

Changing the Primary Contact in ERIC



ERIC

Welcome

Employer Reporting and Information Center

Employer Login

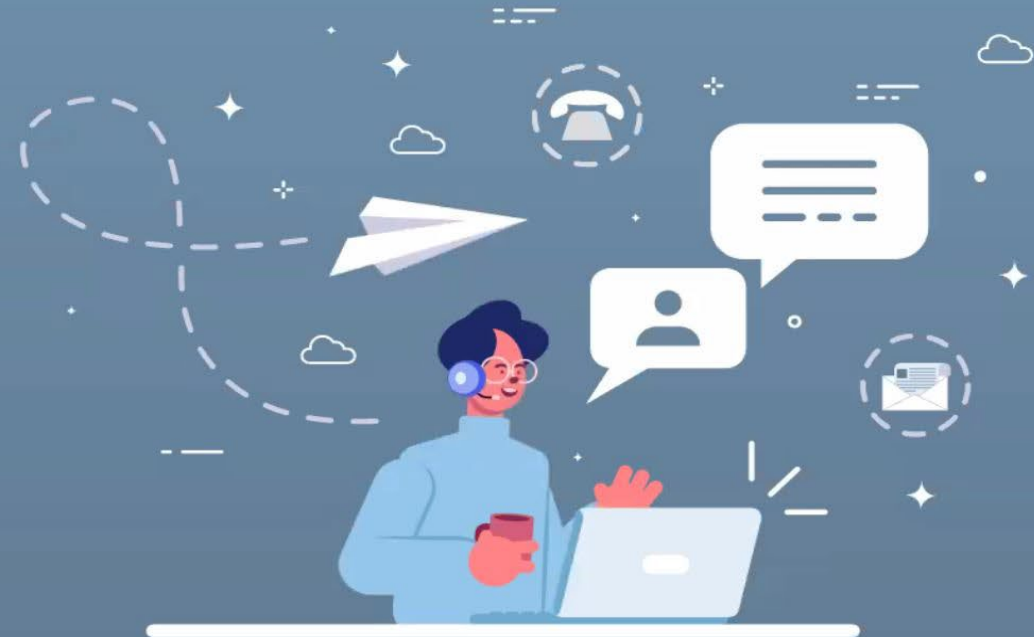
Contact ID :

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
- Limitation Maintenance
- Contribution Rate
- Person
- Security Audit

Record displayed.

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.

Employer Maintenance

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

Primary Contact

<input type="checkbox"/>	Contact ID	Contact Name	Job Title	Contact Role	Phone Number / Extension	Address	Email Address	Status	Effective Date	End Date	Primary Contact
<input checked="" type="checkbox"/>	10105	Doug Hays		Payroll Reporting, PERS, Web User, Human Resources	(406) 444-2996	100 N. Park, Helena, Montana, 59602	d.hays@mt.gov	Active	05/31/2022		N
<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

- Once in the Employer Maintenance screen, click on the Contact Tab under Other Details.
- Click on the box to the left of the contact's name you want to be the primary contact.
- Click on the Primary Contact box at the top.
- Click Save at the top of the screen.