

# Portal Access Manager (PAM)

Instructions for granting ERIC access to other employees.

[Video-How to grant ERIC access.](#)

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:

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



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

**Organization Information**

- Messages
- Insurance
- Organization**

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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
<a href="#">5157</a>	AME_1427 AME_1427	PERS		(406) 932-5611	103 E THIRD,P O BOX 416,BIG TIMBER,Montana,59011
<a href="#">6266</a>	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.*

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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**.

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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.

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.