

Registering for the Maine Paid Family Leave Portal



It is critical that you register your business through this portal to comply with this new program. Failure to register will result in [penalties equal to 1% of your quarterly payroll.](#)

Who must register?


ANY BUSINESS with employees earning wages in Maine, regardless of:

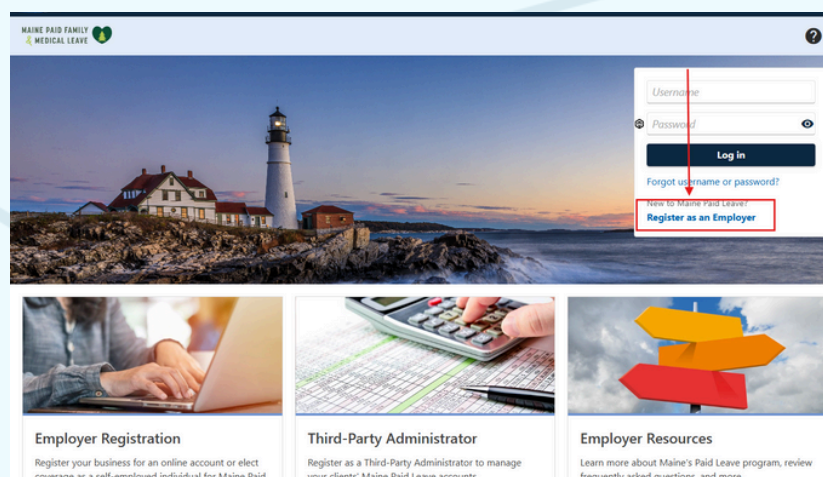
- ✓ The number of hours worked
- ✓ The amount of wages earned
- ✓ Employee status (full-time, part-time, seasonal, per diem, etc.)
- ✓ All for-profit and non-profit businesses are covered by this law.

Why must you register?

Paper Trails will handle all wage reporting, payroll tax deductions, and payment remittance for you—at no extra charge. However, we [cannot complete these filings unless you register your business on the state’s PFML portal and provide us with your PFML Account ID.](#)

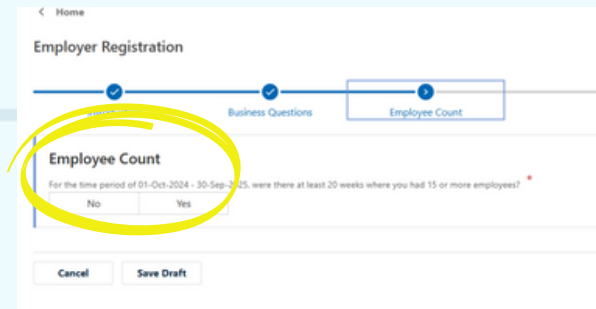
How to Register Your Business

- 1 Visit pfml.maine.gov/contributions. 
- 2 Select “Register as an Employer” in the top right corner of the webpage.
- 3 Follow the wizard to complete the setup - see below for important information.



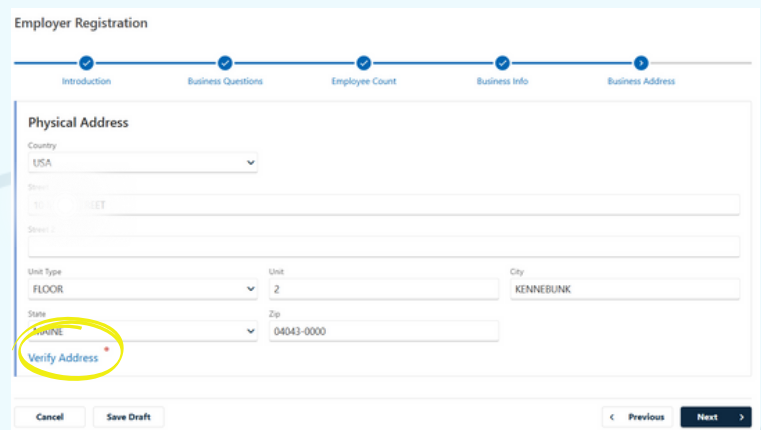
- 4 Remember, the 15-employee count is determined by counting how many Maine employees you paid each week between Oct. 1st, 2023 and Sept 30, 2024.

If you paid 15 or more Maine employees in ANY 20 weeks during that period, then answer yes.



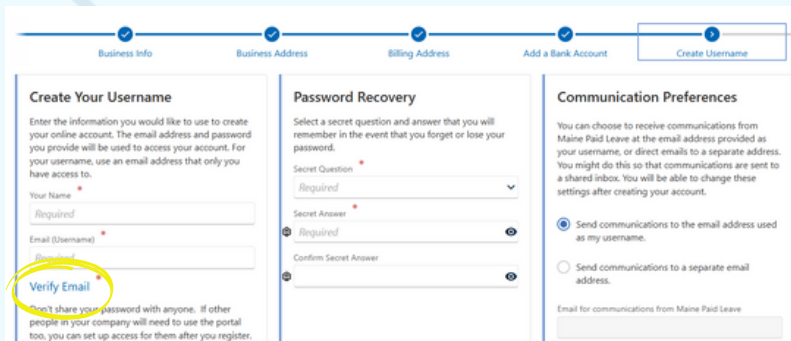
Please use the same answer here that you gave to us when you filled out our PFML form. If you don't know, contact your processor and we'll run the report for you.

- 5 On the Business Address screen, please click the ["Verify Address"](#) link when entering your address in order to validate it.



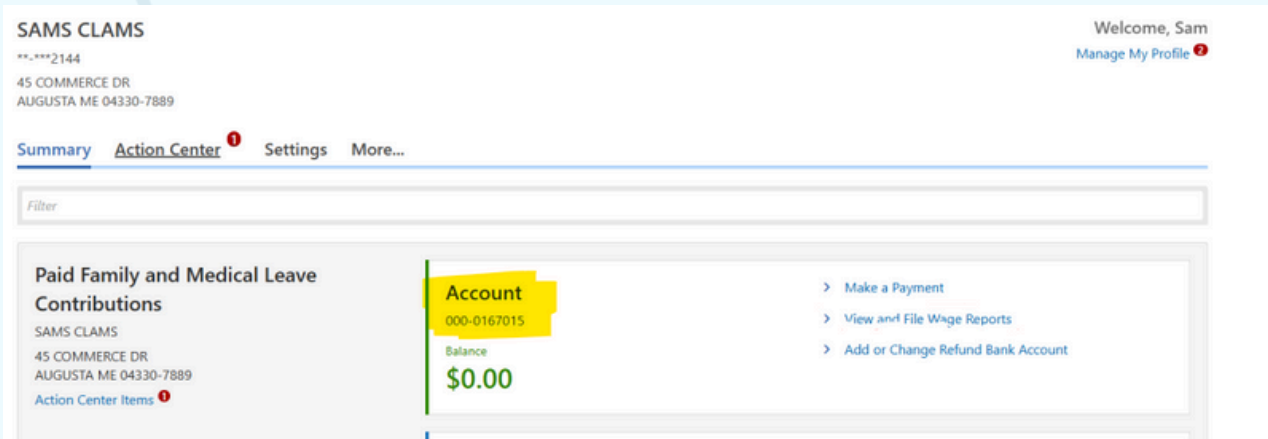
- 6 You do not need to add a bank account. Click NO - Paper Trails will make the payments on your behalf.

- 7 On the Create Username screen - click ["Verify Email Address"](#) to have a code sent to your email address in order to verify it.



- 8 Once you have created your account, please log in. [Your login username is your EMAIL ADDRESS](#) not the username you created. You will need to set up multi-factor authentication.

- 9 On your portal home page, [take note of your account ID number](#). It is the number in the format xxx-xxxxxxx. We need you to provide this account number to us.



- 10 Visit papertrails.com/pfmlidform and fill out the form to provide your account number to Paper Trails. Please do not email or call with your PFML Account ID.

When filling out this form, please use your Legal Company Name (i.e. Legal Name, LLC) and only use the format xxx-xxxxxxx for your Account ID.

Maine PFML Account ID Form

Please fill out the form below to provide Paper Trails with your PFML Portal Account ID.

To obtain your PFML Portal Account ID, please first register your business on the state Paid Leave Portal. You can find instructions on how to do that here.

Once we have your account ID, we can file wage reports and remit payments to the State for you.

First Name* <input type="text"/> <small>Please complete this required field.</small>	Last Name* <input type="text"/> <small>Please complete this required field.</small>
Email* <input type="text"/> <small>Please complete this required field.</small>	Legal Company Name* <input type="text" value="Example Company, LLC"/> <small>Please complete this required field.</small>
PFML Portal Account ID Number* <input type="text" value="xxx-xxxxxxx"/>	

Contact your payroll processor with any questions you may have.

