



Montana Public Employee Retirement Administration
PO Box 200131 • Helena MT 59620-0131
(406) 444-3154 • Toll Free (877) 275-7372
<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 Email Address _____

Employer Name _____ Organization ID _____

Mailing Address _____

City _____ State _____ Zip _____

Main Phone _____ Alternate Phone Number _____

Fax Number _____ E-mail Address _____

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