



Montana Public Employee Retirement Administration
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 Fax (406) 444-5428 <http://mpera.mt.gov>

MPERA Online Payroll Reporting Security Agreement

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

Name _____.

I am the _____ primary user or _____ alternate user.

Check one:

- I am a **new** user.
- I am a **temporary** replacement for _____ until _____.
(previous user name) (date)
- I am a **permanent** replacement for _____.
(previous user name)
- I am a **current** user _____.
(user name)

Employer Name _____

Mailing Address _____

City _____ State _____ Zip _____

Employer E-mail Address _____ Employer 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

Security Authorization:

- _____ Access to Payroll Reporting
- _____ Access to New Hire Eligibility
- _____ Access to Optional Member Status
- _____ Access to Working Retiree and Non-contributing Employee
- _____ Access to Working Retiree Certification Screens
- _____ Access to 457(b) Reporting Screens

<p>MPERA Use Only Web Log In: _____ Systems: _____ Effective Date: _____ Initials: _____</p>

Employer Authorizing Officer Signature _____

Return this form to MPERA.