

# Maintaining Your Organization In ERIC

The Organization Profile link will allow you to add, update, and view information about your organization online.

The screenshot shows the ERIC (MPERA Employer Reporting and Information Center) home page. The page is titled "Home" and includes a navigation menu on the left with sections like "Alerts & Messages", "Messages", "Employer Reporting", and "Financial Information". The main content area displays six tiles, each with an icon and a description of the functionality. The "Organization Profile" tile is highlighted with a red box, and a red arrow points to it from the text box above. The footer of the page contains technical information such as "Framework : 5.0.2.5, Solution : 12/18/2015 5:30:51 AM" and "Client Ip : 192.10.207.17".

Framework : 5.0.2.5, Solution : 12/18/2015 5:30:51 AM Client Ip : 192.10.207.17 AppSrv : DOAISD7656 Current Time : 12/18/2015 10:07:18 AM Development

# Updating Agency Information

Update agency address, banking or contact information here.

View information about the plans that your organization participates in at MPERA.

View and update your organization's bank account information.

Update details about your organization and click the Save button.

View and update contacts in your organization that have access to ERIC.

View and update your organization's payroll schedules.

View and update your organization's Address.

Employer Maintenance

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

Save Refresh View Images

Main Section

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

Employer Pays Contribution for Service Purchase : No  
Auto Submit ER File : No  
Health Care Vendor Organization Name :  
Primary Email : AIL\_1427

Employer Type : City  
County : Sweet Grass  
Status : Active

Reporting Method : Web  
Employer Pays Interest For Service Purchase : No  
Auto Post ER File : No  
Primary Contact : AME\_1427 AME\_1427  
Primary Phone : (406)932-5611

Effective Date : 01/01/1967  
End Date :  
MPERA ID : 302  
Status Effective Date : 01/01/1967  
Employer Pays Interest For Workers Comp. : No  
Primary Address : 103 E THIRD,P O BOX 416,BIG TIMBER,Montana,59011  
City Class :

Other Details

Address Plan Contact Bank Payroll Schedule Status History Annual Salary Insurance

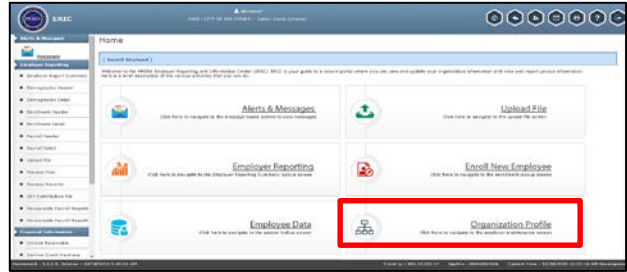
New Open Primary Address

Address ID	Street Name	City	State / Province	Zip Code / Postal Code	Country	Status	Primary Address
5163	103 E THIRD,P O BOX 416	BIG TIMBER	Montana	59011-0416	United States of America	Active	Y

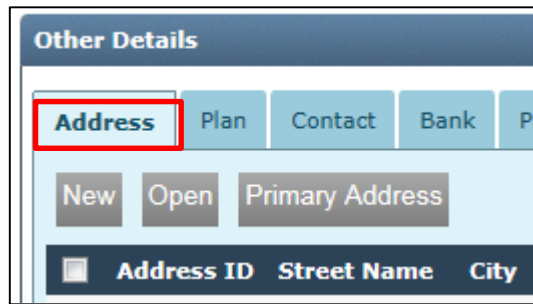
Create : CONVERSION 10/10/2014 12:54:59 AM Modify : demouser 1/1/2015 4:28:10 PM

# Entering/Updating Agency Address

1. On the home page click on Organization Profile.



2. ERIC displays the Employer Maintenance screen. Click on the "Address" tab.



3. You can view all agency listed addresses.

Address ID	Street Name	City	State /
<a href="#">7530</a>	100 N. Park	Helena	Montana

4. To create a new address click **NEW** and then enter all required information and click "**SAVE**". The **Primary Address** button indicates this is the main address for your agency.

