



Montana Public Employee Retirement Administration
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<http://mpera.mt.gov>

MPERA Portal Access Manager Security Agreement

Each MPERA Portal Manager must complete prior to accessing the MPERA Portal. Please create an OKTA Account before completing this form at <https://login.mt.gov>.

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 _____ *OKTA User Name/Email Address _____

Employer Name _____ Organization ID _____

Mailing Address _____

City _____ State _____ Zip _____

Main Phone _____ Alternate Phone Number _____

Fax Number _____ Email Address _____

Your Federal Tax ID Number _____

Next Pay Date and Payment Frequency (monthly, bi-weekly, etc.) _____

By signing this form, I acknowledge that I am an authorized agent of the above stated employer. 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