REGISTERING FOR FRANCES ONLINE AS A TPA

Information you'll need to register for Frances Online:

- Employer Identifier (FEIN, SSN, ITIN)
- Contact Information (Name and Phone number)

In-State TPAs:

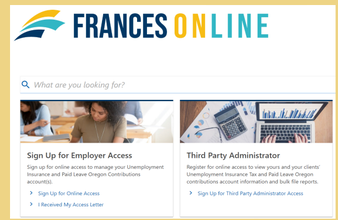
- Business Identification Number (BIN)

Out of State and Self-Employed TPAs:

- Mailing Address

New TPAs:

- Proof you are providing support administering taxes.
- New TPAs will need to be reviewed by the Oregon Employment Department before access is granted to Frances Online. Once the review is complete an email will be sent to the user with a link to log into Frances Online.



1

Access Frances Online

Beginning **September 6, 2022,** go to Frances Online. Select "Sign Up for Third Party Administrator Access."

2

Select TPA Type

In-State

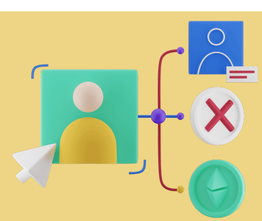
- Businesses located and registered in the state of Oregon. A BIN is required to register as an in-state TPA.

Out of State

- Businesses, including self-employed individuals, that do not operate in the state of Oregon.

Self-Employed

- Self-employed individuals whose business is located in the state of Oregon and reports State Withholding taxes to Oregon.



3

Create Your Web Logon

Select a username/email, password, and secret question.