Montana Public Employee Retirement Administration
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(406) 444-3154 • Toll Free (877) 275-7372
http://mpera.mt.gov

MPERA Portal Access Manager Security Agreement

Each MPERA Portal Manager must complete prior to accessing the MPERA Portal. You must create an ePass Login Account before completing this form at https://app.mt.gov/epass/epass.

Your Name _____
(first name, middle name, and last name)

- I am a **temporary** replacement for _____ until _____ .
  (previous user name)   (date)

or

- I am a **permanent** replacement for _____ .
  (previous user name)

or

- I am a **backup Portal Access Manager** along with_____
(current portal access manager's signature)

Job Title_____ *ePass Username (case sensitive)_____

Employer Name_____ Organization ID _____

Mailing Address_____

City _____State _____Zip_____

Main Phone _____Alternate Phone Number _____

Fax Number_____E-mail Address_____

By signing this form, I acknowledge that I am an authorized agent of the above stated employer and agree to the terms and conditions for use of the MPERA Employer Web Portal found here *http://mpera.mt.gov/TermsAndConditions.shtml*. I am responsible for maintaining authorized user access to the MPERA Employer Web Portal and accept the portal access manager's responsibilities. I further understand that passwords are unique to each individual user. I will not share my password with any other person.

_____   _____
Web User Signature   Date

Grant to the person listed above the following access:

_____ Portal Access Manager (PAM)   Manages employer users and access rights to the MPERA site.

_____ Maintain Employer Profile (MEP)   Allows user to maintain employer's contact information.

_____ Employee Information Processor (EIP)   Allows user to maintain employer's employee information.

_____ Payroll Report Processor (PRP)   Allows the user to maintain employer's payroll information.

_____   _____
Employer's Authorizing Officer Signature   Date

COMPLETE AND RETURN THIS FORM TO MPERA