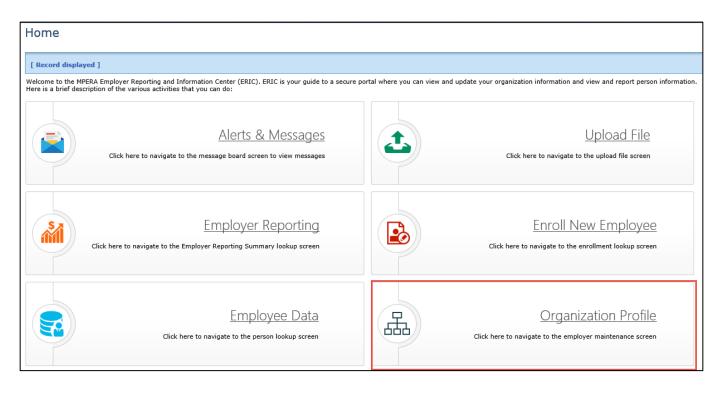
# Granting ERIC access to other employees in your agency.

1.

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





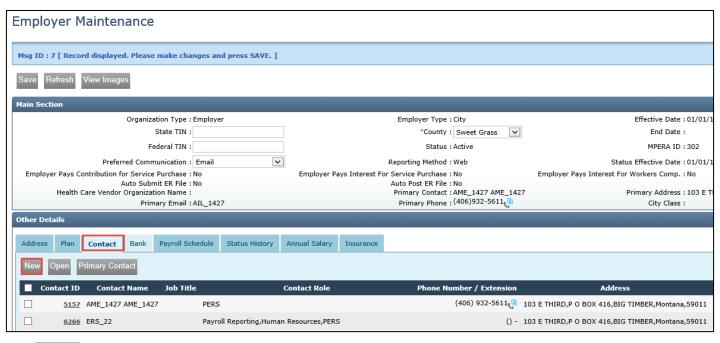
Access is also available by clicking on "*Organization*" under the Organization Information section of the side menu.

Organization Information	
0	Messages
0	Insurance
9	Organization

## Granting ERIC access to other employees, cont.



ERIC displays the Employer Maintenance screen.



- Click on the Contacts tab in the Other Details panel.
- To grant an employee access to ERIC, click **NEW**.

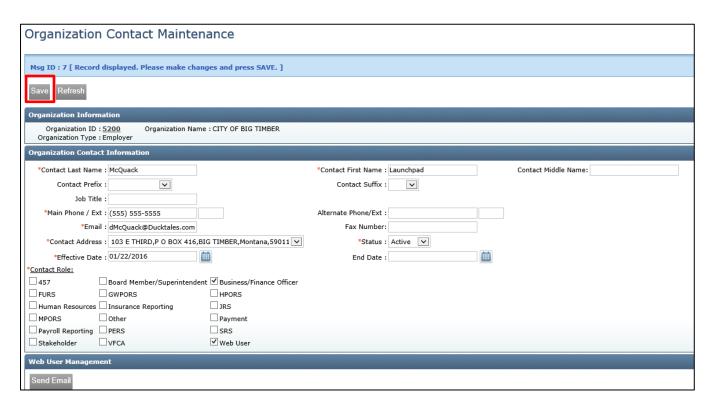


\*If the employee you wish to grant ERIC access to is already listed as a contact, simply open their record by clicking on the Contact ID hyperlink.

### Granting ERIC access to other employees, cont.



ERIC displays the Organization Contact Maintenance screen.



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).

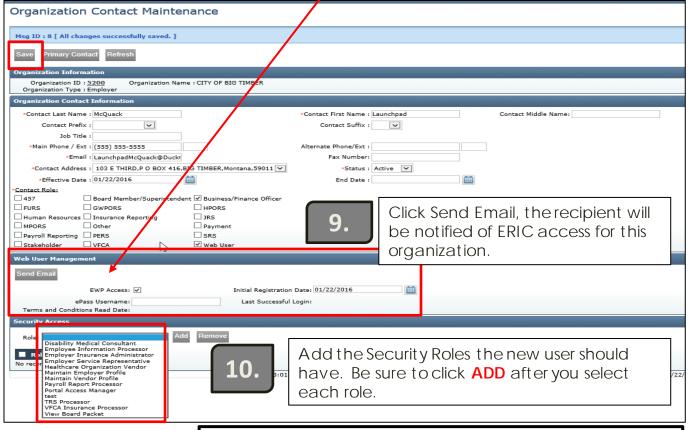


#### Granting ERIC access to other employees, cont.

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.



11.

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

<u>Portal Access Manager (PAM).</u> The PAM is responsible for granting access to ERIC to other employees of their organization. <u>Maintain Employer Profile-</u> Provides the capability for viewing and updating Employer profile.

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

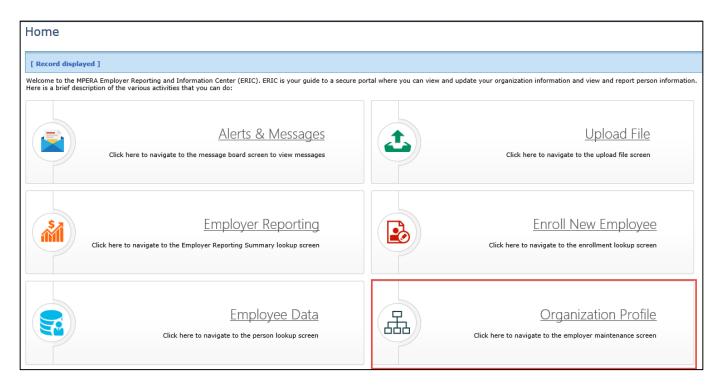
<u>Payroll Report Processor-</u>Provides the capability for viewing, creating, and completing all functions associated with Employer Reporting.

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

# Removing ERIC access for employees in your agency.

1.

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





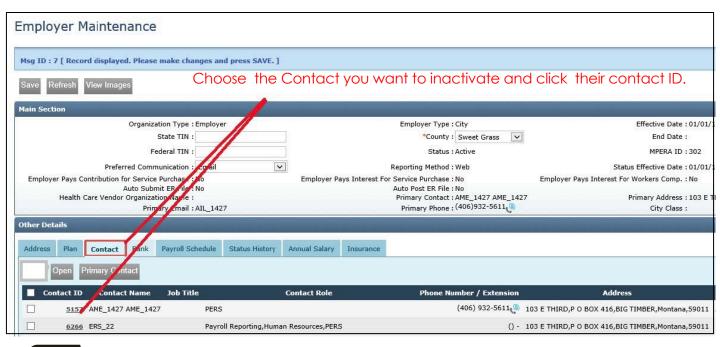
Access is also available by clicking on "Organization" under the Organization Information section of the side menu.

Organization Information	
0	Messages
0	Insurance
0	Organization

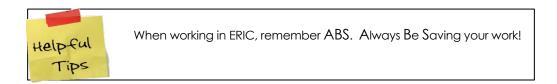
#### Removing ERIC access for employees, cont.



ERIC displays the Employer Maintenance screen.

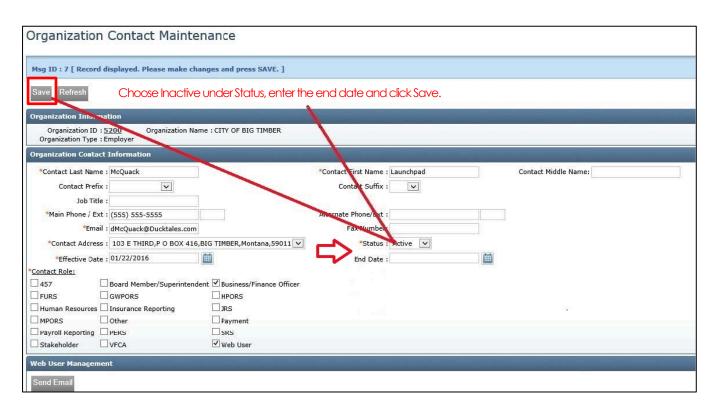


- Click on the Contact ID number in the Other Details panel.
- 4. The Organization Contact Maintenance Screen will appear.



### Removing ERIC access for employees, cont.

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



6.

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