.gov with your proposed batch size and the number of batches you plan to send.
3. Once the SFTP transfer is fully complete, please email a confirmation to dluim-wagetest-dllr@maryland.gov so that we can start the necessary processes.
4. If your transmission has multiple errors, you will be notified with a request to correct the errors and resubmit the file.

3. FILE SUBMISSION FORMAT

Your file submission will have two parts:

1. **POA / RAA documents**

These documents should be in PDF format. However, Microsoft Word and image formats are also acceptable. Please provide one document for each MD UI account number. One document cannot be used for multiple accounts. Two POAs in one document, will not be accepted.

2. **Metadata of the documents**

Please provide one CSV file that has the same number of records as the number of files submitted.

Name the file using the FEIN number (without dashes or spaces) of the submitting agent followed by .csv. For example: 012345678.csv

Note: Excel will trim leading zeros with the default settings. Set the number format to ‘text’ for all columns if creating the file with Excel.

The file layout of the .csv file is provided below:

Column	Column Name	Column Description	Required
A	File Name	Name of the PDF file that was submitted. The file name is limited to 255 characters. (see above)	Yes
B	Document Type	This is a three-character field indicating if this is a Power of Attorney (POA) or Reporting Agent Authorization (RAA). The possible values are POA or RAA .	Yes
C	UI Account	Ten-digit Employer UI Account number. If you have an 8 digit account number, please append by adding 00 at the beginning of the account number (i.e. 0012345678) (See note about leading zeros above)	Yes
D	Effective start Date	This is the start date of the POA / RAA in MMDDYYYY format, with no hyphens or slashes.	Yes
E	Effective End Date	This is the End date of the POA / RAA in MMDDYYYY format, with no hyphens or slashes.	No (Optional)
F	Wage Submission	A Y/N value to indicate if the POA allows for Wage Submission (Original and Amended) on behalf of the employer.	Yes
G	Payment Submission	A Y/N indicator to indicate if the POA allows for Payment Submission on behalf of the employer.	Yes

H	Account Maintenance Updates	A Y/N value to indicate if the POA allows for Account Maintenance Updates on behalf of the employer.	Yes
I	Benefit Charges	A Y/N value to indicate if the POA allows for accessing Benefit Charges (Receive charge statements) on behalf of the employer.	Yes
J	Wages and Separation	A Y/N value to indicate if the POA allows for managing responses to Wage and Separation requests. (If Y, you will receive notices regarding wage and separation issues on behalf of the employer.)	Yes
K	Appeals	A Y/N indicator to indicate if the POA allows for filing Appeals on behalf of the employer.	Yes