

Creating a new contact under the Org in ERIC



Welcome
Employer Reporting and Information Center
Employer Login

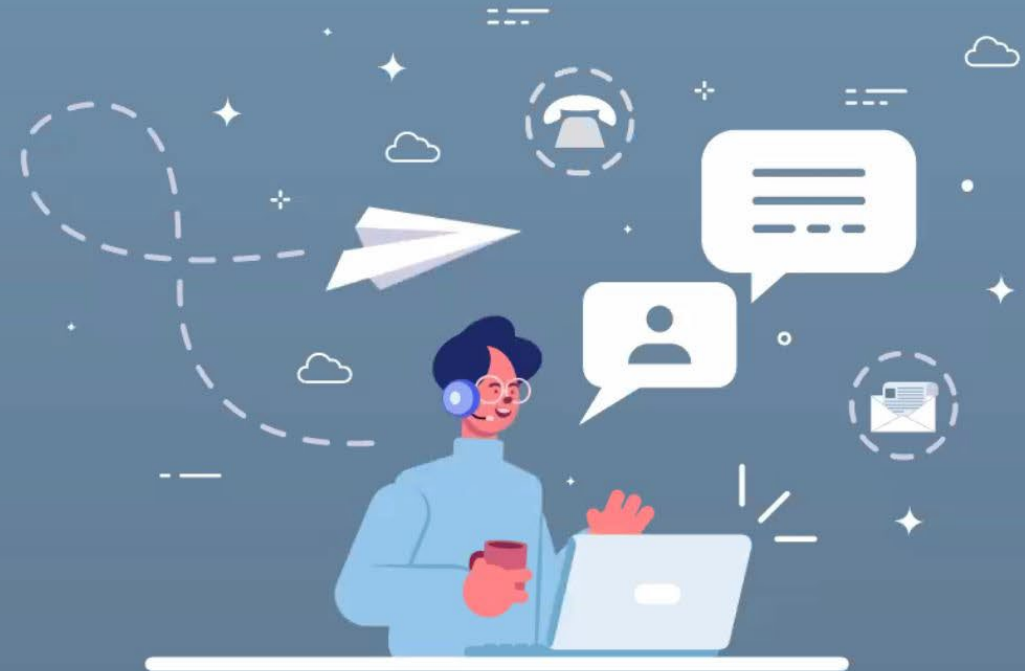
Contact ID :

Lookup :

Select

Instructions

- Please enter or select from the pull-down a contact to work with and click the 'Select Contact' button.



- Log into ERIC
- In the Lookup Box, enter the ORG number or select them from the drop-down menu.
- Click on Select

- Enrollment Header
- Enrollment Detail
- Payroll Header
- Payroll Detail
- Upload File
- Processed Files
- Processed Records
- 457 SDA File
- Covered Payroll Reporting by Fiscal Year
- Covered Payroll Reporting by Pay Date
- Financial Information**
- Invoice Receivable
- Credit Memo
- Service Credit Purchase
- Adjustment Summary
- Payment
- Organization Information**
- Messages
- Insurance
- Organization**
- Limitation Maintenance
- Contribution Rate
- Person
- Security Audit

Home

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 and Messages (0) unread Click here to navigate to the message board screen to view messages view more	Upload File Click here to navigate to the upload file screen view more	Employer Reporting Click here to navigate to the Employer Reporting Summary lookup screen view more
Enroll New Employee Click here to navigate to the enrollment lookup screen view more	Employee Data Click here to navigate to the person lookup screen view more	Organization Profile Click here to navigate to the employer maintenance screen view more
Payments Click here to navigate to the payment lookup screen		

- Once on the ERIC home screen, click on Organization on the left side bar under Organization Information, this will take you to the Employer Maintenance screen.

- Enrollment Header
- Enrollment Detail
- Payroll Header
- Payroll Detail
- Upload File
- Processed Files
- Processed Records
- 457 SDA File
- Covered Payroll Reporting by Fiscal Year
- Covered Payroll Reporting by Pay Date
- Financial Information**
- Invoice Receivable
- Credit Memo
- Service Credit Purchase
- Adjustment Summary
- Payment
- Organization Information**
- Messages
- Insurance
- Organization
- Limitation Maintenance
- Contribution Rate
- Person

Employer Maintenance

[Record displayed. Please make changes and press SAVE.]

Save Refresh View Images

Main Section

Organization Type : Employer Employer Type : Other Local Government Effective Date :
State TIN : County : Lewis and Clark End Date :
Federal TIN : 123456789 Status : Active MPERA ID :
Preferred Communication : Email Reporting Method : Status Effective Date : 02/01/2020
Employer Pays Contribution for Service Purchase : Employer Pays Interest For Service Purchase : Employer Pays Interest For Workers Comp. :
Auto Post ER File : No
Health Care Vendor Organization Name : Primary Contact : Terry Dalton Primary Address : 100 N. Park, Helena, Montana, 59602
Primary Email : noemail@bresnan.net Primary Phone : (406) 555-3131 City Class :

Other Details

Address Plan **Contact** Bank Payroll Schedule Status History Insurance


New Open Primary Contact

Contact ID	Contact Name	Job Title	Contact Role	Phone Number / Extension	Address	Email Address	Status	Effective Date	End Date	Primary Contact
<input type="checkbox"/> 10099	Terry Dalton		457_Payroll Reporting,PERS,Web User,Business/Finance Officer,Human Resources,Insurance Reporting	(406) 555-3131	100 N. Park, Helena, Montana, 59602	noemail@bresnan.net	Active	11/01/2018		Y

Create : DOAPERUAT 05/06/2022 04:47:59 PM Modify : DOAPERUAT 05/06/2022 04:47:59 PM

Framework : 6.0.13.0.E, Solution : 5/31/2022 6:58:12 AM Client Ip : 10.223.1.127 AppSrv : DC APERUAT60 Current Time : 5/31/2022 3:20:55 PM Development

- Once in the Employer Maintenance screen, click on the Contact Tab under Other Details.
- Once in the Contact Tab, click on the New button. This will take you to the Organization Contact Information Page.


Welcome!
11831 : Terry Creek -- Terry Dalton (tdtester)
Welcome cva073

Enrollment Detail

Payroll Header

Payroll Detail

Upload File

Processed Files

Processed Records

457 SDA File

Covered Payroll Reporting by Fiscal Year

Covered Payroll Reporting by Pay Date

Financial Information

Invoice Receivable

Credit Memo

Service Credit Purchase

Adjustment Summary

Payment

Organization Information

Messages

Insurance

Organization

Limitation Maintenance

Contribution Rate

Person

Security Audit

New Hire Eligibility

Organization Contact Information

* Contact Last Name : <input type="text" value="Hays"/>	* Contact First Name : <input type="text" value="Doug"/>	Contact Middle Name: <input type="text"/>
Contact Prefix : <input type="text"/>	Contact Suffix : <input type="text"/>	
Job Title : <input type="text"/>	* Organization Plan : <input type="text" value="PERS"/>	
* Main Phone / Ext : <input type="text" value="(406) 444-2996"/>	Alternate Phone/Ext : <input type="text"/>	
* Email : <input type="text" value="d.hays@mt.gov"/>	Fax Number: <input type="text"/>	
* Contact Address : <input type="text" value="100 N. Park, Helena, Montan"/>	* Status : <input type="text" value="Active"/>	
* Effective Date : <input type="text" value="05/31/2022"/>	End Date : <input type="text"/>	

* Contact Type:

<input type="checkbox"/> 457	<input type="checkbox"/> Board Member/Superintendent	<input type="checkbox"/> Business/Finance Officer
<input type="checkbox"/> FURS	<input type="checkbox"/> GWPORS	<input type="checkbox"/> HPORS
<input checked="" 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 checked="" type="checkbox"/> Payroll Reporting	<input checked="" type="checkbox"/> PERS	<input type="checkbox"/> SRS
<input type="checkbox"/> Stakeholder	<input type="checkbox"/> VFCA	<input checked="" type="checkbox"/> Web User

Web User Management

EWP Access: <input checked="" type="checkbox"/>	Initial Registration Date: <input type="text" value="05/31/2022"/>
OKTA Username: <input type="text" value="d.hays@mt.gov"/>	Last Successful Login:
Terms and Conditions Read Date:	

Framework : 6.0.13.0.E, Solution : 7/15/2022 6:28:43 AM
 Client Ip : 10.223.1.127 AppSrv : DOAPERUAT60 Current Time : 7/15/2022 11:05:53 AM Development

- In Organization Contact Information: fill out all sections with a red asterisk (Last Name, First Name, Organization Plan, Main Phone, Email, Contact Address, Status, Effective Date and Contact Type).
- In Web User Management : fill in their OKTA information (**OKTA username must be the email address they sign into OKTA with**). Check the EWP access box.
- Click Save at top of screen prior to doing anything with the Security Access section

ERIC 11831 : Terry Creek – Terry Dalton (tdtster) Welcome! cva073

Enrollment Detail
Payroll Header
Payroll Detail
Upload File
Processed Files
Processed Records
457 SDA File
Covered Payroll Reporting by Fiscal Year
Covered Payroll Reporting by Pay Date
Financial Information
Invoice Receivable
Credit Memo
Service Credit Purchase
Adjustment Summary
Payment
Organization Information
Messages
Insurance
Organization
Limitation Maintenance
Contribution Rate
Person
Security Audit
New Hire Eligibility

457
 FURS
 Human Resources
 MPORS
 Payroll Reporting
 Stakeholder

Board Member/Superintendent
 GWPORS
 Insurance Reporting
 Other
 PERS
 VFCA

Business/Finance Officer
 HPORS
 JRS
 Payment
 SRS
 Web User

Web User Management

Send Email

EWP Access:

Initial Registration Date: 05/31/2022

OKTA Username: d.hays@mt.gov

Last Successful Login:

Terms and Conditions Read Date:

Security Access

Role: Add Remove

<input type="checkbox"/>	Role ID	Role Name
<input type="checkbox"/>	10076	Portal Access Manager
<input type="checkbox"/>	10086	Payroll Report Processor
<input type="checkbox"/>	10204	Employee Information Processor
<input type="checkbox"/>	10231	Employee Enrollment

Create : cva073 07/15/2022 11:19 AM Modify : cva073 07/15/2022 11:19 AM

Framework : 6.0.13.0.E, Solution : 7/15/2022 6:28:43 AM Client Ip : 10.223.1.127 AppSrv : DOAPERUAT60 Current Time : 7/15/2022 11:05:53 AM Development

- In the Security Access section; you can add roles the contact will be performing by utilizing the Role drop down menu, choosing one and then clicking on Add.
- Click Save at the top of the screen.