



ARIZONA STATE  
RETIREMENT SYSTEM

Your investment.  
Your future.  
Secure for your lifetime.

## Employer User Guide

# Secure Employer Website Administrator



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# 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. To become an ASRS Secure Employer Website Administrator, also referred to as an Employer Administrator, you must first be authorized either by an existing Employer Administrator at your organization or by completing an **ASRS Employer Administrator Initial Authorization and Designation Form**. We strongly encourage every organization to have at least two authorized Employer Administrators.

As the Employer Administrator for your organization, 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:

- Preventing employer users from sharing Login IDs and passwords by ensuring each user has their own unique Login ID and password.
- Deactivating employer users when they are no longer authorized to access the site.
- 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 contacts
- Maintaining employer addresses
- Maintaining authorized email addresses
- Accessing the activity report

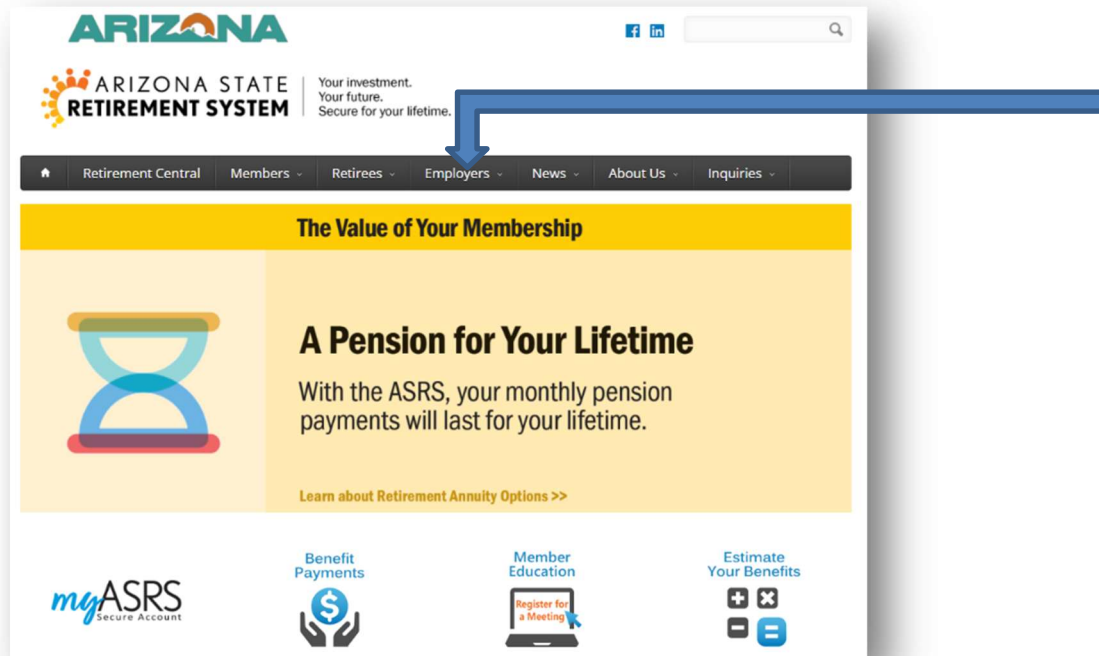
*Section 1:*

**Registering as an  
Employer Administrator**

# Registering as an Employer Administrator

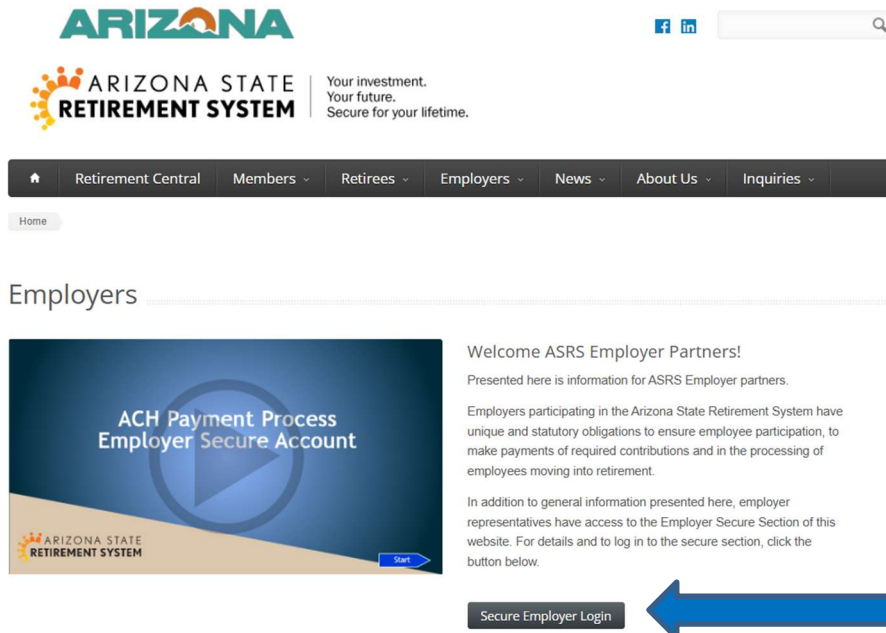
## Step 1

Go to the ASRS website ([AzASRS.gov](http://AzASRS.gov)). On the black navigation bar, click **Employers**.



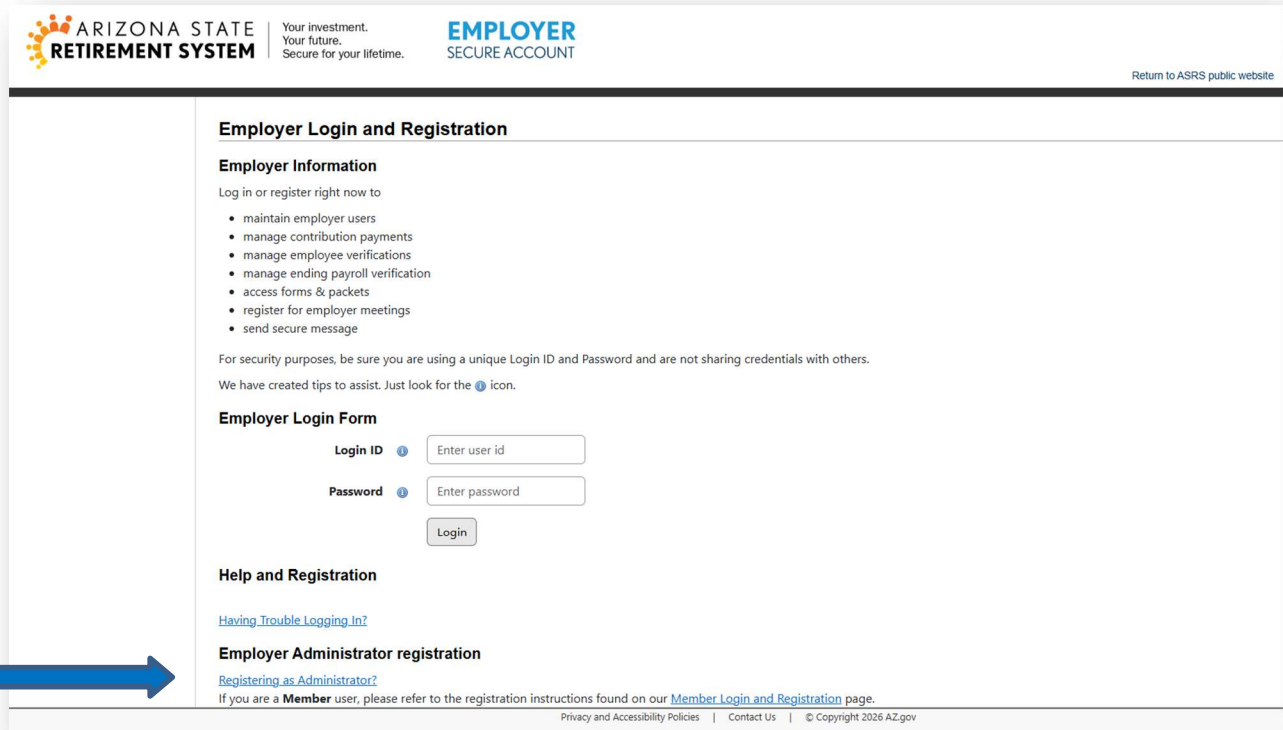
## Step 2

From the **Employers** page, click the button labeled **Secure Employer Login**.



## Step 3

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




ARIZONA STATE RETIREMENT SYSTEM | Your investment. Your future. Secure for your lifetime. EMPLOYER SECURE ACCOUNT | Return to ASRS public website

### Employer Login and Registration


#### Employer Information


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 message

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.

#### Employer Login Form

Login ID 

Password 

#### Help and Registration

[Having Trouble Logging In?](#)

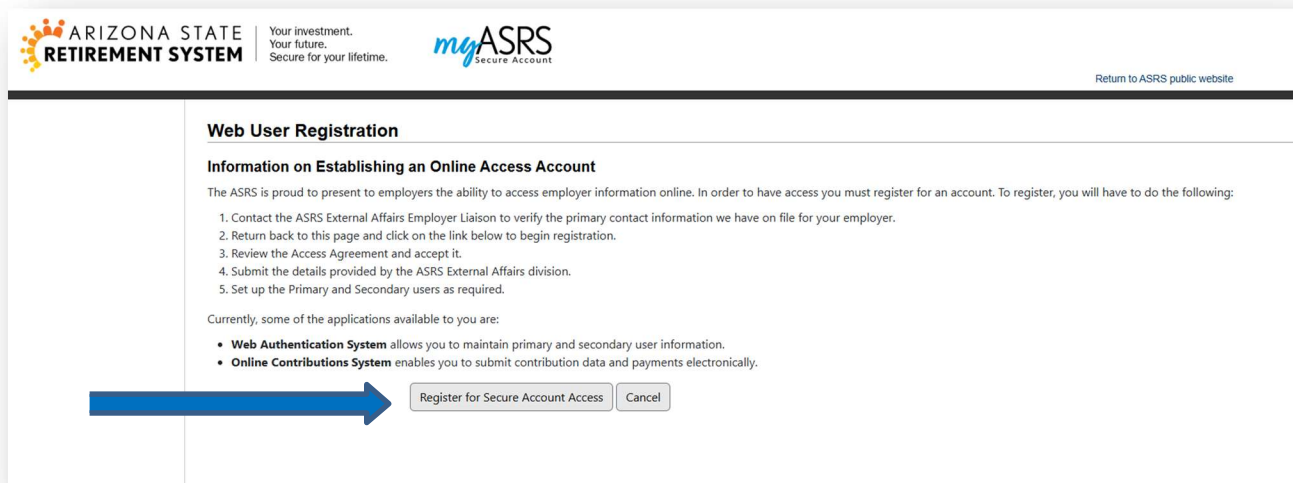
#### Employer Administrator registration

[Registering as Administrator?](#)  
If you are a **Member** user, please refer to the registration instructions found on our [Member Login and Registration](#) page.

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## Step 4

On the **Web User Registration** page, click on the button labeled **Register for Secure Account**.



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### Web User Registration

#### Information on Establishing an Online Access Account

The ASRS is proud to present to employers the ability to access employer information online. In order to have access you must register for an account. To register, you will have to do the following:

1. Contact the ASRS External Affairs Employer Liaison to verify the primary contact information we have on file for your employer.
2. Return back to this page and click on the link below to begin registration.
3. Review the Access Agreement and accept it.
4. Submit the details provided by the ASRS External Affairs division.
5. Set up the Primary and Secondary users as required.

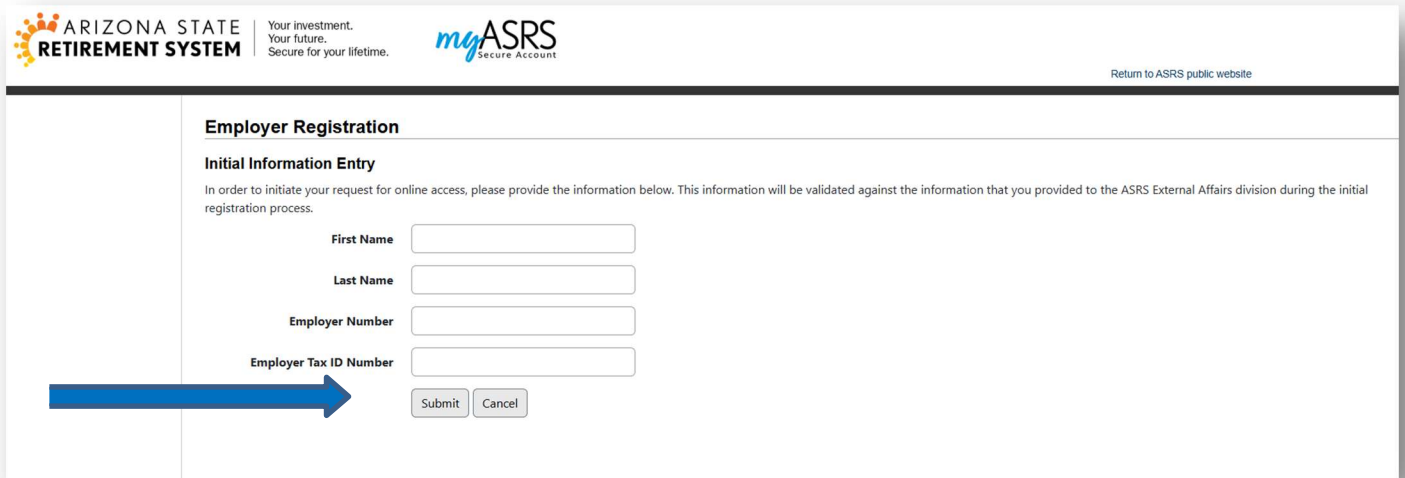
Currently, some of the applications available to you are:

- **Web Authentication System** allows you to maintain primary and secondary user information.
- **Online Contributions System** enables you to submit contribution data and payments electronically.

## 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 you have finished reviewing your information, click the button labeled **Submit**.



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### Employer Registration

#### Initial Information Entry

In order to initiate your request for online access, please provide the information below. This information will be validated against the information that you provided to the ASRS External Affairs division during the initial registration process.

First Name

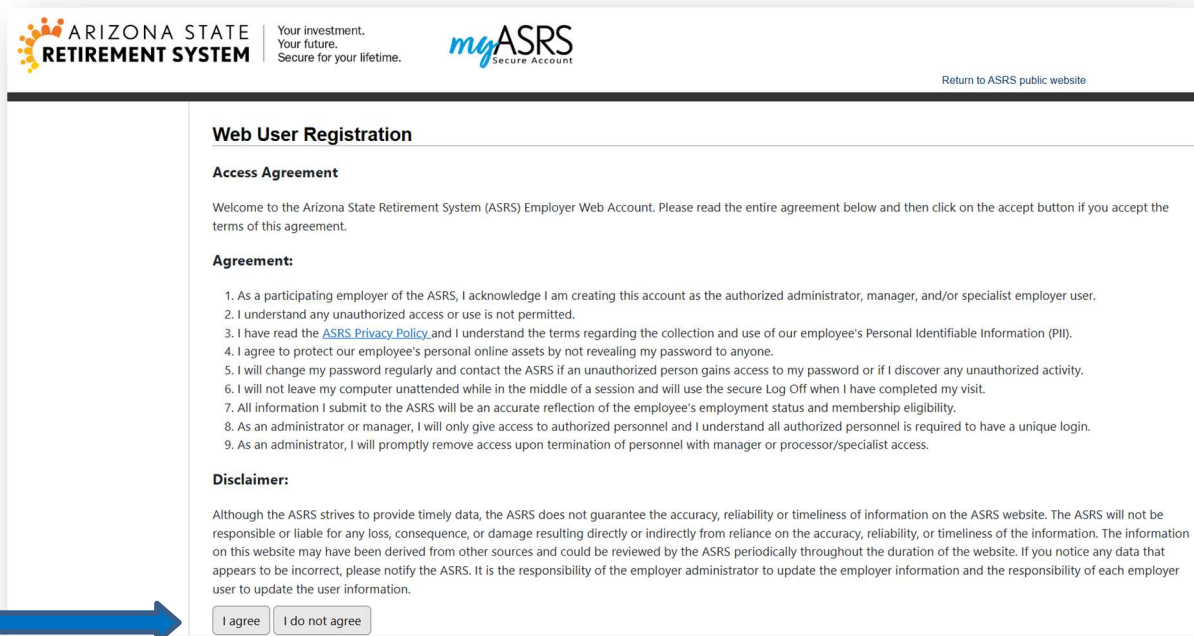
Last Name

Employer Number

Employer Tax ID Number

## Step 6

Read the **Web User Registration Access Agreement**. When finished reading, click the button labeled **I agree**.



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### Web User Registration

#### Access Agreement

Welcome to the Arizona State Retirement System (ASRS) Employer Web Account. Please read the entire agreement below and then click on the accept button if you accept the terms of this agreement.

**Agreement:**

1. As a participating employer of the ASRS, I acknowledge I am creating this account as the authorized administrator, manager, and/or specialist employer user.
2. I understand any unauthorized access or use is not permitted.
3. I have read the [ASRS Privacy Policy](#) and I understand the terms regarding the collection and use of our employee's Personal Identifiable Information (PII).
4. I agree to protect our employee's personal online assets by not revealing my password to anyone.
5. I will change my password regularly and contact the ASRS if an unauthorized person gains access to my password or if I discover any unauthorized activity.
6. I will not leave my computer unattended while in the middle of a session and will use the secure Log Off when I have completed my visit.
7. All information I submit to the ASRS will be an accurate reflection of the employee's employment status and membership eligibility.
8. As an administrator or manager, I will only give access to authorized personnel and I understand all authorized personnel is required to have a unique login.
9. As an administrator, I will promptly remove access upon termination of personnel with manager or processor/specialist access.

**Disclaimer:**

Although the ASRS strives to provide timely data, the ASRS does not guarantee the accuracy, reliability or timeliness of information on the ASRS website. The ASRS will not be responsible or liable for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information. The information on this website may have been derived from other sources and could be reviewed by the ASRS periodically throughout the duration of the website. If you notice any data that appears to be incorrect, please notify the ASRS. It is the responsibility of the employer administrator to update the employer information and the responsibility of each employer user to update the user information.

## Web User Registration

### Information on Establishing an Online Access Account

The ASRS is proud to present to employers the ability to access employer information online. In order to have access you must register for an account. To register, you will have to do the following:

1. Contact the ASRS External Affairs Employer Liaison to verify the primary contact information we have on file for your employer.
2. Return back to this page and click on the link below to begin registration.
3. Review the Access Agreement and accept it.
4. Submit the details provided by the ASRS External Affairs division.
5. Set up the Primary and Secondary users as required.

Currently, some of the applications available to you are:

- **Web Authentication System** allows you to maintain primary and secondary user information.
- **Online Contributions System** enables you to submit contribution data and payments electronically.

[Register for Secure Account Access](#)

[Cancel](#)

## 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**.

## Web User Registration

### Additional Information Entry

The information requested below is required to complete your online registration. Select Continue when completed.

New login and password requirements have been put into effect recently. Please refer to the [i](#) icon for tips and instructions.

[i](#) Login ID

[i](#) Password

Confirm Password

Your Password MUST contain:

- Between 8 and 20 characters
- At least one upper AND one lower case letter
- One number OR special character !"#%&'()\*+,-./:;<=>?@[ \^\_`{|}~

And it CANNOT:

- Be the same as your login ID

Email Address  @

Retype Email Address  @

Title

Phone Number (  )  -  Ext

[Submit](#)

[Cancel](#)

Please make note of your Login ID. You will need it to have access to the website.

### Definitions

- The Login ID provided must be unique across all users of the ASRS website. This includes both employers and members.
- Please make note of your Login ID. You will need it to have access to the website.

## 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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[Return to ASRS public website](#)

### Secure Account Registration in progress

#### Almost Complete!

For security reasons, your email address must be validated. You cannot login to your secure account without this last step.

**Click on the link** we just sent to your email address (on file with the ASRS). Once you click, a new browser will open to the ASRS website. You will be prompted to enter your Login ID and the password you selected.

- Allow up to 15 minutes to receive the email.
- It will arrive from WebAdministration.
- Be sure to check your Junk Mail.

Thank you.

Return to [Return to Login Page](#)

### 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.azsrs.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@azsrs.gov](mailto:EmployerRelations@azsrs.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

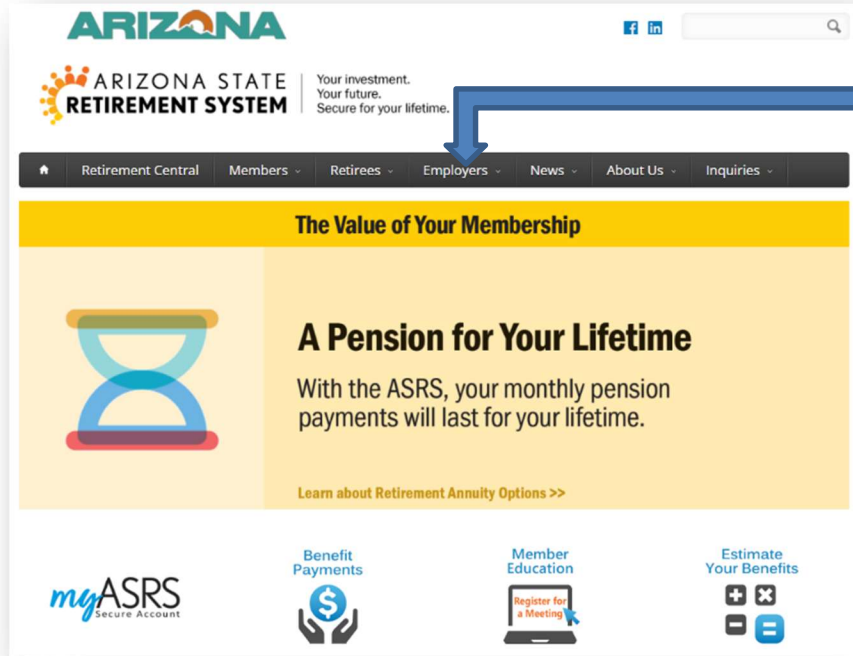
*Section 2:*

**Adding Employer Users**

# Adding Employer Users

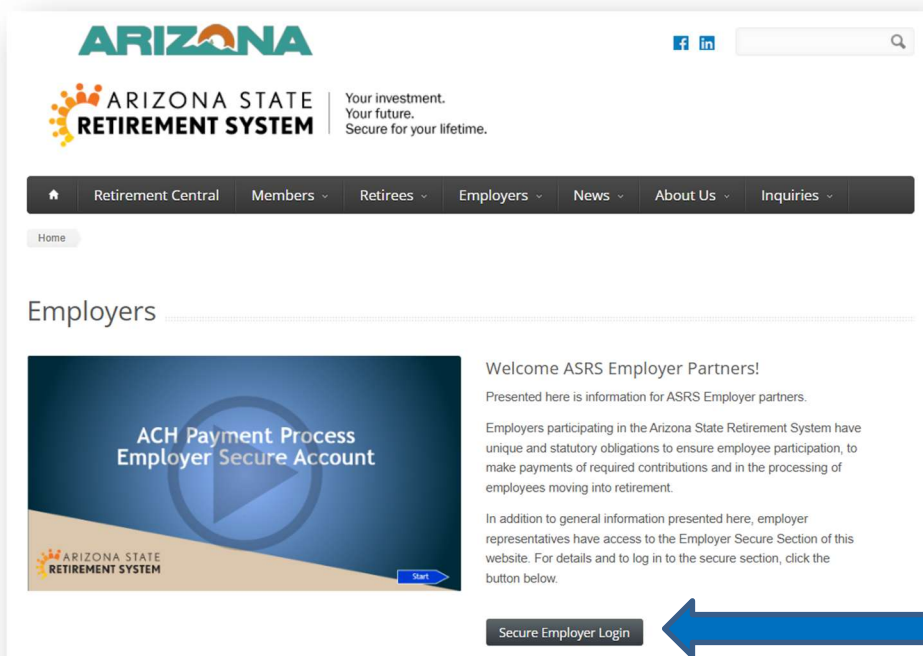
## Step 1

Go to the ASRS website ([AzASRS.gov](http://AzASRS.gov)). On the black navigation bar, click **Employers**.



## Step 2

From the **Employers** page, click the button labeled **Secure Employer Login**.





## Step 5

At the bottom of the **Maintain Employer Users** page, click the button labeled **Add New Employer User**

### Maintain Employer Users

Live Chat

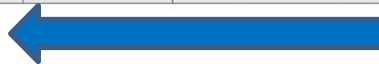
The following table contains the list of users for your employer. You may "Add a New Employer User" at the bottom of this page. You may deactivate or modify application group(s) for individual users by selecting their Login ID.

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

#### Data table

Login ID	First Name	Last Name	Status	Application / Group
<a href="#">User 48</a>	Ned	Flanders	Registered	File Upload Contribution Reporting Maintain Payment Maintain ACR File Upload
<a href="#">User 53</a>	Homer	Simpson	Registered	Long Term Disability LTD Associate
<a href="#">User 61</a>	Patty	Bouvier	Registered	Ending Payroll Verification EPV Specialist File Upload Contribution Reporting PDA and Term Pay Specialist
<a href="#">User 23</a>	Phillip	Fry	Registered	Ending Payroll Verification EPV Specialist File Upload Contribution Reporting PDA and Term Pay Specialist
<a href="#">User 11</a>	Marge	Simpson	De-Activated - 10/06/2025	
<a href="#">User 9</a>	Seymore	Skinner	De-Activated - 12/09/2025	
<a href="#">User 3</a>	Troy	McClure	De-Activated - 12/09/2025	
<a href="#">User 8</a>	Clancy	Wiggum	De-Activated - 10/04/2025	

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.

### 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

@

Select a Email Domain ▾

Retype Email Address

@

Select a Email Domain ▾

 Login ID

Phone Number

Ext

#### Application Groups

##### *ACH Miscellaneous Payments*

- View ACH information
- Maintain ACH information

##### *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
- PDA and Term Pay Specialist

##### *Long Term Disability*

- LTD Associate
- LTD Signer Only

##### *Online Enrollments*

- Process Enrollments

##### *Report Management*

- HI Premium Benefit Specialist

##### *Return To Work*

- RTW Specialist

##### *Service Verification*

- CNW and Military Call Up Specialist
- Leave of Absence Specialist

#### Note:

A web user can be assigned the role of either an **LTD Associate** or an **LTD Signer**, but not both.

Both roles have access to and can sign the LTD packets, discuss claims with Broadspire by phone and email and submit LTD documents to Broadspire by secure messaging but only the **LTD Associate**:

- Can login to Broadspire 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

## Step 7

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

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 and Executive contacts, manage employer addresses and email address domains, and view recent activity of these changes.

**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.

**Online Contribution Reporting** will display the name, social security number, status, salary, contributions, service purchase deductions, 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.

**PDA and Term Pay Specialist** will receive direct messages that include either a member's Payroll Deduction Authorization or an Authorization for Termination Payment service purchase form that has to be implemented.

**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.

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

**Return to Work** 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.

**CNW and Military Call Up** will have access to request and view the status of a CNW and/or Military Call Up request.

**Leave of Absence** will display the name, social security number, and certain employment dates and require response for members requesting to purchase an unpaid leave of absence.

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

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.

### New Employer User Created

Live Chat

#### User Creation Success

An email has been sent to NewTestUser@██████████ with further instructions on how to finish setting up the account. The new user will need to know the following data associated with the account: First Name, Last Name, email address, phone number and Login ID.

[Return to Maintain Employer Users](#)

<a href="#">NewTestUser</a>	New	User	Pending	<i>ACH Miscellaneous Payments</i> View ACH information <i>Ending Payroll Verification</i> EPV Specialist <i>Long Term Disability</i> LTD Associate <i>Return To Work</i> RTW Specialist
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**NOTES:**

1. When creating web user accounts, please use your employee's legal names. Do not use nicknames.
2. Each web user must have a unique email address and Login ID. Any discovery of shared credentials will result in automatic deactivation of the account.
3. Make a note of the contact information entered to create the user account and provide that information to the user. To be able to unlock their account and reset their password the user must be able to enter their information exactly as it was entered in our system.
4. 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.
5. 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.
6. 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 Employer Home page. At the top left is the ARIZONA STATE RETIREMENT SYSTEM logo with the tagline "Your investment. Your future. Secure for your lifetime." To the right is the EMPLOYER SECURE ACCOUNT logo. A "Return to ASRS public website" link is in the top right. A "Live Chat" button is in the top right corner. The left navigation menu is expanded, showing "Maintain Employer Users" highlighted with a blue arrow. The main content area displays "Employer Home" with a welcome message and a notification of 2 unread messages. Below this, the "Employer Name" is "ASRS Test Employer" and the "Administrators" section contains a "Data table" with columns for "Email" and other details.

Data table			Email
ASRS Test Employer	ASRS Test Employer	ASRS Test Employer	ASRS Test Employer
ASRS Test Employer	ASRS Test Employer	ASRS Test Employer	ASRS Test Employer
ASRS Test Employer	ASRS Test Employer	ASRS Test Employer	ASRS Test Employer
ASRS Test Employer	ASRS Test Employer	ASRS Test Employer	ASRS Test Employer
ASRS Test Employer	ASRS Test Employer	ASRS Test Employer	ASRS Test Employer
ASRS Test Employer	ASRS Test Employer	ASRS Test Employer	ASRS Test Employer
ASRS Test Employer	ASRS Test Employer	ASRS Test Employer	ASRS Test Employer
ASRS Test Employer	ASRS Test Employer	ASRS Test Employer	ASRS Test Employer
ASRS Test Employer	ASRS Test Employer	ASRS Test Employer	ASRS Test Employer

### 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.

### 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@email.com
Phone Number	520-555-5555
Status	Registered

**Application Groups**

- ACH Miscellaneous Payments
  - View ACH information
  - Maintain ACH information
- 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
  - PDA and Term Pay Specialist
- Long Term Disability
  - LTD Associate



## Step 5

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

**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.

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 and Executive contacts, manage employer addresses and email address domains, and view recent activity of these changes.

**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.

**Online Contribution Reporting** will display the name, social security number, status, salary, contributions, service purchase deductions, 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.

**PDA and Term Pay Specialist** will receive direct messages that include either a member's Payroll Deduction Authorization or an Authorization for Termination Payment service purchase form that has to be implemented.

**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.

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

**Return to Work** 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.

**CNW and Military Call Up** will have access to request and view the status of a CNW and/or Military Call Up request.

**Leave of Absence** will display the name, social security number, and certain employment dates and require response for members requesting to purchase an unpaid leave of absence.

**ACH Miscellaneous Payments** This feature allows authorized users to make ACH payments for Employer payments to ASRS. Certain payment types will require an SSN and/or back-up document upload.

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

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.

The screenshot shows the ASRS Employer Home page. At the top left is the Arizona State Retirement System logo with the tagline "Your investment. Your future. Secure for your lifetime." To the right is the "EMPLOYER SECURE ACCOUNT" header. A "Return to ASRS public website" link is in the top right. A "Live Chat" button is in the top right corner. The left navigation menu is expanded, showing options like "Your Account", "Communication & Education", "Contribution Reporting", "Online Enrollments", "Premium Benefit", "Other Operations", "Your Profile", and "Log Out". The "Other Operations" section is further expanded to show "Leave of Absence", "Forms & Packets", "Ending Payroll Verification", "Review Return To Work Forms", "Maintain Employer Users", "Maintain Employer Contacts", "Check Member Eligibility", and "Employer Users Activity Report". A blue arrow points to "Maintain Employer Users". The main content area displays "Employer Home" and "Welcome to Your ASRS Employer Homepage". It includes a message about unread messages and an "Administrators:" section. Below that is a "Data table" with a header row containing "Email" and several data rows with blurred content.

### 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
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

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.

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 and Executive contacts, manage employer addresses and email address domains, and view recent activity of these changes.

**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.

**Online Contribution Reporting** will display the name, social security number, status, salary, contributions, service purchase deductions, 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.

**PDA and Term Pay Specialist** will receive direct messages that include either a member's Payroll Deduction Authorization or an Authorization for Termination Payment service purchase form that has to be implemented.

**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.

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

**Return to Work** 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.

**CNW and Military Call Up** will have access to request and view the status of a CNW and/or Military Call Up request.

**Leave of Absence** will display the name, social security number, and certain employment dates and require response for members requesting to purchase an unpaid leave of absence.

**ACH Miscellaneous Payments** This feature allows authorized users to make ACH payments for Employer payments to ASRS. Certain payment types will require an SSN and/or back-up document upload.

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 **User Three?** →

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.

*Section 5:*

**Maintaining 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.

## Step 2

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

ARIZONA STATE RETIREMENT SYSTEM | Your investment. Your future. Secure for your lifetime. EMPLOYER SECURE ACCOUNT

Return to ASRS public website

Live Chat

Your Account <  
Communication & Education <  
Contribution Reporting <  
Online Enrollments <  
Premium Benefit <  
Other Operations <  
Leave of Absence  
Forms & Packets  
Ending Payroll Verification  
Review Return To Work Forms  
Maintain Employer Users  
Maintain Employer Contacts  
Check Member Eligibility  
Employer Users Activity Report  
Your Profile <  
Log Out

### Employer Home

Welcome to Your ASRS Employer Homepage

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

You have 2 unread messages. Click [here](#) to view your Secure Messages

**Employer Name**  
ASRS Test Employer

**Administrators:**

Data table

First Name	Last Name	Phone	Email
John	Smith	555-555-5555	john.smith@asrs.com
Jane	Smith	555-555-5555	jane.smith@asrs.com
John	Smith	555-555-5555	john.smith@asrs.com
John	Smith	555-555-5555	john.smith@asrs.com
John	Smith	555-555-5555	john.smith@asrs.com
John	Smith	555-555-5555	john.smith@asrs.com
John	Smith	555-555-5555	john.smith@asrs.com
John	Smith	555-555-5555	john.smith@asrs.com
John	Smith	555-555-5555	john.smith@asrs.com
John	Smith	555-555-5555	john.smith@asrs.com

### 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.

## Employer Contacts

### Employer Address Information

#### Mailing Address

**Address Line 1:** Po Box 33910

**Address Line 2:**

**City:** Phoenix

**State:** AZ

**Zip:** 85067

**Zip Four:**

#### Physical Address

**Address Line 1:** 3300 N Central Ave

**Address Line 2:**

**City:** Phoenix

**State:** AZ

**Zip:** 85012

**Zip Four:**

Maintain Employer Address

Maintain Email Domains



## 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

**Physical Address:**

Address Line 1:

Address Line 2:

City:

State:  ▾

Zip:

Zip Four:

## 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:

Address Line 2:

City:

State:

Zip:

Zip Four:

Is Physical Address different from Mailing Address?  Yes  No

**Physical Address:**

Address Line 1:


Address Line 2:

City:

State:

Zip:

Zip Four:



## Step 6

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

Update Address

Cancel Address

*Section 6:*

**Modify Contact Demographics**

## Modify Contact Demographics

Only an Employer Administrator can update an Employer Web User's or another Employer Administrator's contact information like their first name, last name, work email address and work phone number. This is why we strongly encourage having at least two Employer Administrators so one is always available to update the other administrator's information and fill in for each other as needed.

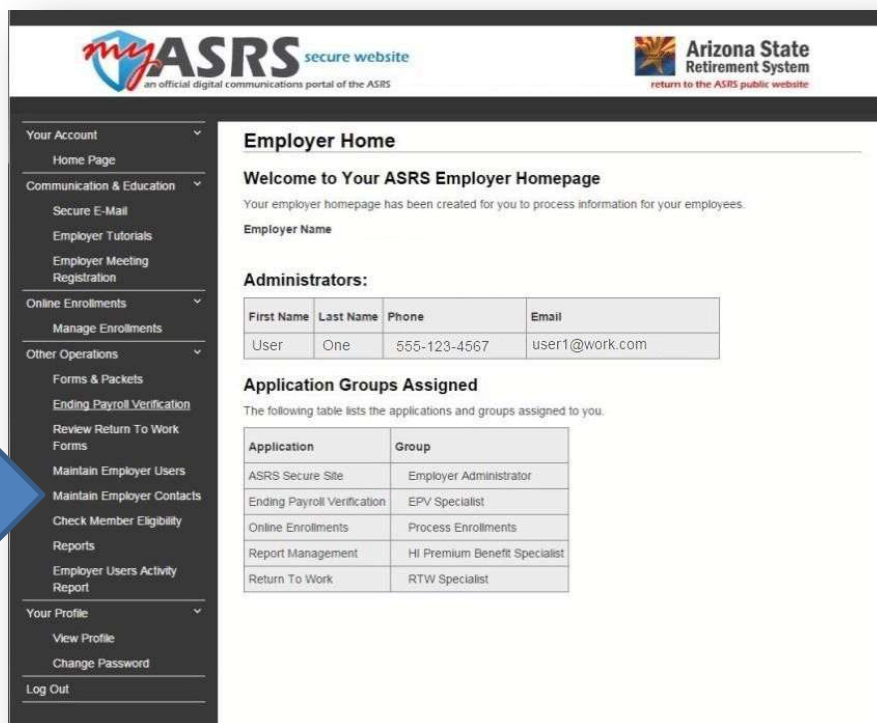
Whenever an Employer Web User or Employer Administrator has a change of name, email address or phone number, it is important that the information be updated in the ASRS system as soon as possible because this information is required should the user need to reset their password. The user must enter the information exactly as we have it in our records and if our information is outdated, the user risks getting locked out of their account.

### 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 shows the ASRS secure website interface. The left navigation menu includes sections like 'Your Account', 'Communication & Education', 'Online Enrollments', 'Other Operations', and 'Your Profile'. A blue arrow points to 'Maintain Employer Contacts' in the 'Other Operations' section. The main content area is titled 'Employer Home' and contains a welcome message, a table of Administrators, and a table of Application Groups Assigned.

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

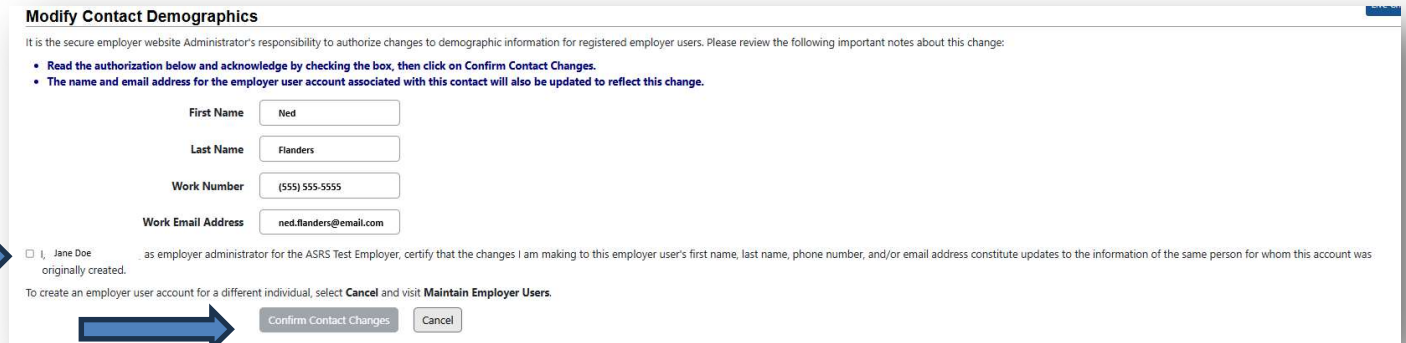
Application	Group
ASRS Secure Site	Employer Administrator
Ending Payroll Verification	EPV Specialist
Online Enrollments	Process Enrollments
Report Management	HI Premium Benefit Specialist
Return To Work	RTW Specialist



## Step 4

Click on **Modify Contact Demographics** to update the user's email address or telephone number.

Every employer web user must have their own unique email address. If you have registered any web users with a shared group email address like "accountingteam@workemail.org", please follow these steps to update their work email address to one that is unique to the user.



**Modify Contact Demographics**

It is the secure employer website Administrator's responsibility to authorize changes to demographic information for registered employer users. Please review the following important notes about this change:

- Read the authorization below and acknowledge by checking the box, then click on **Confirm Contact Changes**.
- The name and email address for the employer user account associated with this contact will also be updated to reflect this change.

First Name

Last Name

Work Number

Work Email Address

I, Jane Doe as employer administrator for the ASRS Test Employer, certify that the changes I am making to this employer user's first name, last name, phone number, and/or email address constitute updates to the information of the same person for whom this account was originally created.

To create an employer user account for a different individual, select **Cancel** and visit **Maintain Employer Users**.

Make sure to check the box certifying the changes are for the same person for whom the account was originally created. This will make the **Confirm Contact Changes** button clickable.

If an account was created as a shared account for a group of individuals like a work team instead of modifying the account, create a new user account for each of the individuals in the group. To maintain the secure message history or record of actions taken by the existing group account, you can re-designate it to one individual, by changing the First Name and Last Name to an individual. The work email address should be unique to that individual.

Click on **Confirm Contact Changes** to save the changes.

*Section 7:*

# **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.

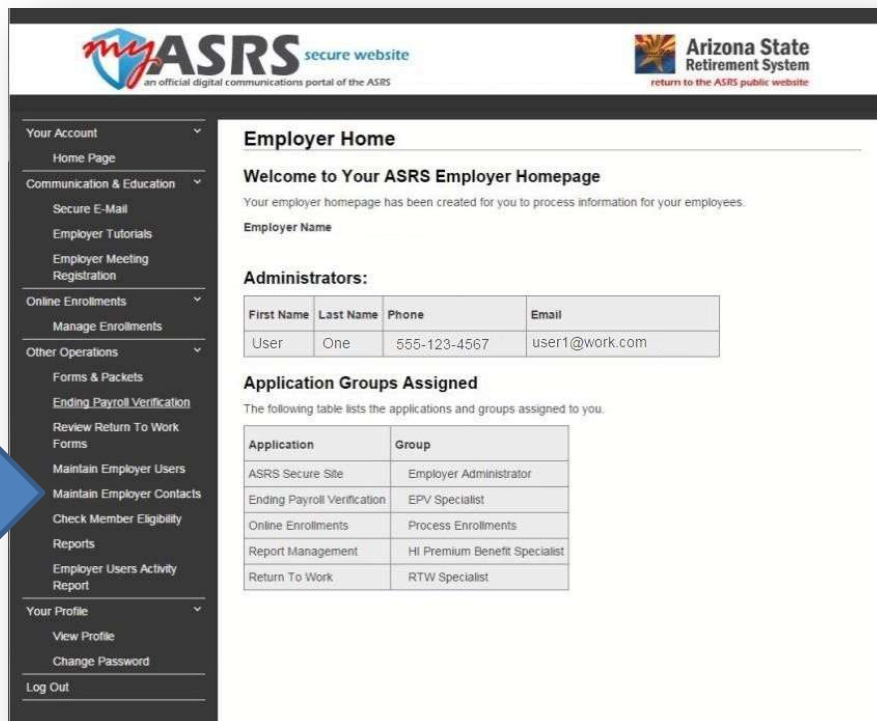
Some employers do not have their own email domains, or may have employer users who have alternate email domains, including publicly available domains such as gmail.com, yahoo.com, cox.net, etc. In that circumstance, Employer Administrators can maintain acceptable email domains for their users.

### 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 header with the 'myASRS secure website' logo 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 corresponding groups. A blue arrow on the left side of the page points to the 'Maintain Employer Contacts' link 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

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.

Maintain Employer Address    Maintain Email Domains ⓘ

A blue arrow points from the right side of the page towards the "Maintain Email Domains" button.

## 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	<a href="#">Remove Domain</a>
yahoo.com	<a href="#">Remove Domain</a>

## Step 5

Enter the domain name, which is the portion following the @ symbol. For example, if your email address is [NewEmployee@newcity.gov](mailto: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.

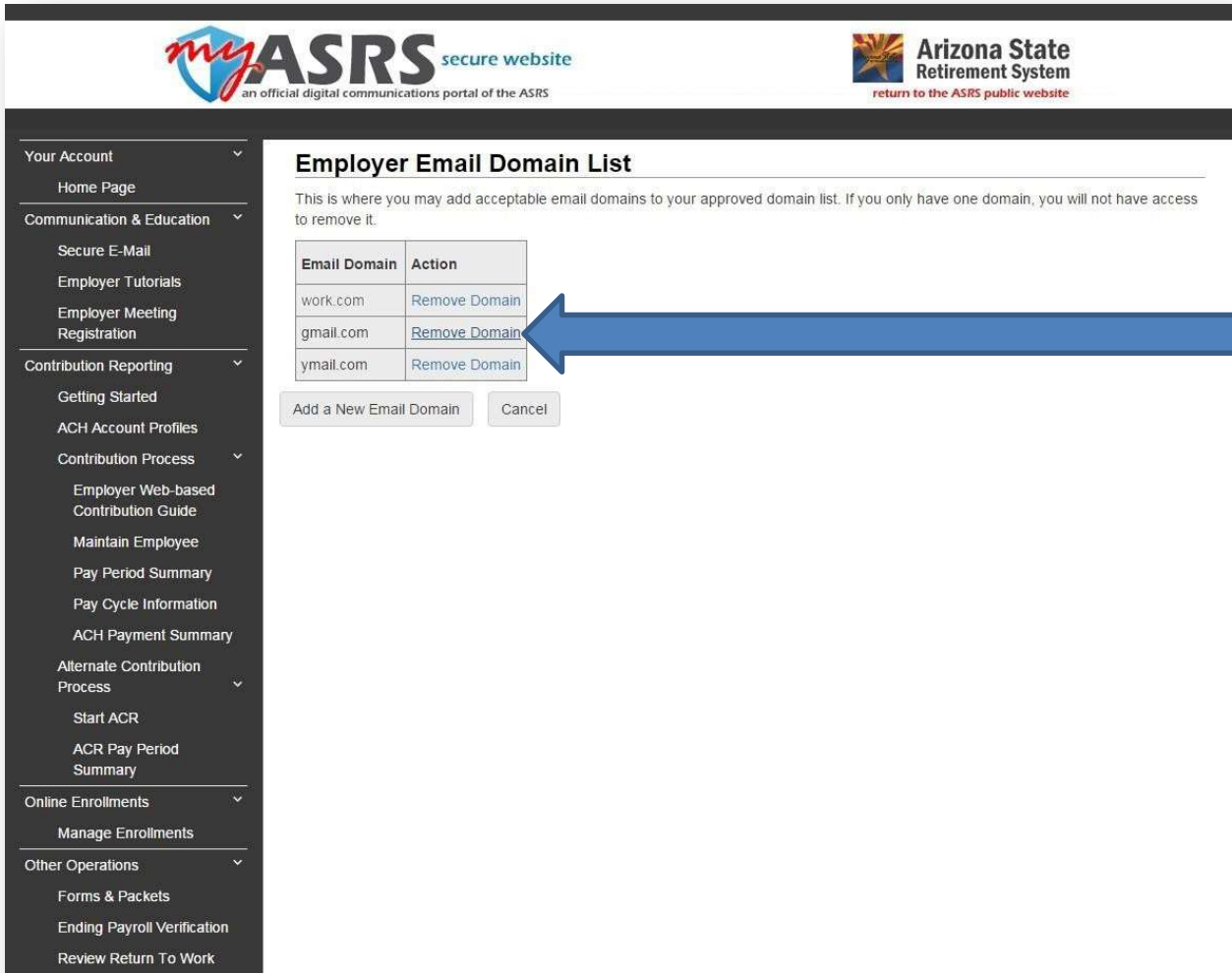
**Employer: Add an Email Domain**

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	<a href="#">Remove Domain</a>
gmail.com	<a href="#">Remove Domain</a>
ymail.com	<a href="#">Remove Domain</a>

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.



*Section 8:*

**Accessing the  
Employer User Activity  
Report**

# EMPLOYER ADMINISTRATOR FUNCTION: *Viewing Employer User Activity Report*

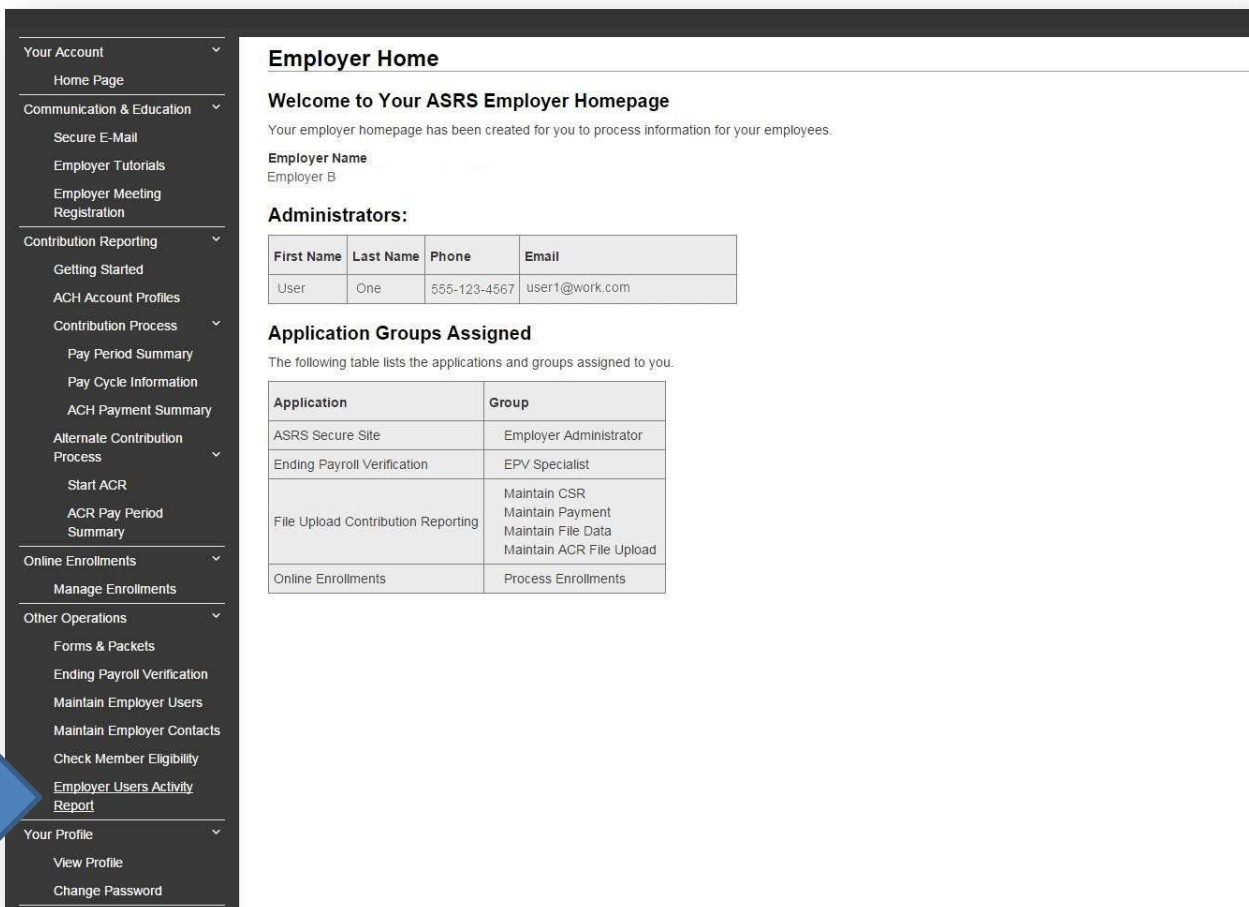
Each Employer Administrator can view all actions by employer users that have occurred over the last 60 days.

## 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 categories: 'Your Account', 'Communication & Education', 'Contribution Reporting', 'Alternate Contribution Process', 'Online Enrollments', and 'Other Operations'. A blue arrow points to 'Employer Users Activity Report' under 'Other Operations'. The main content area is titled 'Employer Home' and includes a welcome message, 'Employer Name' (Employer B), an 'Administrators' table, and an 'Application Groups Assigned' table.

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
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