Adding additional user to MPERA Employer Web Reporting

We have added the ability to have multiple users per agency. To gain access for additional user, follow the steps below.

1. The primary contact, or security officer, for the agency must send a memo listing all people who are authorized to access information, their contact information and which roles should be assigned. Roles are explained below.

2. Each additional user must complete an additional user security agreement and have the primary contact, or security officer, sign off authorizing the security.

3. Once all documentation is received, we will assign user names and roles and then contact the new user with instructions on how to access the website.

4. It is the agency's responsibility to notify MPERA immediately in writing (e-mail okay) should security be revoked. (Primary contact is responsible for following any internal security protocol for their employing agency. Contact MPERA if you have any questions regarding this process.)

SECURITY ROLES AVAILABLE
(Primary Contacts are automatically assigned all roles unless otherwise requested. You may authorize any combination of these roles to an additional user. Once security is granted the individual will have access to all information within that role for that agency. It is the responsibility of the employing agency to monitor security and to notify MPERA if security should be revoked.)

Role 1 - Payroll Reporting -Allows ability to create, submit and view payroll and address reports for the agency. (Not available for State of Montana Agencies.)

Role 2 - New Hire Eligibility - Allows ability to look up membership status for new and rehires.

Role 3 - Optional Member Election Status – Allows ability to monitor Optional Member Information specific to the agency.

Role 4 - Working Retiree Certification - Allows ability to create, submit and view Working Retiree Certification and Status information online.

Print Form

MONTANA PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION
100 North Park Avenue, Suite 200 ~ PO BOX 200131
Helena, MT 59620-0131
(406) 444-3154 or (877) 275-7372

Online Payroll Reporting Security Agreement

Additional User

Agency #: _____

Each new user must complete prior to accessing the MPERA Online Payroll Reporting System.

Your Name _____

- I am a **temporary** replacement for _____NA-New User_____.
  (previous user name)

or

- I am a **permanent** replacement for _____NA-New User_____.
  (previous user name)

MPERA Web Login Name _____TO BE ASSIGNED_____

Employer Name _____

Mailing Address _____

City _____State _____ Zip _____

E-mail Address _____ Phone Number _____

By signing this form, I acknowledge that I am an authorized agent of the above stated employer. I further understand that passwords are unique to each individual user. I will not share my password with any other person. If another user needs to access the payroll reporting site, they will be directed to contact MPERA for a new password and to complete this security agreement.

_____ _____
Web User Signature Date

Return this form to
MPERA
P O BOX 200131
HELENA MT 59620-0131

FAX: 406-444-5428

Security Authorization
_____ Access to Payroll Reporting
_____ Access to New Hire Eligibility
_____ Access to Optional Member Status
_____ Access to Working Retiree Certification Screens

MPERA Use Only
Effective Date: _____
Signature: _____

Authorizing Officer Signature _____