

Granting ERIC access to other employees in your agency.







1.

Click on the Organization Profile quick link on the home page.

Home

[Record displayed]

Welcome to the MPERA Employer Reporting and Information Center (ERIC). ERIC is your guide to a secure portal where you can view and update your organization information and view and report person information. Here is a brief description of the various activities that you can do:

 <p><u>Alerts & Messages</u></p> <p>Click here to navigate to the message board screen to view messages</p>	 <p><u>Upload File</u></p> <p>Click here to navigate to the upload file screen</p>
 <p><u>Employer Reporting</u></p> <p>Click here to navigate to the Employer Reporting Summary lookup screen</p>	 <p><u>Enroll New Employee</u></p> <p>Click here to navigate to the enrollment lookup screen</p>
 <p><u>Employee Data</u></p> <p>Click here to navigate to the person lookup screen</p>	 <p><u>Organization Profile</u></p> <p>Click here to navigate to the employer maintenance screen</p>



Access is also available by clicking on "**Organization**" under the Organization Information section of the side menu.

Organization Information

- Messages
- Insurance
- Organization**

Granting ERIC access to other employees, cont.

2. ERIC displays the Employer Maintenance screen.

Employer Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save Refresh View Images

Main Section

Organization Type : Employer	Employer Type : City	Effective Date : 01/01/1
State TIN : <input type="text"/>	*County : Sweet Grass <input type="text"/>	End Date :
Federal TIN : <input type="text"/>	Status : Active	MPERA ID : 302
Preferred Communication : Email <input type="text"/>	Reporting Method : Web	Status Effective Date : 01/01/1
Employer Pays Contribution for Service Purchase : No	Employer Pays Interest For Service Purchase : No	Employer Pays Interest For Workers Comp. : No
Auto Submit ER File : No	Auto Post ER File : No	Primary Address : 103 E T
Health Care Vendor Organization Name :	Primary Contact : AME_1427 AME_1427	Primary Phone : (406)932-5611
Primary Email : AIL_1427		City Class :

Other Details

Address Plan **Contact** Bank Payroll Schedule Status History Annual Salary Insurance

New Open Primary Contact

Contact ID	Contact Name	Job Title	Contact Role	Phone Number / Extension	Address
<input type="checkbox"/> 5157	AME_1427 AME_1427	PERS		(406) 932-5611	103 E THIRD,P O BOX 416,BIG TIMBER,Montana,59011
<input type="checkbox"/> 6266	ERS_22	Payroll Reporting,Human Resources,PERS		() -	103 E THIRD,P O BOX 416,BIG TIMBER,Montana,59011

3. Click on the Contacts tab in the Other Details panel.

4. To grant an employee access to ERIC, click **NEW**.



**If the employee you wish to grant ERIC access to is already listed as a contact, simply open their record by clicking on the Contact ID hyperlink.*

Granting ERIC access to other employees, cont.

5. ERIC displays the Organization Contact Maintenance screen.

Organization Contact Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save Refresh

Organization Information

Organization ID : 5200 Organization Name : CITY OF BIG TIMBER
Organization Type : Employer

Organization Contact Information

*Contact Last Name : McQuack *Contact First Name : Launchpad Contact Middle Name:
Contact Prefix : Contact Suffix :
Job Title :

*Main Phone / Ext : (555) 555-5555 Alternate Phone/Ext :
*Email : dMcQuack@Ducktales.com Fax Number:

*Contact Address : 103 E THIRD,P O BOX 416,BIG TIMBER,Montana,59011 *Status : Active
*Effective Date : 01/22/2016 End Date :

***Contact Role:**

<input type="checkbox"/> 457	<input type="checkbox"/> Board Member/Superintendent	<input checked="" type="checkbox"/> Business/Finance Officer
<input type="checkbox"/> FURS	<input type="checkbox"/> GWPORS	<input type="checkbox"/> HPORS
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Insurance Reporting	<input type="checkbox"/> JRS
<input type="checkbox"/> MPORS	<input type="checkbox"/> Other	<input type="checkbox"/> Payment
<input type="checkbox"/> Payroll Reporting	<input type="checkbox"/> PERS	<input type="checkbox"/> SRS
<input type="checkbox"/> Stakeholder	<input type="checkbox"/> VFCA	<input checked="" type="checkbox"/> Web User

Web User Management

Send Email

6. Enter in the required information marked by asterisks. (Note: Contact address will be a drop down of provided address(es) of the organization, not of the user).

7. Click **SAVE**.

Granting ERIC access to other employees, cont.

8. In the *Web User Management* section enter the following:
- Click the (**EWP**) Employer Web Portal Access checkbox.
 - Initial Registration Date.
 - Employee's **ePass** Username.

Organization Contact Maintenance

Msg ID : 8 [All changes successfully saved.]

Save Primary Contact Refresh

Organization Information

Organization ID : 5200 Organization Name : CITY OF BIG TIMBER
Organization Type : Employer

Organization Contact Information

Contact Last Name : McQuack Contact First Name : Launchpad Contact Middle Name :
Contact Prefix : Contact Suffix :
Job Title :
Main Phone / Ext : (555) 355-5555 Alternate Phone/Ext :
Email : LaunchpadMcQuack@Duckl Fax Number :
Contact Address : 103 E THIRD, P O BOX 416, BIG TIMBER, Montana, 59011 Status : Active
Effective Date : 01/22/2016 End Date :

Contact Role:

<input type="checkbox"/> 457	<input type="checkbox"/> Board Member/Supervisor	<input checked="" type="checkbox"/> Business/Finance Officer
<input type="checkbox"/> FURS	<input type="checkbox"/> GWPDORS	<input type="checkbox"/> HPORS
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Insurance Reporting	<input type="checkbox"/> JRS
<input type="checkbox"/> MPORS	<input type="checkbox"/> Other	<input type="checkbox"/> Payment
<input type="checkbox"/> Payroll Reporting	<input type="checkbox"/> PERS	<input type="checkbox"/> SRS
<input type="checkbox"/> Stakeholder	<input type="checkbox"/> VFCA	<input checked="" type="checkbox"/> Web User

Web User Management

Send Email

EWP Access: Initial Registration Date: 01/22/2016
ePass Username: Last Successful Login:
Terms and Conditions Read Date:

Security Access

Role: Add Remove

- Disability Medical Consultant
- Employee Information Processor
- Employer Insurance Administrator
- Employer Service Representative
- Healthcare Organization Vendor
- Maintain Employer Profile
- Maintain Vendor Profile
- Payroll Report Processor
- Portal Access Manager
- test
- TRS Processor
- VFCA Insurance Processor
- View Board Packet

9. Click Send Email, the recipient will be notified of ERIC access for this organization.

10. Add the Security Roles the new user should have. Be sure to click **ADD** after you select each role.

11. Once roles are added, click **SAVE**.

Portal Access Manager (PAM). The PAM is responsible for granting access to ERIC to other employees of their organization.

Maintain Employer Profile- Provides the capability for viewing and updating Employer profile.

Employee Information Processor- Provides the capability for viewing the person account related to enrollment and demographics.

Payroll Report Processor- Provides the capability for viewing, creating, and completing all functions associated with Employer Reporting.

Employer Insurance Admin.- Administers the organizations insurance plans/retiree coverage information to ERIC.

Removing ERIC access for employees in your agency.







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Access is also available by clicking on "**Organization**" under the Organization Information section of the side menu.

Organization Information

- Messages
- Insurance
- Organization**

Removing ERIC access for employees, cont.

2. ERIC displays the Employer Maintenance screen.

Employer Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save Refresh View Images

Choose the Contact you want to inactivate and click their contact ID.

Main Section

Organization Type : Employer
State TIN :
Federal TIN :
Preferred Communication : Email

Employer Type : City
County : Sweet Grass
Status : Active

Effective Date : 01/01/1
End Date :
MPERA ID : 302

Reporting Method : Web
Status Effective Date : 01/01/1

Employer Pays Contribution for Service Purchase : No
Auto Submit ER File : No
Health Care Vendor Organization Name :
Primary Email : AIL_1427

Employer Pays Interest For Service Purchase : No
Auto Post ER File : No
Primary Contact : AME_1427 AME_1427
Primary Phone : (406)932-5611

Employer Pays Interest For Workers Comp. : No
Primary Address : 103 E T
City Class :

Other Details

Address Plan **Contact** Bank Payroll Schedule Status History Annual Salary Insurance

Open Primary Contact

Contact ID	Contact Name	Job Title	Contact Role	Phone Number / Extension	Address
<input type="checkbox"/> 5157	AME_1427 AME_1427	PERS		(406) 932-5611	103 E THIRD,P O BOX 416,BIG TIMBER,Montana,59011
<input type="checkbox"/> 6266	ERS_22	Payroll Reporting,Human Resources,PERS		() -	103 E THIRD,P O BOX 416,BIG TIMBER,Montana,59011

3. Click on the Contact ID number in the Other Details panel.

4. The Organization Contact Maintenance Screen will appear.

Helpful
Tips

When working in ERIC, remember ABS. Always Be Saving your work!

Removing ERIC access for employees, cont.

5. Choose the "Inactive" option from the Status drop down section, enter the "End Date" and click the "Save" button.

Organization Contact Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save Refresh Choose Inactive under Status, enter the end date and click Save.

Organization Information
Organization ID : 5200 Organization Name : CITY OF BIG TIMBER
Organization Type : Employer

Organization Contact Information

*Contact Last Name : McQuack *Contact First Name : Launchpad Contact Middle Name :
Contact Prefix : Contact Suffix :
Job Title :
*Main Phone / Ext : (555) 555-5555 Alternate Phone/Ext :
*Email : dMcQuack@Ducktales.com Fax Number :
*Contact Address : 103 E THIRD,P O BOX 416,BIG TIMBER,Montana,59011 *Status : Active
*Effective Date : 01/22/2016 End Date :
Contact Role:
 457 Board Member/Superintendent Business/Finance Officer
 FURS GWPORS HPORS
 Human Resources Insurance Reporting JRS
 MPORS Other Payment
 Payroll Reporting PLRS SKS
 Stakeholder VFCA Web User

Web User Management
Send Email

6. The Contact will now be inactive and no longer have ERIC access.