



Montana Public Employee Retirement Administration  
PO Box 200131 • Helena MT 59620-0131  
(406) 444-3994 • Toll Free (844) 304-5452  
<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 User Name/Email Address \_\_\_\_\_

Employer Name \_\_\_\_\_ Organization ID \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Main Phone \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

Your Federal Tax ID Number \_\_\_\_\_

Next Pay Date and Payment Frequency (monthly, bi-weekly, etc.) \_\_\_\_\_

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**