



Employer Administrator Registration

Employer User Guide



2014

Section One:

An Overview of ASRS Employer Administrator Roles

**ASRS Employer
Web User Organization
AzASRS.gov**



ASRS Employer Relations

ASRS Employer Relations
Creates or Assigns Employer Administrator
Notifies Employer Administrator to Register



Employer Administrator

Employer Administrator
Creates or Deactivates Employer Users
Assigns or Removes Application Manager Roles



Application Manager

Employer Application Manager
Creates Employer Users
Assigns or Removes Application Processing Roles



Application Specialists

Employer Application Specialist/Processor
Manages Application Functions



Web Users

Employer Web User
No Application Roles
Accesses Secure Email, Forms & Packets
Receives Communications from Employer Relations

ASRS Employer Online Applications: *Roles*

EMPLOYER ADMINISTRATOR

An authorized Approver must designate an individual to act as the Employer Administrator for ASRS online applications. Only one Employer Administrator per employer is permitted at any time.

The Employer Administrator's responsibilities include:

- Act as the primary employer contact for the ASRS for access to online applications
- Register an employer account
- Assign and revoke the Application Manager roles
- View all users' information and roles
- Maintain, when necessary, user accounts:
 - Create a Web User account
 - Activate/deactivate a Web User account
 - Unlock a Web User account
 - Reissue a temporary password
- Other roles as required

APPLICATION MANAGER

The ASRS has two online applications – Online Contribution Reporting and Online Enrollment. Each of these applications may have only one Application Manager for that application at any time. Each Application Manager will have access only to their application-specific processes.

Each Application Manager's responsibilities include:

- Assign, maintain and revoke Application Specialist roles
- View all users' information and roles
- Maintain user accounts:
 - Create a Web User account
 - Activate/deactivate a Web User account
 - Unlock a Web User account
 - Reissue a temporary password
- Other roles as required

APPLICATION SPECIALIST

The Application Specialist is assigned certain roles by an Application Manager. The roles and functions are specific to the application to which the Application Specialist is assigned. For example, an Online Contribution Reporting Application Specialist may have a role to “Maintain a CSR” or “Maintain Payment;” an Online Enrollment Application Specialist may “Reissue a Region Code” or “Manage Enrollment Exceptions.” An application may have an unlimited number of Application Specialists.

Each Application Specialist's responsibilities include:

- Perform application-specific functions and/or roles
- Maintain and update own user profile
- May have multiple roles

WEB USER

An Employer Administrator or Application Manager must create a Web User before they can assign a role. An employer may have an unlimited number of Web Users.

Each Web User's responsibilities include:

- Maintain and update own user profile
- View and download ASRS forms
- May be assigned roles (not required)

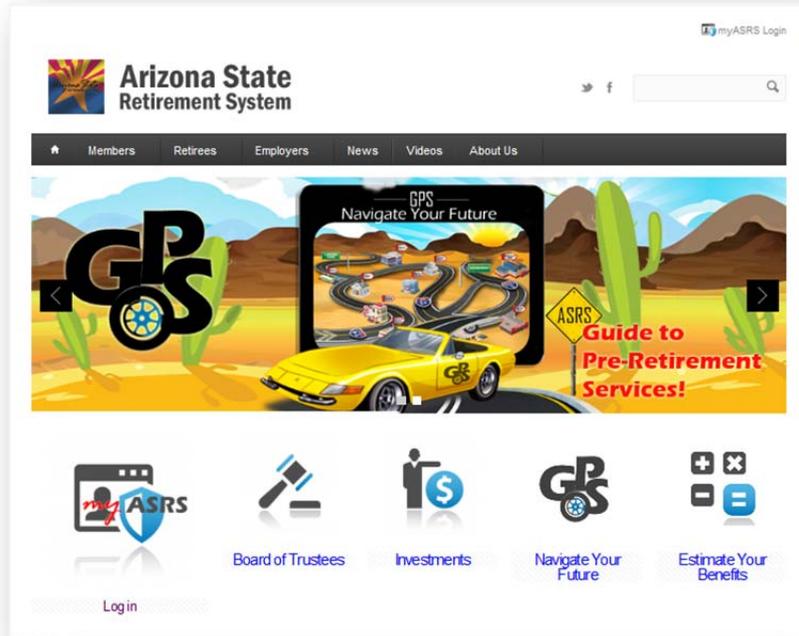
Section Two:

Registering as an Employer Administrator

Registering as an Employer Administrator

Step 1

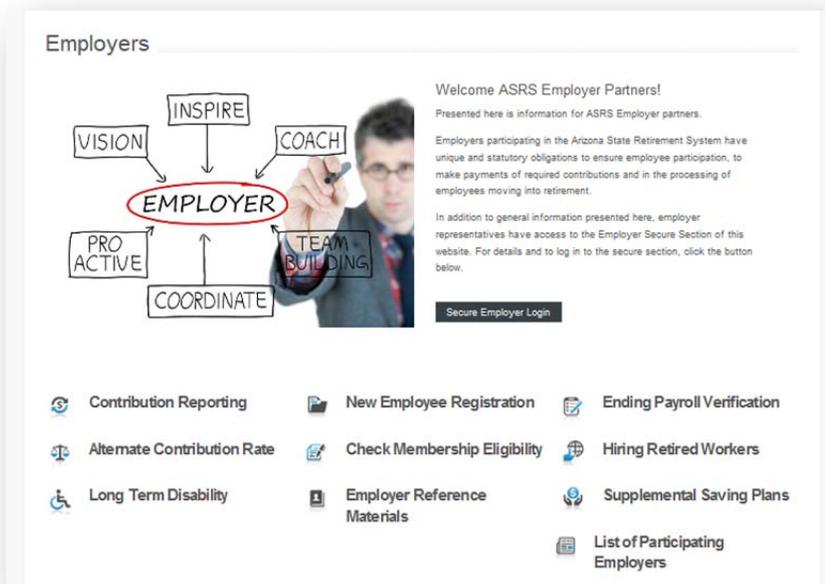
Go to the ASRS website (**AzASRS.gov**). On the black navigation bar, click Employers.



Step 2

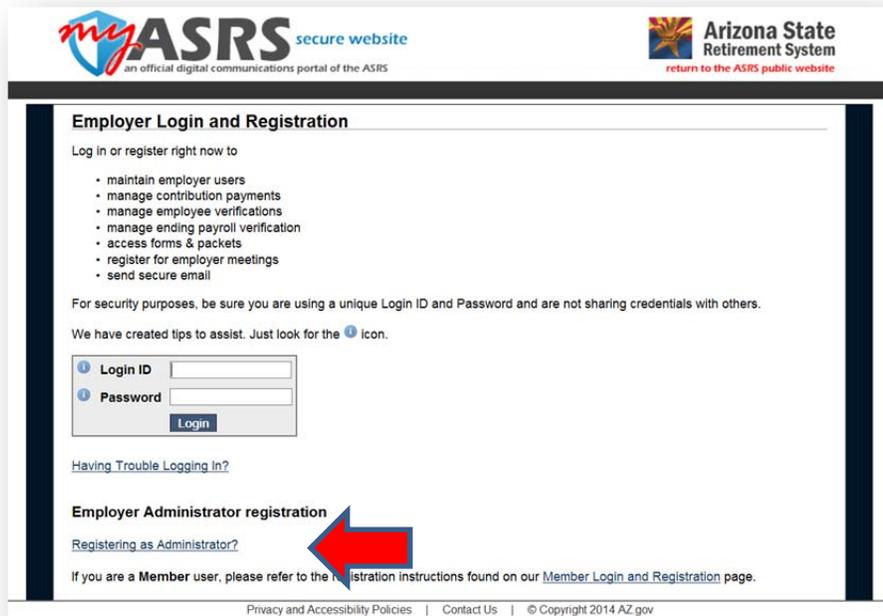
From the Employers page, click the button labeled

Secure Employer Login



Step 3

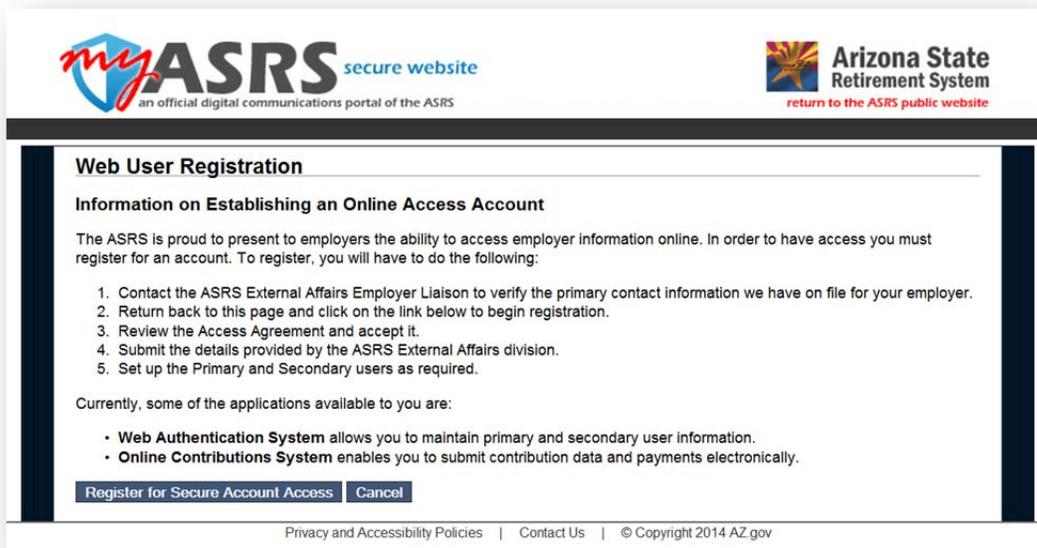
On the Employer Login and Registration page, click “**Registering As an Administrator?**”



Step 4

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

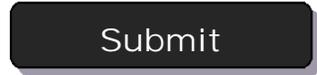
Register for Secure Account Access



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.

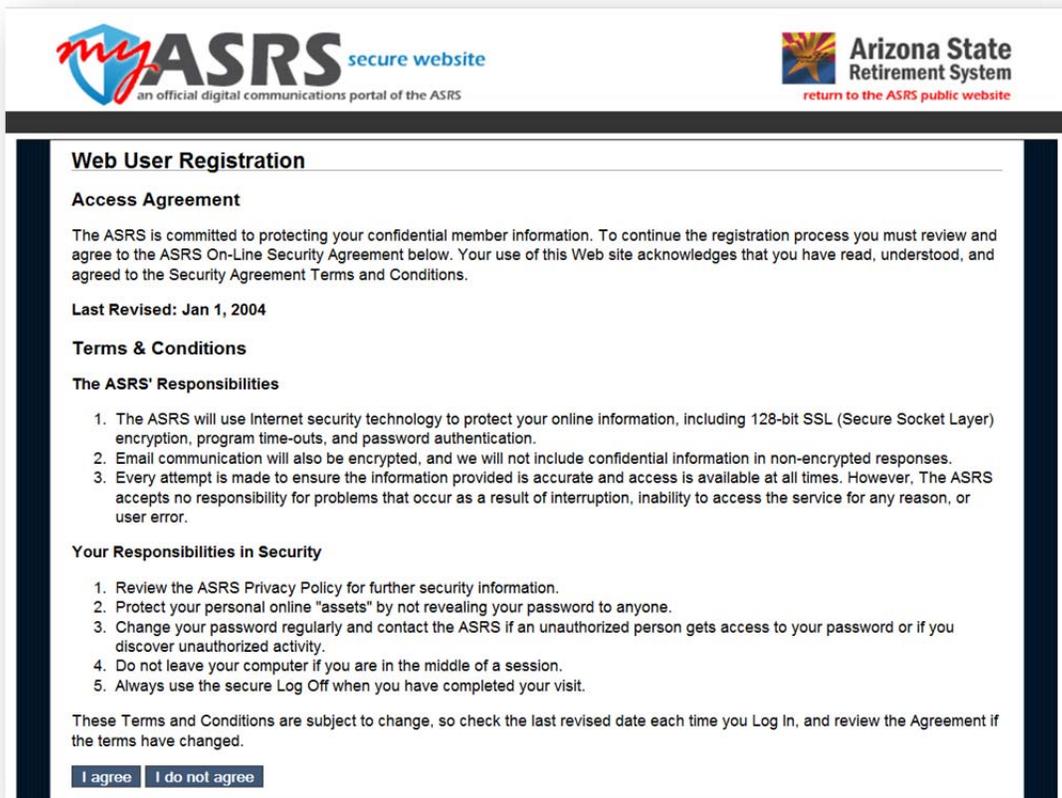
When finished reviewing your information, click the button labeled:



Step 6

Read the Web User Registration Access Agreement.

When finished reading, click the button labeled:



The screenshot shows the "myASRS secure website" interface. The header includes the "myASRS" logo (with "an official digital communications portal of the ASRS" below it) and the "Arizona State Retirement System" logo (with "return to the ASRS public website" below it). The main content area is titled "Web User Registration" and contains the following sections:

- Access Agreement**

The ASRS is committed to protecting your confidential member information. To continue the registration process you must review and agree to the ASRS On-Line Security Agreement below. Your use of this Web site acknowledges that you have read, understood, and agreed to the Security Agreement Terms and Conditions.

Last Revised: Jan 1, 2004
- Terms & Conditions**

The ASRS' Responsibilities

 1. The ASRS will use Internet security technology to protect your online information, including 128-bit SSL (Secure Socket Layer) encryption, program time-outs, and password authentication.
 2. Email communication will also be encrypted, and we will not include confidential information in non-encrypted responses.
 3. Every attempt is made to ensure the information provided is accurate and access is available at all times. However, The ASRS accepts no responsibility for problems that occur as a result of interruption, inability to access the service for any reason, or user error.

Your Responsibilities in Security

 1. Review the ASRS Privacy Policy for further security information.
 2. Protect your personal online "assets" by not revealing your password to anyone.
 3. Change your password regularly and contact the ASRS if an unauthorized person gets access to your password or if you discover unauthorized activity.
 4. Do not leave your computer if you are in the middle of a session.
 5. Always use the secure Log Off when you have completed your visit.

These Terms and Conditions are subject to change, so check the last revised date each time you Log In, and review the Agreement if the terms have changed.

At the bottom of the page, there are two buttons: "I agree" and "I do not agree".

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 'Web User Registration' page on the myASRS secure website. The page header includes the myASRS logo and the Arizona State Retirement System logo. The main content area is titled 'Web User Registration' and 'Additional Information Entry'. It contains a form with the following fields: Login ID (Testadmin), Password (masked with dots), Confirm Password (masked with dots), Title (Test Administrator), and Phone Number (602) 240 - 2000 Ext. Below the form are 'Submit' and 'Cancel' buttons. A note below the form states: 'Please make note of your Login ID. You will need it to have access to the website.' The 'Definitions' section lists two points: 'The Login ID provided must be unique across all users of the ASRS website. This includes both employers and members.' and 'Please make note of your Login ID. You will need it to have access to the website.'

This confirmation screen will appear to let you know the page has been submitted successfully:

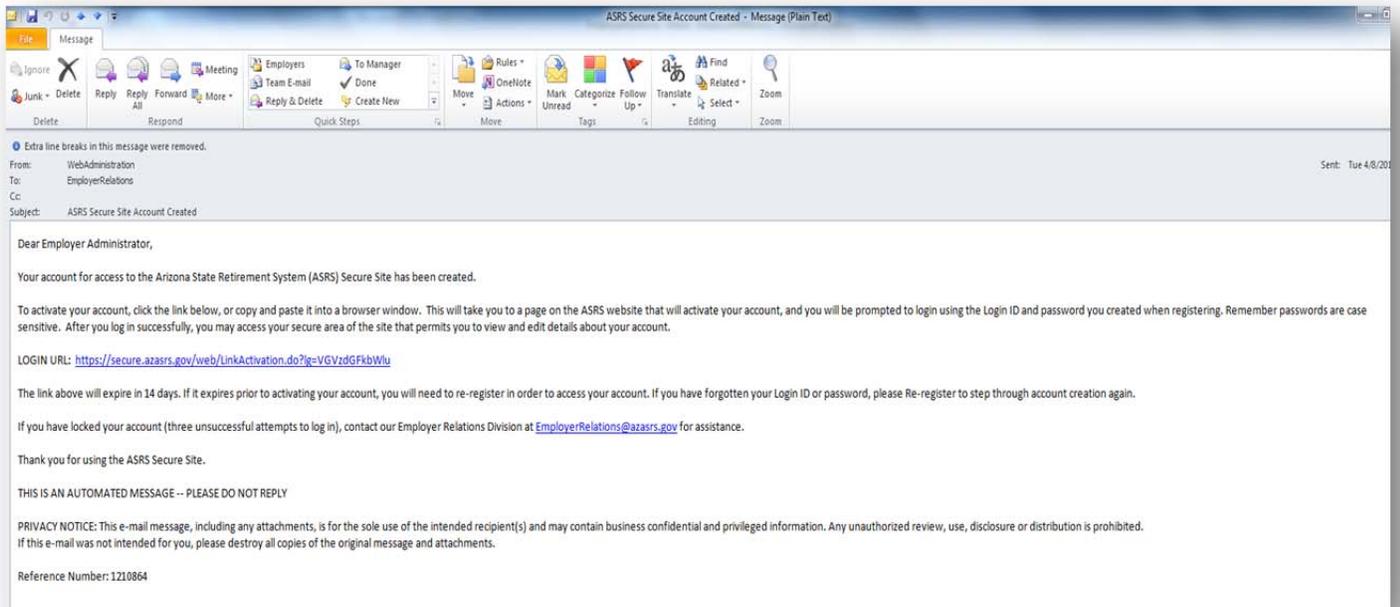
The screenshot shows the 'Email Notification' page on the myASRS secure website. The page header includes the myASRS logo and the Arizona State Retirement System logo. The main content area is titled 'Email Notification' and 'Congratulations!'. It contains the following text: 'An email has been sent to the address you provided containing a link for you to use to complete your registration with the ASRS web site.' and '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.' Below the text is a link: 'Return to the ASRS Home Page'. The footer contains the text: 'Privacy and Accessibility Policies | Contact Us | © Copyright 2014 AZ.gov'.

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 Web Login and Password to log into the Employer web page for the first time.



Section Three:

Employer Administrator Role

Employer Administrator Role (3 functions)

EMPLOYER ADMINISTRATOR FUNCTION #1: *Create Web User*

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 User ID and password.

Click

Step 4

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

Step 5

At the bottom of the **Maintain Employer Users** page, click

Step 6

Enter the new user information in the form fields on the **Add New Employer Users** page and click

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.

NOTES:

1. The ASRS ID is something that you create for the person (they can later change it). The ASRS ID can be up to 32 characters and may contain letters, numbers and most punctuation.
2. The ASRS ID is not included in the email with the temporary password. You will need to inform the person of the ASRS ID you created so that they can use that ID and the temporary password to login to the secure website.
3. To create a web user only, do not complete anything under Available Roles.
4. At the same time you create a web user, you may assign to them an Application Manager role, if available.