



ASRS Secure Employer Website Administrator Guide

Employer User Guide



2016

Introduction

The ASRS Secure Employer Website serves many important functions and provides ASRS employers an efficient and secure method to submit required data to the ASRS.

Through the ASRS secure employer website, you will submit:

- Online enrollments for new employees who meet membership
- Active and alternate contributions each pay period
- Ending payroll verification forms for refunding, retiring employees and survivors
- Retiree return to work forms

You will also be able to download reports detailing Health Insurance Premium Benefit payments that your employer may be receiving for retirees and LTD recipients.

Through the ASRS secure employer website, you will maintain:

- Employer users who will be logging in and working with the applications described above
- Long Term Disability contacts
- Employer addresses, both physical and mailing
- Eligible email address domains for employer users

Data security and privacy are of utmost importance to the ASRS. As the ASRS Secure Employer Website Administrator, you have a very significant responsibility to ensure only authorized employer users are accessing the ASRS Secure Employer Website.

You can fulfill this responsibility by:

- Deactivating employer users when they are no longer authorized to access the site
- Preventing employer users from sharing Login IDs and passwords by ensuring each user has their own unique Login ID and password
- Monitoring the activity report, which will display the last 60 days of employer user activity

This guide will walk you through the steps needed to achieve your ASRS Secure Employer Website Administrator responsibilities, including:

- Registration
- Adding users
- Assigning roles
- Deactivating users
- Maintaining LTD contacts
- Maintaining employer addresses
- Maintaining authorized email addresses
- Accessing the activity report

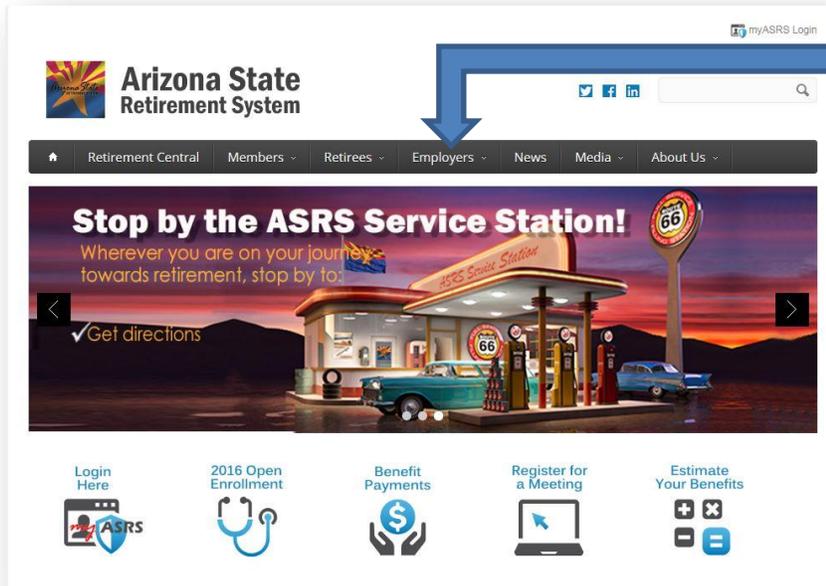
Section 1:

**Registering as an
Employer Administrator**

Registering as an Employer Administrator

Step 1

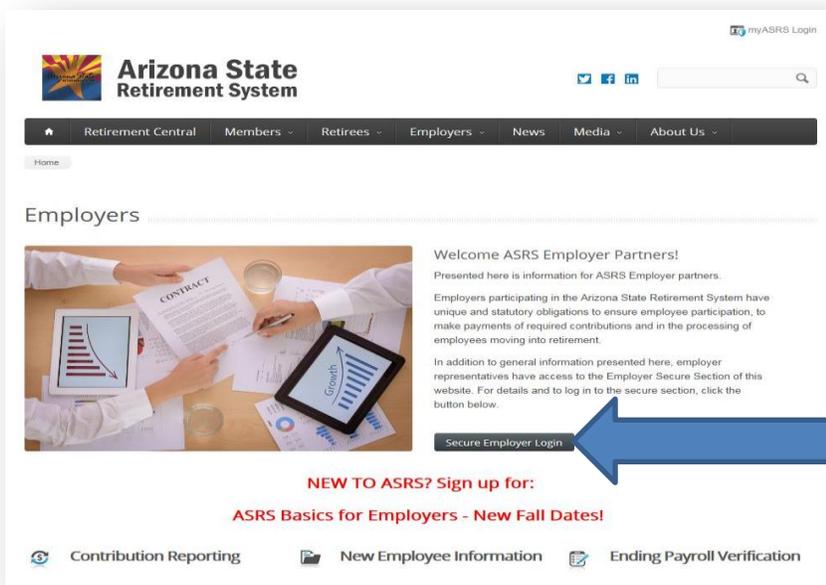
Go to the ASRS website (AzASRS.gov). On the black navigation bar, click **Employers**.



Step 2

From the **Employers** page, click the button labeled:

Secure Employer Login



Step 3

On the **Employer Login and Registration** page, click **Registering as Administrator?**

The screenshot shows the 'myASRS secure website' header with the Arizona State Retirement System logo. The main heading is 'Employer Login and Registration'. Below it, there is a list of tasks for employers, a security warning, and a login form with fields for 'Login ID' and 'Password', and a 'Login' button. At the bottom, there is a link for 'Employer Administrator registration' which is highlighted by a blue arrow.

Step 4

On the **Web User Registration** page, click on the button labeled:

Register for Secure Account Access

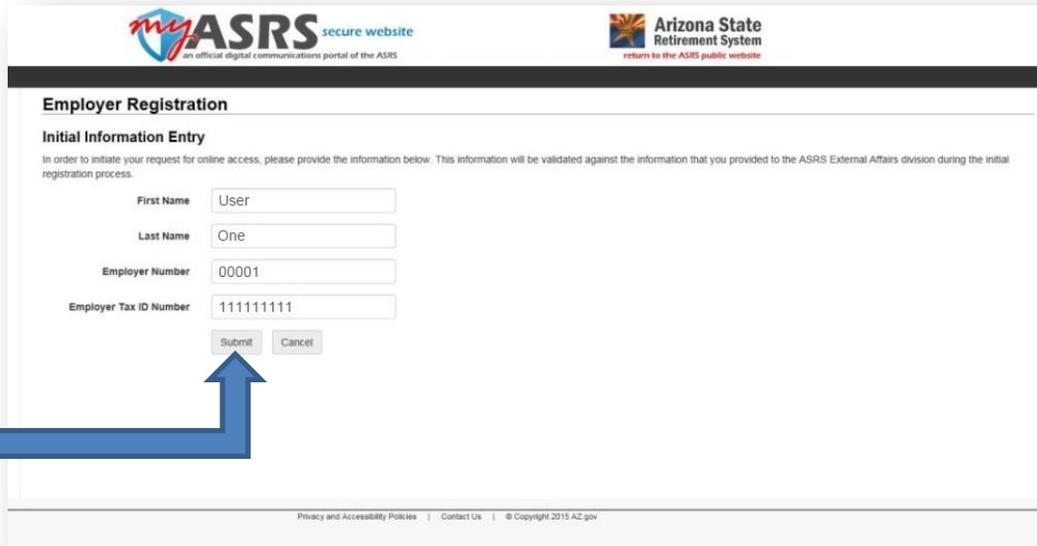
The screenshot shows the 'myASRS secure website' header. The main heading is 'Web User Registration'. Below it, there is a section titled 'Information on Establishing an Online Access Account' with a list of five steps. At the bottom, there are two buttons: 'Register for Secure Account Access' and 'Cancel'. A blue arrow points to the 'Register for Secure Account Access' button.

Step 5

When prompted, enter the information requested. If you need the employer number or Tax ID number, please contact your assigned ASRS Employer Liaison.

When finished reviewing your information, click the button labeled:

Submit



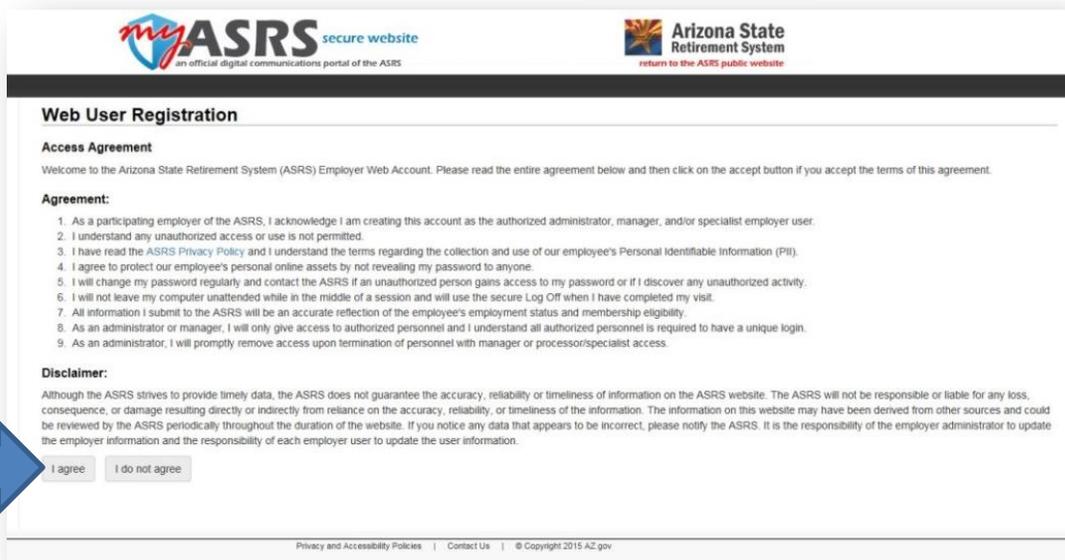
The screenshot shows the 'myASRS secure website' header with the Arizona State Retirement System logo. The main heading is 'Employer Registration'. Below it is the 'Initial Information Entry' section, which includes a sub-heading and a paragraph of instructions. There are four input fields: 'First Name' (containing 'User'), 'Last Name' (containing 'One'), 'Employer Number' (containing '00001'), and 'Employer Tax ID Number' (containing '11111111'). At the bottom of these fields are two buttons: 'Submit' and 'Cancel'. A large blue arrow points from the left side of the page towards the 'Submit' button.

Step 6

Read the **Web User Registration Access Agreement**.

When finished reading, click the button labeled:

I agree



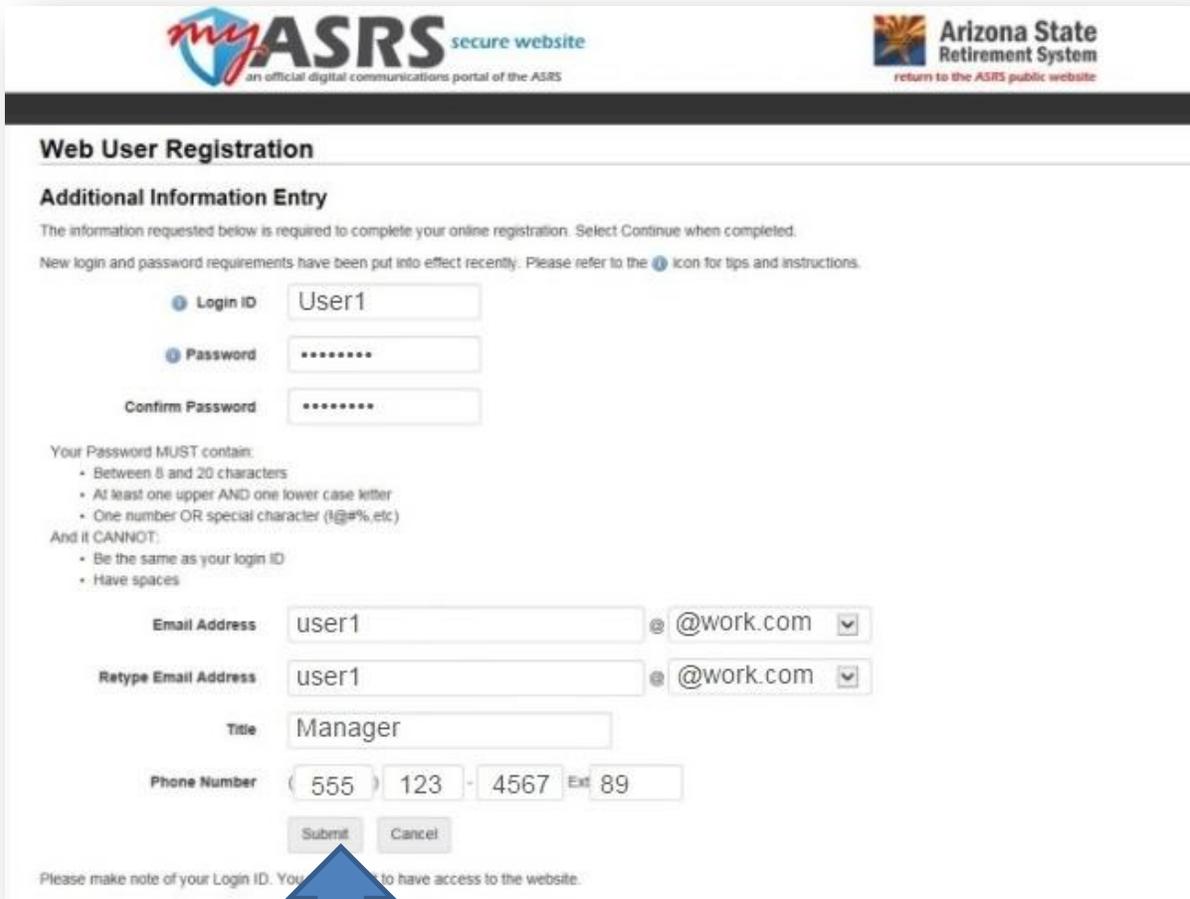
The screenshot shows the 'myASRS secure website' header with the Arizona State Retirement System logo. The main heading is 'Web User Registration'. Below it is the 'Access Agreement' section, which includes a sub-heading and a paragraph of instructions. There is a list of nine numbered items under the heading 'Agreement:'. Below the list is a 'Disclaimer:' section with a paragraph of text. At the bottom of the page are two buttons: 'I agree' and 'I do not agree'. A large blue arrow points from the left side of the page towards the 'I agree' button.

Step 7

When prompted, create a **Login ID** and **Password**. The Login ID must be unique and the password must follow the security protocols listed on the page. Enter your title, phone number and extension (if any).

Review your information then click the button labeled:

Submit

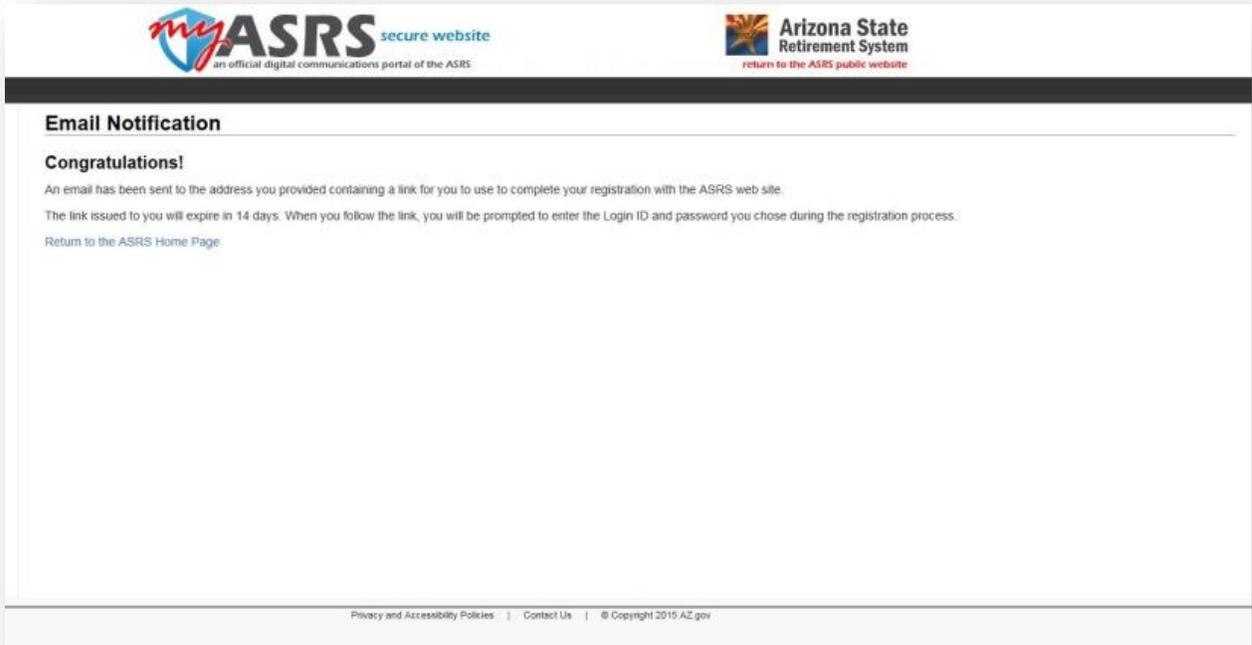


The screenshot shows the 'myASRS secure website' interface for 'Web User Registration'. The page header includes the 'myASRS secure website' logo and the 'Arizona State Retirement System' logo. The main heading is 'Web User Registration' followed by 'Additional Information Entry'. Below this, there is a section for 'Additional Information Entry' with instructions: 'The information requested below is required to complete your online registration. Select Continue when completed.' and 'New login and password requirements have been put into effect recently. Please refer to the icon for tips and instructions.' The form contains several input fields: 'Login ID' (containing 'User1'), 'Password' (masked with dots), and 'Confirm Password' (masked with dots). Below these are password requirements: 'Your Password MUST contain:' followed by a list of requirements (8-20 characters, one upper and one lower case letter, one number or special character) and 'And it CANNOT:' followed by a list of restrictions (same as login ID, no spaces). There are also fields for 'Email Address' (containing 'user1' and '@work.com'), 'Retype Email Address' (containing 'user1' and '@work.com'), 'Title' (containing 'Manager'), and 'Phone Number' (containing '555', '123', '4567', and 'Ext 89'). At the bottom of the form are 'Submit' and 'Cancel' buttons. A blue arrow points from the 'Submit' button to the right side of the page.

Step 8

The ASRS will process your information and will generate an email, providing you with a link to activate your account.

You must follow the instructions in this email to complete the registration process. Once you have completed this step of the registration process, you will be able to use your ASRS Login ID and password to log into the ASRS Secure Employer Website for the first time.



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Arizona State Retirement System
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Email Notification

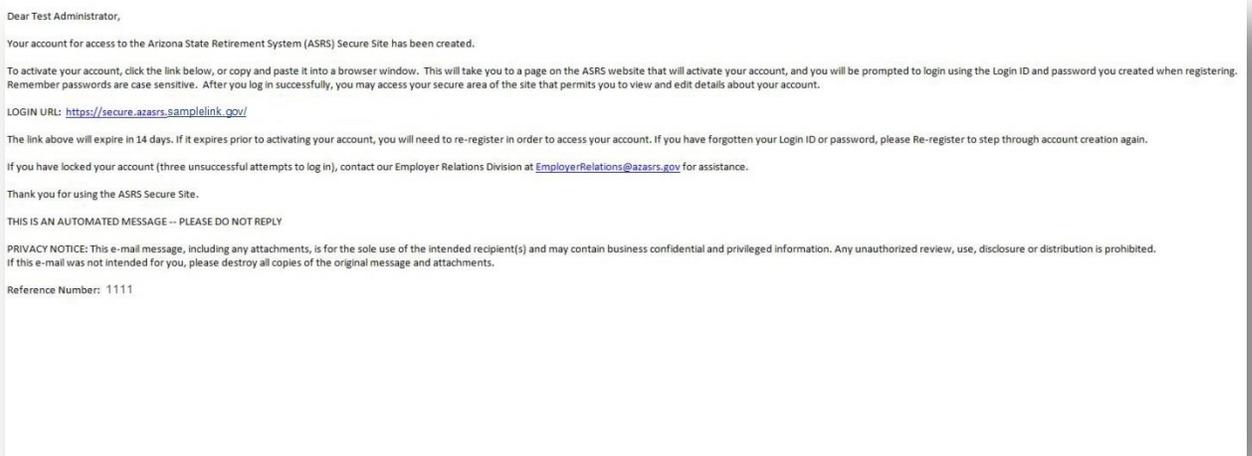
Congratulations!

An email has been sent to the address you provided containing a link for you to use to complete your registration with the ASRS web site.

The link issued to you will expire in 14 days. When you follow the link, you will be prompted to enter the Login ID and password you chose during the registration process.

[Return to the ASRS Home Page](#)

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Dear Test Administrator,

Your account for access to the Arizona State Retirement System (ASRS) Secure Site has been created.

To activate your account, click the link below, or copy and paste it into a browser window. This will take you to a page on the ASRS website that will activate your account, and you will be prompted to login using the Login ID and password you created when registering. Remember passwords are case sensitive. After you log in successfully, you may access your secure area of the site that permits you to view and edit details about your account.

LOGIN URL: <https://secure.azasrs.samplelink.gov/>

The link above will expire in 14 days. If it expires prior to activating your account, you will need to re-register in order to access your account. If you have forgotten your Login ID or password, please Re-register to step through account creation again.

If you have locked your account (three unsuccessful attempts to log in), contact our Employer Relations Division at EmployerRelations@azasrs.gov for assistance.

Thank you for using the ASRS Secure Site.

THIS IS AN AUTOMATED MESSAGE -- PLEASE DO NOT REPLY

PRIVACY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain business confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If this e-mail was not intended for you, please destroy all copies of the original message and attachments.

Reference Number: 1111

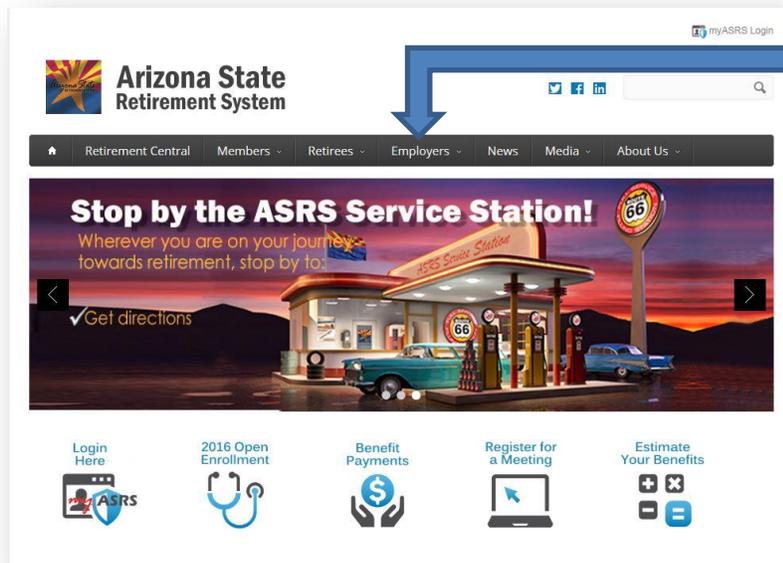
Section 2:

Adding Employer Users

Adding Employer Users

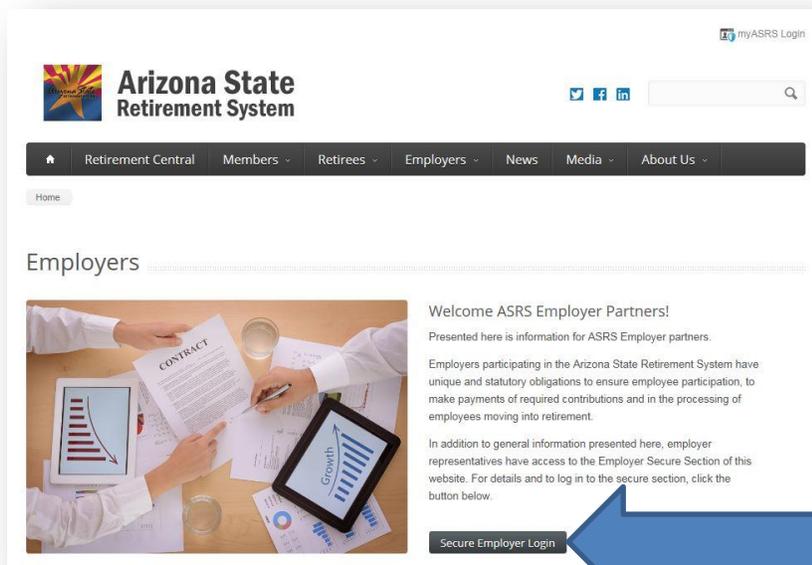
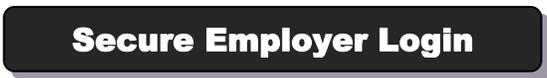
Step 1

Go to the ASRS website (AzASRS.gov). On the black navigation bar, click **Employers**.



Step 2

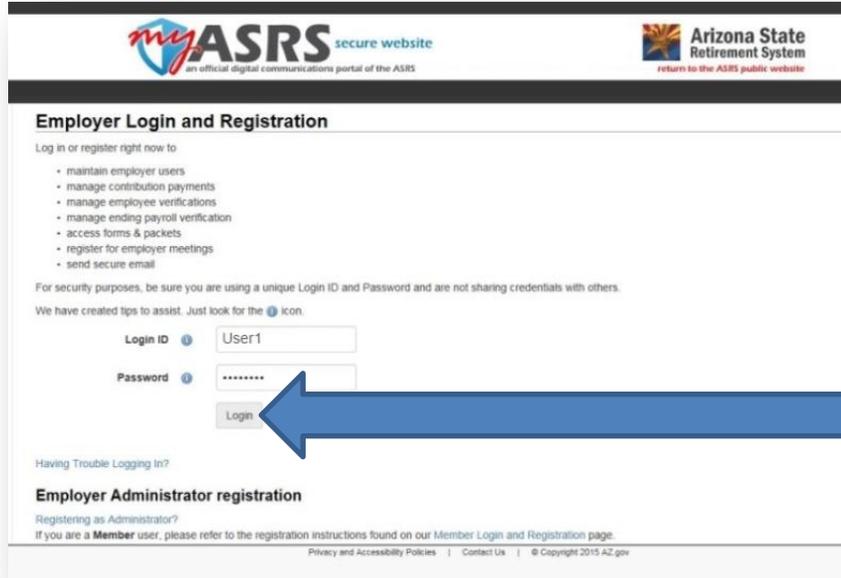
From the **Employers** page, click on the button labeled:



Step 3

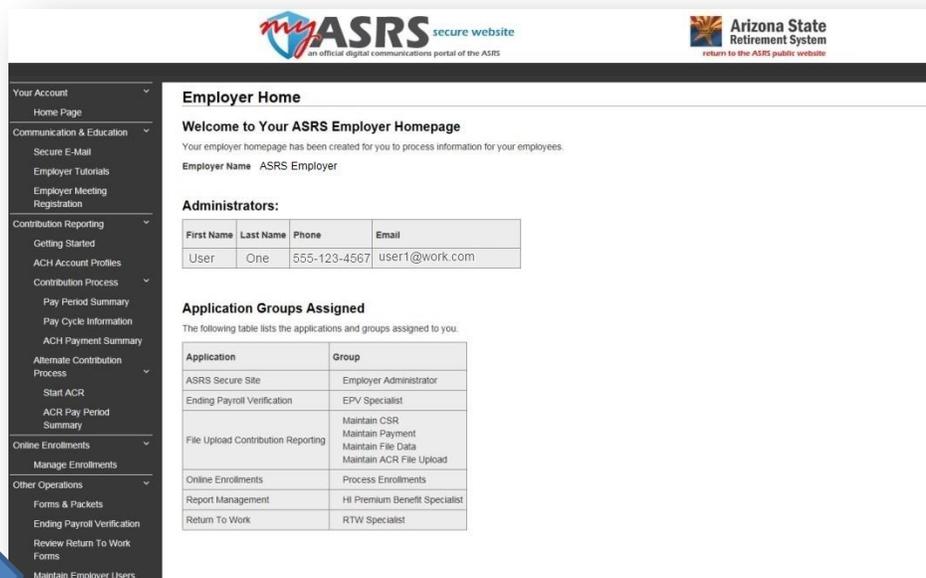
On the **Employer Login and Registration** page, enter your Login ID and password.

Click



Step 4

After you have arrived at the **Employer Home** page, select **Maintain Employer Users** from the left navigation menu.



Step 5

At the bottom of the **Maintain Employer Users** page, click the button labeled:

Add a New Employer User

Maintain Employer Users

The following table contains the list of users for your employer. You may "Add a New Employer User" at the bottom of this page. You may deactivate or modify application group(s) for individual users by selecting their Login ID.

For your convenience, deactivated users will continue to be displayed for 6 months.

Login ID	First Name	Last Name	Status	Application / Group
User2	User	Two	Registered	File Upload Contribution Reporting Maintain CSR Maintain Payment Maintain File Data Maintain ACR File Upload
User3	User	Three	Registered	ASRS Secure Site Employer Administrator Ending Payroll Verification EPV Specialist Online Enrollments Process Enrollments Report Management HI Premium Benefit Specialist Return To Work RTW Specialist
User4	User	Four	Registered	File Upload Contribution Reporting Maintain CSR Maintain Payment Maintain File Data Maintain ACR File Upload

Add a New Employer User



Step 6

On the **Add New Employer User** page enter the new employer user information in the form fields and check the box next to each Application Group to which the new employer user will be given access (if the new employer user is going to be an LTD contact only, you will not need to check any Application Groups).

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Arizona State Retirement System
return to the ASRS public website

Add New Employer User

The information requested below is required to add a web user. Select Save when completed.

First Name

Last Name

Email Address @

Retype Email Address @

Login ID

Phone Number Ext

Application Groups

- ASRS Secure Site
- Employer Administrator
- Ending Payroll Verification
- EPV Specialist
- File Upload Contribution Reporting
- Maintain CSR
- Maintain ACR File Upload
- Maintain Payment
- Maintain File Data
- Online Enrollments
- Process Enrollments
- Report Management
- IHI Premium Benefit Specialist
- Return To Work
- RTW Specialist

Please read the authorization below and acknowledge by checking the box, then click on Save.

If it is the secure employer website Administrator's responsibility to authorize access to the applications available on the ASRS secure website, it is the responsibility of the system administrator to ensure that the user is authorized to use the system.

Step 7

Read the application groups authorization and acknowledge by checking the **Authorizing Online Application Access** box, then click:

Save

Maintain File Data

Online Enrollments

Process Enrollments

Report Management

HI Premium Benefit Specialist

Return To Work

RTW Specialist

Please read the authorization below and acknowledge by checking the box, then click on Save.

It is the secure employer website Administrator's responsibility to authorize access to the applications available on the ASRS secure employer website for the registered employer users.

By giving an employer user access to one or more of the following online applications, you are acknowledging that the employer user is authorized to view all data that is contained within each online application.

Employer Administrator will allow the employer user to add new employer users, authorize and remove access to any of the available online applications, deactivate employer users, authorize and remove LTD contacts, manage employer addresses, email address domains, and view recent activity of these changes.

Online Contribution Reporting will display the name, social security number, status, salary, contributions, employee type, member type, employee classification and hours worked each pay period for all actively contributing employees.

The name, social security number, salary, ACR amount, employee type and return to work date for return to work retirees will be displayed.

Bank account and routing numbers from which contributions are paid is accessible.

Online Enrollments will display the name, date of birth and social security number for new employees who go through the online enrollment process. The name and social security number will also be displayed for employees who have contributed but not enrolled, and who have enrolled but not yet contributed.

Ending Payroll Verifications will display the name and social security number for employees who have requested retirement or refund from ASRS or died prior to retiring.

Return to Work forms forms will display the name, social security number, termination date, normal or early retirement status, return to work date and the intent of their employment.

HI Premium Benefit Specialist is authorized to access to the health insurance premium benefit report which contains the name, social security number and health insurance elections for certain retirees and LTD participants.

The secure employer website Administrator is also responsible for deactivating any employer user accounts that are no longer authorized to access the ASRS secure employer website.

Authorizing Online Application Access

Save Cancel

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The new user will now appear on the **Maintain Employer Users** page in a “pending” status and a temporary password will be emailed to the new user so they can complete their registration.

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Arizona State Retirement System
return to the ASRS public website

Maintain Employer Users

The following table contains the list of users for your employer. You may "Add a New Employer User" at the bottom of this page. You may deactivate or modify application group(s) for individual users by selecting their Login ID.

For your convenience, deactivated users will continue to be displayed for 6 months.

Login ID	First Name	Last Name	Status	Application / Group
User2	User	Two	Registered	File Upload Contribution Reporting Maintain CSR Maintain Payment Maintain File Data Maintain ACR File Upload
User3	User	Three	Registered	ASRS Secure Site Employer Administrator Ending Payroll Verification EPV Specialist Online Enrollments Process Enrollments Report Management HI Premium Benefit Specialist Return To Work RTW Specialist
User4	User	Four	Registered	File Upload Contribution Reporting Maintain CSR Maintain Payment Maintain File Data Maintain ACR File Upload
User5	User	Five	Pending	ASRS Secure Site Employer Administrator Online Enrollments Process Enrollments Return To Work RTW Specialist

Add a New Employer User

NOTES:

1. The Login ID is something that you create for the employer user. The Login ID can be up to 32 characters and may contain letters, numbers and most punctuation.
2. The Login ID is not included in the email with the temporary password. You will need to inform the user of the Login ID you created so that they can use that ID and the temporary password to login to the ASRS Secure Employer Website.
3. To create an employer user without access to applications, do not check any boxes next to Application Groups.

Section 3:

Assigning Roles to Existing User

Assign Roles to Existing User

Step 1

Login to the ASRS Secure Employer Website.

Step 2

From your **Employer Home** page, select **Maintain Employer Users** from the left navigation menu.

The screenshot shows the ASRS secure website interface. At the top, there is a logo for 'myASRS secure website' and the 'Arizona State Retirement System' logo. The main content area is titled 'Employer Home' and includes a welcome message, an 'Employer Name' field, and a table of administrators. Below this is a section for 'Application Groups Assigned' with a table listing various applications and their assigned groups. The left navigation menu is expanded, and a blue arrow points to the 'Maintain Employer Users' option.

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Your Account

- Home Page

Communication & Education

- Secure E-Mail
- Employer Tutorials
- Employer Meeting Registration

Contribution Reporting

- Getting Started
- ACH Account Profiles
- Contribution Process
 - Pay Period Summary
 - Pay Cycle Information
 - ACH Payment Summary
- Alternate Contribution Process
 - Start ACR
 - ACR Pay Period Summary

Online Enrollments

- Manage Enrollments

Other Operations

- Forms & Packets
- Ending Payroll Verification
- Review Return To Work Forms
- Maintain Employer Users

Employer Home

Welcome to Your ASRS Employer Homepage

Your employer homepage has been created for you to process information for your employees.

Employer Name

Administrators:

First Name	Last Name	Phone	Email
User	Five	555-987-1234	user5@work.com

Application Groups Assigned

The following table lists the applications and groups assigned to you.

Application	Group
ASRS Secure Site	Employer Administrator
Ending Payroll Verification	EPV Specialist
File Upload Contribution Reporting	Maintain CSR Maintain Payment Maintain File Data Maintain ACR File Upload
Online Enrollments	Process Enrollments
Report Management	HI Premium Benefit Specialist
Return To Work	RTW Specialist

Step 3

Find the employer user whose roles you want to change and click on the **Login ID** to open their Maintain Employer Web User page.

Note: See **Section 2: Adding Employer Users** for instructions if you need to assign roles to a new user.

Maintain Employer Users

The following table contains the list of users for your employer. You may "Add a New Employer User" at the bottom of this page. You may deactivate or modify application group(s) for individual users by selecting their Login ID.

For your convenience, deactivated users will continue to be displayed for 6 months.

Login ID	First Name	Last Name	Status	Application / Group
User5	User	Five	Registered	File Upload Contribution Reporting Maintain CSR Maintain Payment Maintain File Data Maintain ACR File Upload
User3	User	Three	Registered	ASRS Secure Site Employer Administrator Ending Payroll Verification EPV Specialist Online Enrollments Process Enrollments Report Management HI Premium Benefit Specialist Return To Work RTW Specialist
User4	User	Four	Registered	File Upload Contribution Reporting Maintain CSR Maintain Payment Maintain File Data Maintain ACR File Upload

[Add a New Employer User](#)



Step 4

Check the box next to each Application Group to which the employer user will be given access.



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return to the ASRS public website

Maintain Employer Web User

User and Application Group Settings

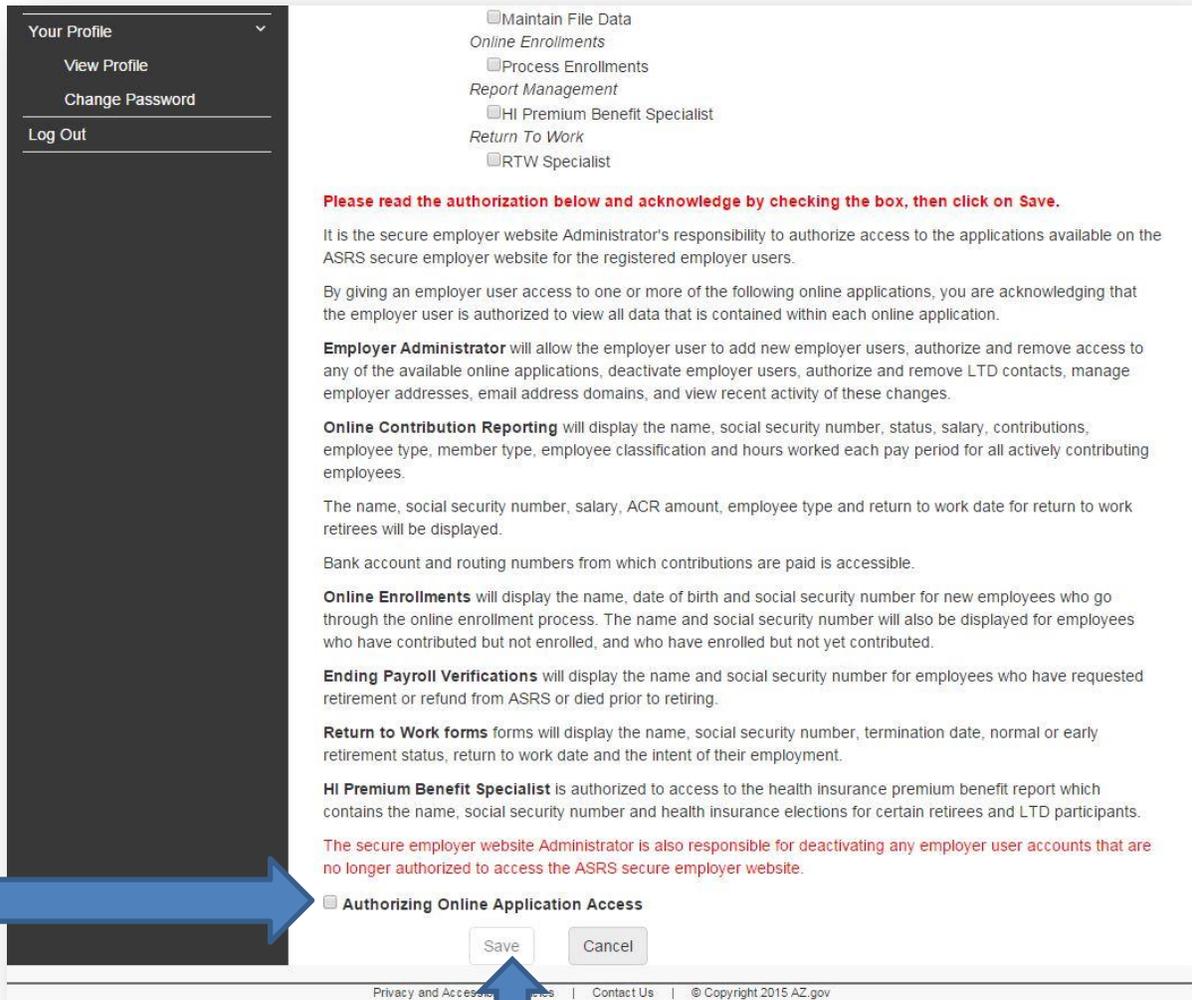
You may modify the application group assignments of each employer user. The employer user may need to log out and then back in to access the newly-assigned application group(s).

Name	User Five
Login ID	User5
Email Address	user5@work.com
Phone Number	555-987-1234
Status	Registered
Application Groups	<p>ASRS Secure Site</p> <p><input checked="" type="checkbox"/> Employer Administrator</p> <p>Ending Payroll Verification</p> <p><input checked="" type="checkbox"/> EPV Specialist</p> <p>File Upload Contribution Reporting</p> <p><input type="checkbox"/> Maintain CSR</p> <p><input type="checkbox"/> Maintain ACR File Upload</p> <p><input type="checkbox"/> Maintain Payment</p> <p><input type="checkbox"/> Maintain File Data</p> <p>Online Enrollments</p> <p><input type="checkbox"/> Process Enrollments</p> <p>Report Management</p> <p><input type="checkbox"/> HI Premium Benefit Specialist</p> <p>Return To Work</p> <p><input type="checkbox"/> RTW Specialist</p>



Step 5

Read the application groups authorization and acknowledge by checking the **Authorizing Online Application Access** box, then click: 



Maintain File Data

Online Enrollments

Process Enrollments

Report Management

HI Premium Benefit Specialist

Return To Work

RTW Specialist

Please read the authorization below and acknowledge by checking the box, then click on Save.

It is the secure employer website Administrator's responsibility to authorize access to the applications available on the ASRS secure employer website for the registered employer users.

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Authorizing Online Application Access

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Upon their next login, the employer user will have access to the applications you have just assigned to them.

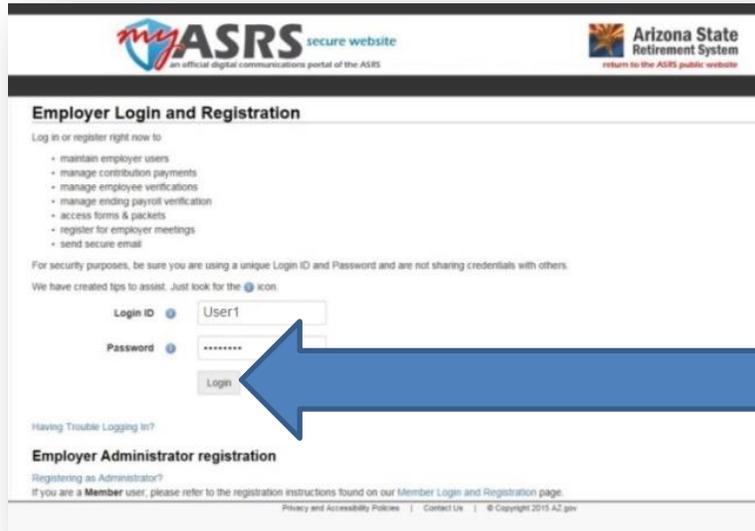
Section 4:

Deactivating Employer User

Deactivating Employer User

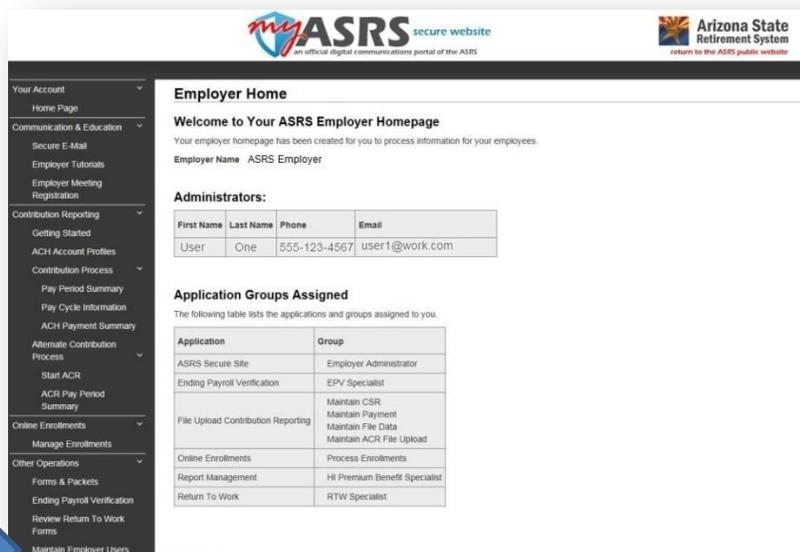
Step 1

Login to the ASRS Secure Employer Website.



Step 2

From your **Employer Home** page, select **Maintain Employer Users** from the left navigation menu.



Step 3

Click on the **Login ID** of the employer user who needs to be deactivated to open their **Maintain Employer Web User** page.

Maintain Employer Users

The following table contains the list of users for your employer. You may "Add a New Employer User" at the bottom of this page. You may deactivate or modify application group(s) for individual users by selecting their Login ID.

For your convenience, deactivated users will continue to be displayed for 6 months.

Login ID	First Name	Last Name	Status	Application / Group
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User4	User	Four	Registered	File Upload Contribution Reporting Maintain CSR Maintain Payment Maintain File Data Maintain ACR File Upload

[Add a New Employer User](#)



Step 4

Click on the **Deactivate** button at the bottom of the **Maintain Employer Web User** page.

Please read the authorization below and acknowledge by checking the box, then click on **Save Group Changes**.

It is the secure employer website Administrator's responsibility to authorize access to the applications available on the ASRS secure employer website for the registered employer users.

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The secure employer website Administrator is also responsible for deactivating any employer user accounts that are no longer authorized to access the ASRS secure employer website.

Authorizing Online Application Access

Save Group Changes Cancel

Other User Operations

Deactivate

Step 5

Confirm employer user deactivation by clicking on the **Deactivate** button.

Confirm Employer User Deactivation

Are you sure you would like to deactivate the account belonging to User3?

Deactivate Cancel

Employer User Deactivated

The account for User Three (User3) has been deactivated. You may wish to personally notify User Three of your actions.

[Return to Maintain Employer Users](#)

For your convenience, deactivated users will continue to be displayed for 6 months.

Login ID	First Name	Last Name	Status	Application / Group
User10	User	Ten	Registered	ASRS Secure Site Employer Administrator
User11	User	Eleven	Registered	
User14	User	Fourteen	Registered	ASRS Secure Site Employer Administrator Ending Payroll Verification EPV Specialist File Upload Contribution Reporting Maintain CSR Maintain Payment Maintain File Data Maintain ACR File Upload Online Enrollments Process Enrollments Report Management HI Premium Benefit Specialist Return To Work RTW Specialist
User12	User	Twelve	Registered	Ending Payroll Verification EPV Specialist File Upload Contribution Reporting Maintain CSR Maintain Payment Maintain File Data Maintain ACR File Upload
User13	User	Thirteen	De-Activated - 10/05/2015	
User3	User	Three	De-Activated - 10/30/2015	
User15	User	Fifteen	De-Activated - 10/07/2015	

[Add a New Employer User](#)

Section 5:

Maintaining LTD Contacts

There are two types of LTD contacts. After assigning an LTD contact to someone, the information will be provided to the ASRS LTD plan administrator, Sedgwick. Changes are provided to Sedgwick on a weekly basis. Here are the descriptions of the LTD contact types.

LTD Associates

Must be registered as an employer web user to access LTD packets and secure messaging.

- Sign LTD Employer claim packets
- Can discuss claims with Sedgwick (phone and email)
- Can login to Sedgwick claims system online
- Receive Monthly Claims Activity Reports
- Receive all emails
 - claim received email
 - return to work email
 - claim approval email
 - termination/denial notice email
- Receive approval letter
- Receive denial letter

LTD Signer Only

Must be registered as a web user to access LTD packets and secure messaging.

Contacts with the LTD

Signer Only Role:

- Sign LTD Employer claim packets
- Can discuss claims with Sedgwick (phone and email)

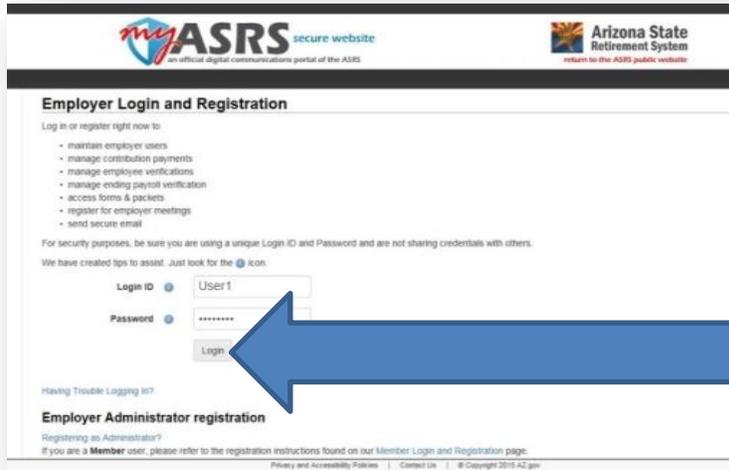
Section 6:

Adding LTD Contacts

Adding LTD Contacts

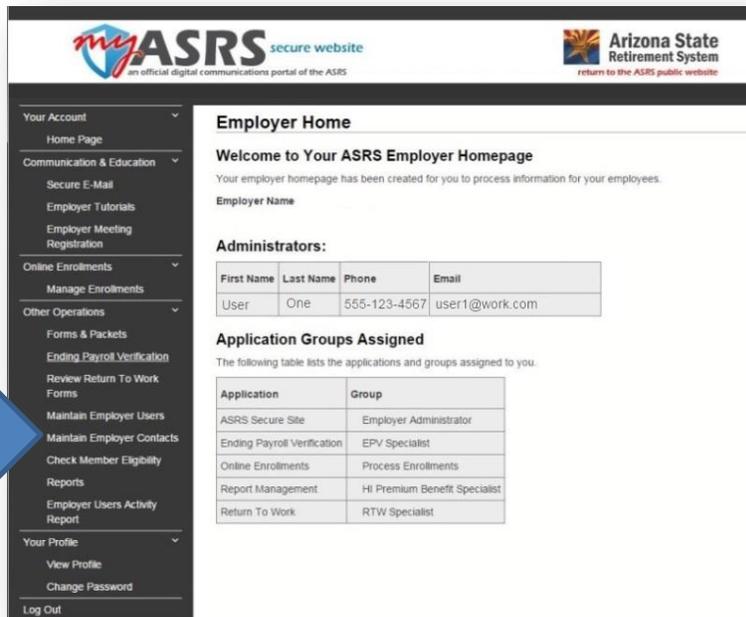
Step 1

Login to the ASRS Secure Employer Website.



Step 2

From your **Employer Home** page, select **Maintain Employer Contacts** from the left navigation menu.



Note: Adding a new Employer Contact does not give the person a Login ID and password. If the LTD Contact is not already an employer user, you will need to add them as an employer user from the Maintain Employer Users page, *then* visit the Maintain Employer Contacts page and assign the LTD contact to the users (see Section 2: Adding Employer Users for assistance).

Step 3

You will see current employer users listed. To designate an existing employer user as an LTD contact, click on their first or last name. To add a new LTD contact who is not an existing user, skip to Step 5.

Employer Address Information

Mailing Address
Address Line 1: 1111 Employer Rd
Address Line 2:
City: Phoenix
State: AZ
Zip: 00000
Zip Four:

Physical Address
Same as Mailing Address

Maintain Employer Address Maintain Email Domains ⓘ

Employer Contacts List

ASRS Login ID	First Name	Last Name	Groups / Contact Types
User8	User	Eight	Long Term Disability LTD Associate Remove Contact
User7	User	Seven	Long Term Disability LTD Associate Remove Contact
User6	User	Six	Long Term Disability LTD Associate Remove Contact

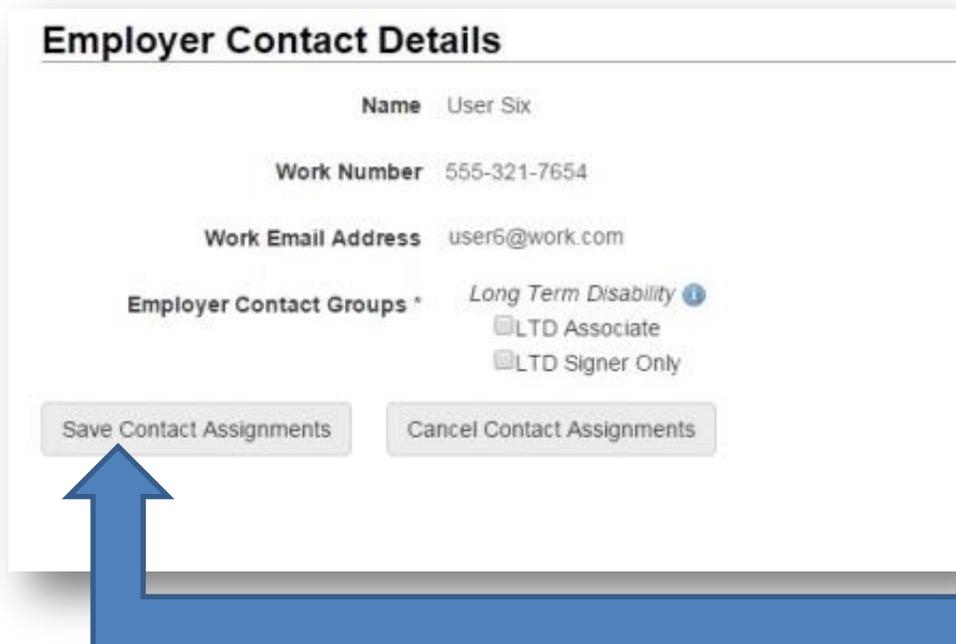
[Add a New Employer Contact](#)

Step 4

From the Employer Contact Details screen, check either the LTD Associate or LTD Signer Only box and click

Save Contact Assignments

To see the differences between the LTD Associate and LTD Signer Only, hover your mouse above the “i” information icon.



Employer Contact Details

Name User Six

Work Number 555-321-7654

Work Email Address user6@work.com

Employer Contact Groups * Long Term Disability ⓘ
 LTD Associate
 LTD Signer Only

Save Contact Assignments Cancel Contact Assignments

A blue arrow points from the bottom of the page up to the "Save Contact Assignments" button.

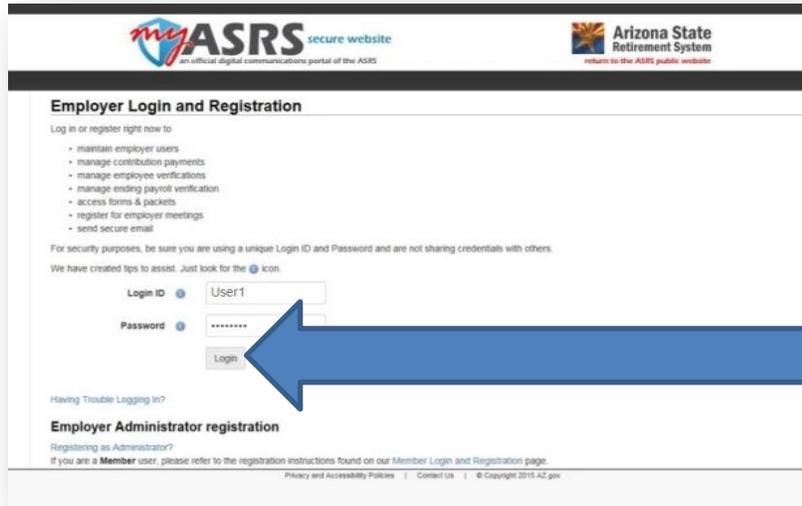
Section 7:

Removing LTD Contacts

Removing LTD Contacts

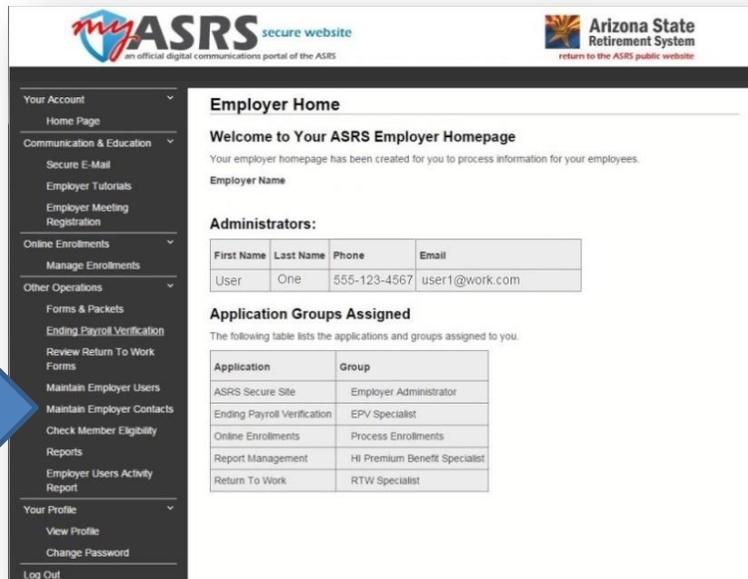
Step 1

Login to the ASRS Secure Employer Website.



Step 2

From your **Employer Home** page, select **Maintain Employer Contacts** from the left navigation menu.



Step 3

Find the name of the person to be removed as an LTD Contact in the Employer Contacts list.
Click on the **Remove Contact** link in the far right column.

ASRS Login ID	First Name	Last Name	Groups / Contact Types
User20	User	Twenty	<i>Long Term Disability</i> LTD Signer Only Remove Contact
User21	User	Twenty-one	<i>Long Term Disability</i> LTD Associate Remove Contact
User22	User	Twenty-two	<i>Long Term Disability</i> LTD Signer Only Remove Contact



Note: If you have deactivated the employer user, the system should automatically remove the LTD contact.

Section 8:

Maintain Employer Address

Maintain Employer Address

As an Employer Administrator, you have the ability to update changes in your employer's address through the ASRS Secure Employer Website. You may designate a separate physical address in addition to the mailing address. Changes made to your employer's mailing address on the ASRS Secure Employer Website will affect all outgoing postal mail from the ASRS to your employer.

Step 1

Login to the ASRS Secure Employer Website.

myASRS secure website
an official digital communications portal of the ASRS

Arizona State Retirement System
return to the ASRS public website

Employer Login and Registration

Log in or register right now to:

- maintain employer users
- manage contribution payments
- manage employee verifications
- manage ending payroll verification
- access forms & packets
- register for employer meetings
- send secure email

For security purposes, be sure you are using a unique Login ID and Password and are not sharing credentials with others.
We have created tips to assist. Just look for the icon.

Login ID

Password

Step 2

From your **Employer Home** page, select **Maintain Employer Contacts** from the left navigation menu.

myASRS secure website
an official digital communications portal of the ASRS

Arizona State Retirement System
return to the ASRS public website

Employer Home

Welcome to Your ASRS Employer Homepage
Your employer homepage has been created for you to process information for your employees.

Employer Name: Employer A

Administrators:

First Name	Last Name	Phone	Email
User	One	555-123-4567	user1@work.com

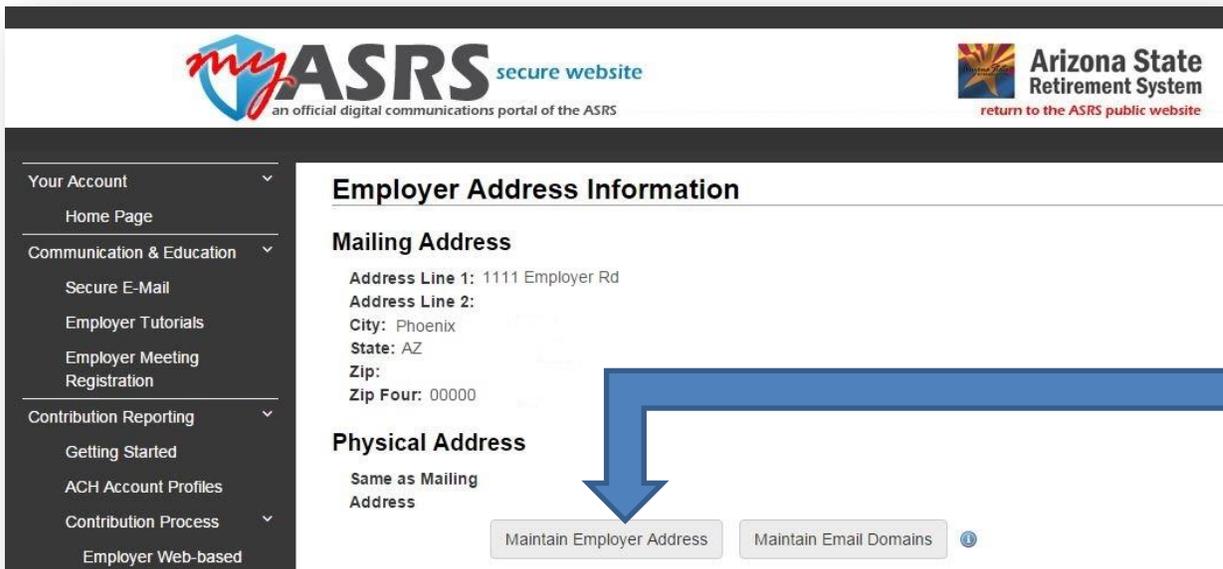
Application Groups Assigned
The following table lists the applications and groups assigned to you.

Application	Group
ASRS Secure Site	Employer Administrator
Ending Payroll Verification	EPV Specialist
Online Enrollments	Process Enrollments
Report Management	HI Premium Benefit Specialist
Return To Work	RTW Specialist

Step 3

You will see Employer Address Information at the top of the page. The current mailing address will be listed first. If a different physical address has been provided, it will appear below the mailing address; if no physical address has been provided, it will display “Same as Mailing Address” instead.

Click on the **Maintain Employer Address** button.



Step 4

On the **Update Employer Address** page, you can make changes to any of the address fields.

Update Employer Address

Mailing Address:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Zip Four:

Is Physical Address different from Mailing Address?
 Yes No



Step 5

If you do not currently have a separate physical address listed, you can add one. Click the **Yes** radio button next to the question, “Is Physical Address different from Mailing Address?” Then enter the physical address information.

If you do currently have a separate physical address listed and you need to remove it altogether, click on the **No** radio button next to the “Is Physical Address different from Mailing Address?” question.

Update Employer Address

Mailing Address:

Address Line 1: 2222 Employer Ave

Address Line 2:

City: Phoenix

State: AZ - ARIZONA

Zip: 0000

Zip Four: 0000

Is Physical Address different from Mailing Address? Yes No

Physical Address:

Address Line 1:

Address Line 2:

City:

State: ----- Select a state -----

Zip:

Zip Four:

Update Address Cancel Address

Step 6

Once you are satisfied with the changes, click the **Update Address** button. If you do not want to save the changes, click the **Cancel Address** button.

The screenshot shows a web interface for updating an employer's address. On the left is a dark sidebar menu with categories like 'Your Account', 'Communication & Education', 'Contribution Reporting', 'Alternate Contribution Process', 'Online Enrollments', and 'Other Operations'. The main content area is titled 'Update Employer Address' and contains two sections: 'Mailing Address' and 'Physical Address'. The 'Mailing Address' section has fields for 'Address Line 1' (2222 Employer Ave), 'Address Line 2', 'City' (Phoenix), 'State' (AZ - ARIZONA), 'Zip' (0000), and 'Zip Four' (0000). Below this is a radio button question: 'Is Physical Address different from Mailing Address?' with 'Yes' selected. The 'Physical Address' section has empty fields for 'Address Line 1', 'Address Line 2', 'City', 'State' (a dropdown menu), 'Zip', and 'Zip Four'. At the bottom right of the form are two buttons: 'Update Address' and 'Cancel Address'. Two blue arrows point from the bottom of the page to these buttons. A large blue arrow at the bottom of the page points from the left towards the right, indicating the flow of the process.

Section 9:

**Maintaining
Authorized Email Domains**

Maintaining Email Domains

As an Employer Administrator, you are responsible for authorizing and removing employer user access to the ASRS Secure Employer Website. When an employer user needs to regain access to their employer user account, they may do so using the Having Trouble Logging In? link which provides an unlock code via email. If the employer user has terminated employment, they should no longer have access to their employer email account. Therefore, if that user attempted to gain unauthorized access to the ASRS Secure Employer Website, they would be unable to do so even if an Employer Administrator had failed to deactivate their employer user account.

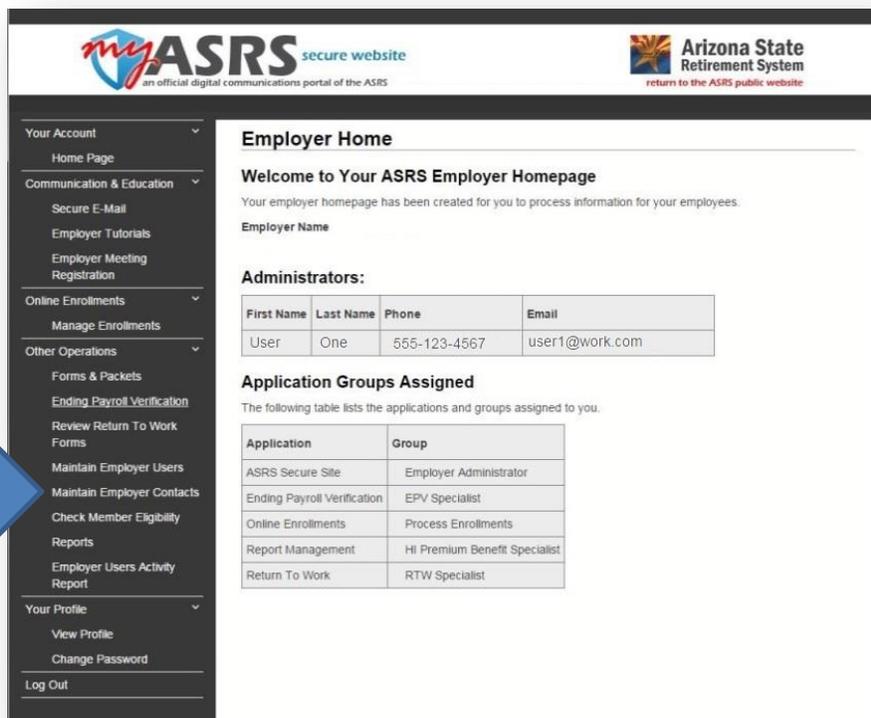
Some employers do not have their own email domains, or may have employer users who have alternate email domains, including publicly available domains such as gmail.com, yahoo.com, cox.net, etc. In that circumstance, Employer Administrators can maintain acceptable email domains for their users.

Step 1

Login to the ASRS Secure Employer Website.

Step 2

From your **Employer Home** page, select **Maintain Employer Contacts** from the left navigation menu.



The screenshot displays the ASRS Secure Employer Website interface. At the top, there is a logo for 'myASRS secure website' and the 'Arizona State Retirement System' logo. The main content area is titled 'Employer Home' and includes a welcome message, an 'Employer Name' field, and a table of administrators. Below this is a section for 'Application Groups Assigned' with a table listing various applications and their assigned groups. A blue arrow on the left points to the 'Maintain Employer Contacts' option in the navigation menu.

First Name	Last Name	Phone	Email
User	One	555-123-4567	user1@work.com

Application	Group
ASRS Secure Site	Employer Administrator
Ending Payroll Verification	EPV Specialist
Online Enrollments	Process Enrollments
Report Management	HI Premium Benefit Specialist
Return To Work	RTW Specialist

Step 3

Click on the **Maintain Email Domains** button under the Employer Address Information section. For more information about email domains, hover your mouse above the “i” information icon.

Employer Address Information

Mailing Address

Address Line 1: 2222 Employer Ave
Address Line 2:
City: Phoenix
State: AZ
Zip: 00000
Zip Four:

Physical Address

Same as Mailing Address

Maintain Employer Address Maintain Email Domains ⓘ

Employer Administrators are responsible for adding email domains that are acceptable or have been approved by your employer. Most government and educational employers will have a domain that may end with .gov, .edu, or .org; however, there are other email domains. Please select "Maintain Email Domains" to add or remove.

Step 4

You will see a list of the currently accepted email domains for your employer. To add a new domain, click on the **Add a New Email Domain** button.

Employer Email Domain List

This is where you may add acceptable email domains to your approved domain list. If you only have one domain, you will not have access to remove it.

Email Domain	Action
gmail.com	Remove Domain
yahoo.com	Remove Domain

Step 5

Enter the domain name, which is the portion following the @ symbol. For example, if your email address is NewEmployee@newcity.gov, you would enter the domain name as “newcity.gov”. Click the **Add Email Domain** button, or **Cancel** to return to the list of email domains.

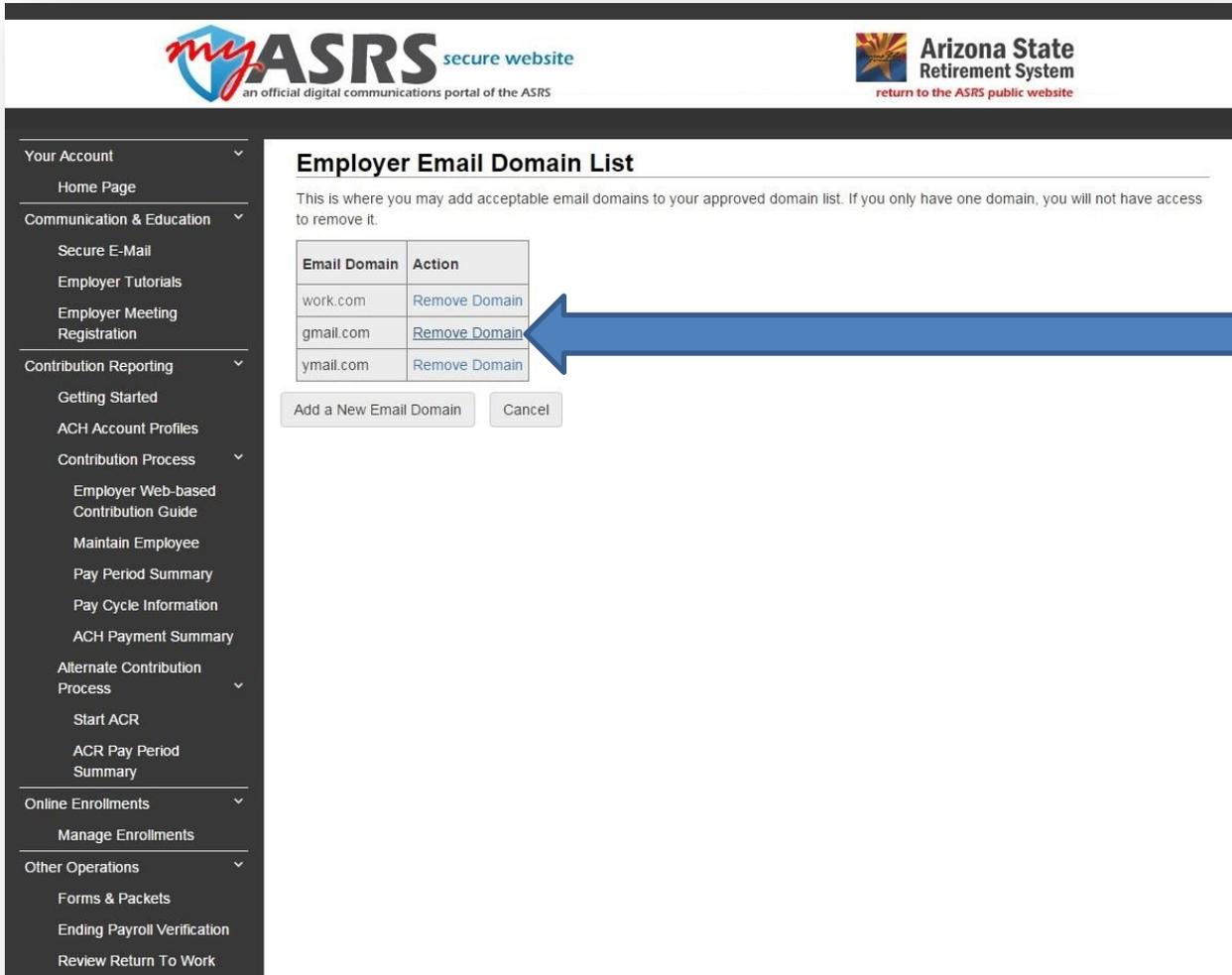
Employer: Add an Email Domain

When adding a domain you start after the "@" symbol. For example, newemployee@newcity.gov, would be entered as "newcity.gov".

Email Domain Name:

Step 6

To remove an email domain, from the Employer Email Domain List click the **Remove Domain** link to the right of the domain you wish to remove. Note that if you have only one domain listed, you will not be permitted to remove it before adding a second domain.



The screenshot shows the myASRS secure website interface. The header includes the myASRS logo and the Arizona State Retirement System logo. The left sidebar contains a navigation menu with categories like 'Your Account', 'Communication & Education', 'Contribution Reporting', 'Online Enrollments', and 'Other Operations'. The main content area is titled 'Employer Email Domain List' and contains a table with the following data:

Email Domain	Action
work.com	Remove Domain
gmail.com	Remove Domain
ymail.com	Remove Domain

Below the table are two buttons: 'Add a New Email Domain' and 'Cancel'. A blue arrow points to the 'Remove Domain' link for the 'gmail.com' domain.

You must click **Remove Email Domain** from the confirmation page in order to fully remove it. If you remove a domain which is still in use by a registered employer user for your employer, that user will be prompted to choose an approved email domain upon their next login.

Confirm Remove Email Domain

Are you sure you would like to remove the Email Domain gmail.com? Once the email domain has been removed it will no longer be on the approved email domain list. It may be added again.

If a web user is set up with an email domain that has been removed, then the next time the web user logs in they will be prompted to choose an approved email domain.

Remove Email Domain

Cancel



Section 10:

**Accessing the
Employer User Activity
Report**

EMPLOYER ADMINISTRATOR FUNCTION: *Viewing Employer User Activity Report*

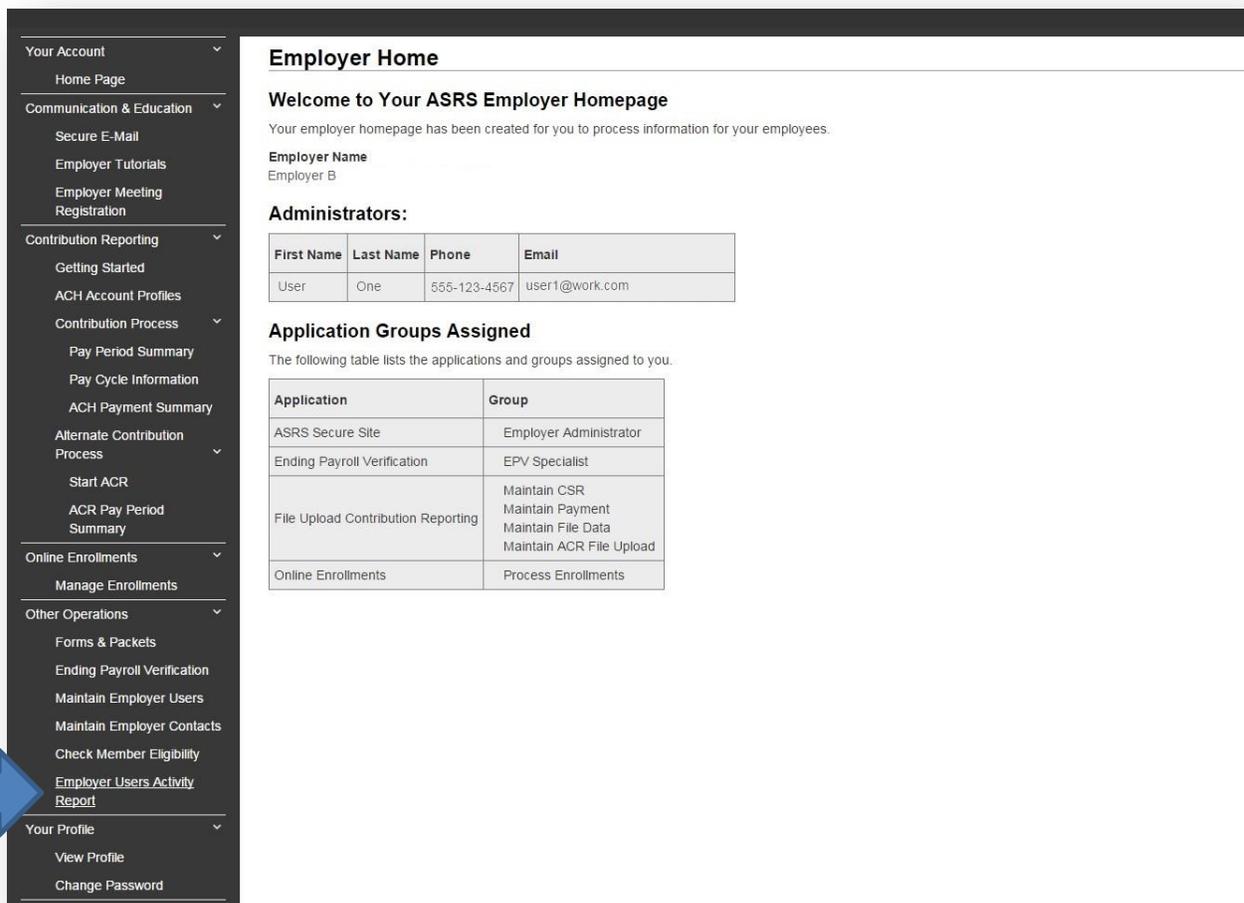
Each Employer Administrator can view all actions by employer users that have occurred over the last 60 days.

Step 1

Login to the ASRS Secure Employer Website.

Step 2

From your **Employer Home** page, select **Employer Users Activity Report** from the left navigation menu under **Other Operations**.



The screenshot shows the ASRS Employer Home page. On the left is a dark navigation menu with several categories: 'Your Account', 'Communication & Education', 'Contribution Reporting', 'Online Enrollments', 'Other Operations', and 'Your Profile'. A blue arrow points to the 'Employer Users Activity Report' link under the 'Other Operations' category. The main content area is titled 'Employer Home' and includes a welcome message, employer name (Employer B), a table of administrators, and a table of application groups assigned to the user.

Employer Home

Welcome to Your ASRS Employer Homepage

Your employer homepage has been created for you to process information for your employees.

Employer Name
Employer B

Administrators:

First Name	Last Name	Phone	Email
User	One	555-123-4567	user1@work.com

Application Groups Assigned

The following table lists the applications and groups assigned to you.

Application	Group
ASRS Secure Site	Employer Administrator
Ending Payroll Verification	EPV Specialist
File Upload Contribution Reporting	Maintain CSR Maintain Payment Maintain File Data Maintain ACR File Upload
Online Enrollments	Process Enrollments

Step 3

You will see a listing of each action that has occurred, when that action was taken, which user performed that action, and a summary of the details associated with that action.

- Your Account ▾
 - Home Page
- Communication & Education ▾
 - Secure E-Mail
 - Employer Tutorials
 - Employer Meeting Registration
- Contribution Reporting ▾
 - Getting Started
 - ACH Account Profiles
 - Contribution Process ▾
 - Pay Period Summary
 - Pay Cycle Information
 - ACH Payment Summary
 - Alternate Contribution Process ▾
 - Start ACR
 - ACR Pay Period Summary
- Online Enrollments ▾
 - Manage Enrollments
- Other Operations ▾
 - Forms & Packets
 - Ending Payroll Verification
 - Maintain Employer Users
 - Maintain Employer Contacts
 - Check Member Eligibility
 - Employer Users Activity Report
- Your Profile ▾
 - View Profile
 - Change Password
- Log Out

Employer User Activity Report

This report shows the past 60 days of employer user activity.

Date	Action	User	Summary
10/26/2015 19:02:47	ACR	User 30	ACR submitted for PPE 12/30/2013
10/20/2015 18:23:48	ACR	User 31	ACR submitted for PPE 12/30/2013
10/08/2015 12:49:41	Ending Payroll Verification	User 32	Ending Payroll Verification submitted
10/07/2015 09:24:48	Online Enrollment	User 33	Online Enrollment submitted
10/06/2015 15:25:11	ACR	User 34	ACR submitted for PPE 09/25/2015
10/06/2015 15:22:20	ACR	User 35	ACR submitted for PPE 09/26/2015
10/06/2015 15:14:35	Contribution Summary Report	User 36	Contribution file uploaded for PPE 09/26/2015
10/06/2015 15:14:22	Contribution Summary Report	User 37	Contribution file uploaded for PPE 09/26/2015
10/06/2015 15:13:47	Contribution Summary Report	User 38	Payment Authorized for
10/06/2015 15:13:39	Contribution Summary Report	User 39	Payment Created / updated for
10/06/2015 15:13:13	Contribution Summary Report	User 40	Payment Created / updated for
10/06/2015 15:12:25	Contribution Summary Report	User 41	CSR submitted for PPE 09/26/2015
10/06/2015 11:09:32	HI Report	User 42	Report Viewed
10/06/2015 11:09:24	HI Report	User 43	Report Viewed
10/06/2015 09:19:34	HI Report	User 44	Report Viewed
10/05/2015 08:52:46	Ending Payroll Verification	User 45	Ending Payroll Verification submitted
10/05/2015 08:09:40	Return to Work	User 46	Return to Work submitted
10/05/2015 08:09:13	Return to Work	User 47	Return to Work submitted
10/02/2015 12:08:23	Online Enrollment	User 48	Online Enrollment submitted
10/02/2015 12:07:08	Ending Payroll Verification	User 49	Ending Payroll Verification submitted
10/02/2015 12:02:42	Ending Payroll Verification	User 50	Ending Payroll Verification submitted
10/01/2015 08:52:29	Online Enrollment	User 51	Online Enrollment submitted
10/01/2015 08:51:31	Ending Payroll Verification	User 52	Ending Payroll Verification submitted
10/01/2015 08:50:47	Ending Payroll Verification	User 53	Ending Payroll Verification submitted
10/01/2015 08:46:02	Ending Payroll Verification	User 54	Ending Payroll Verification submitted
10/01/2015 08:43:56	Ending Payroll Verification	User 55	Ending Payroll Verification submitted
09/30/2015 15:36:44	Online Enrollment	User 56	Online Enrollment submitted