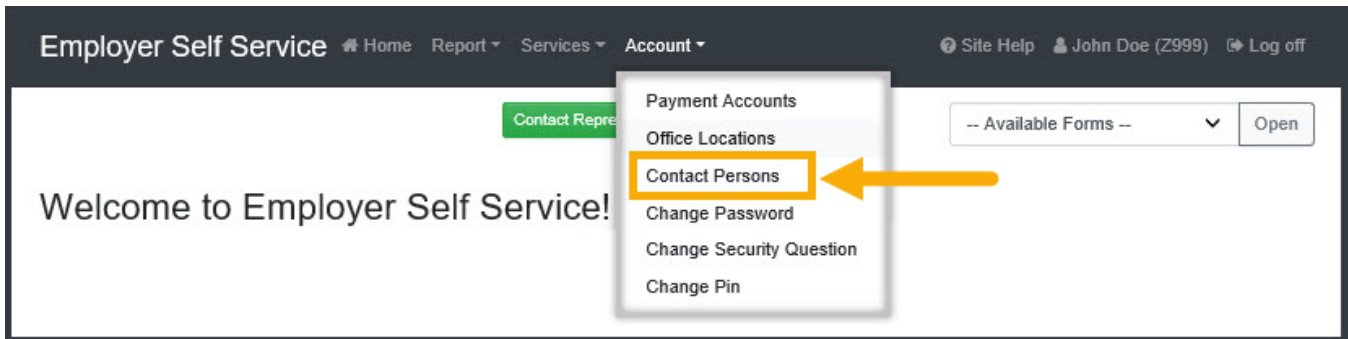


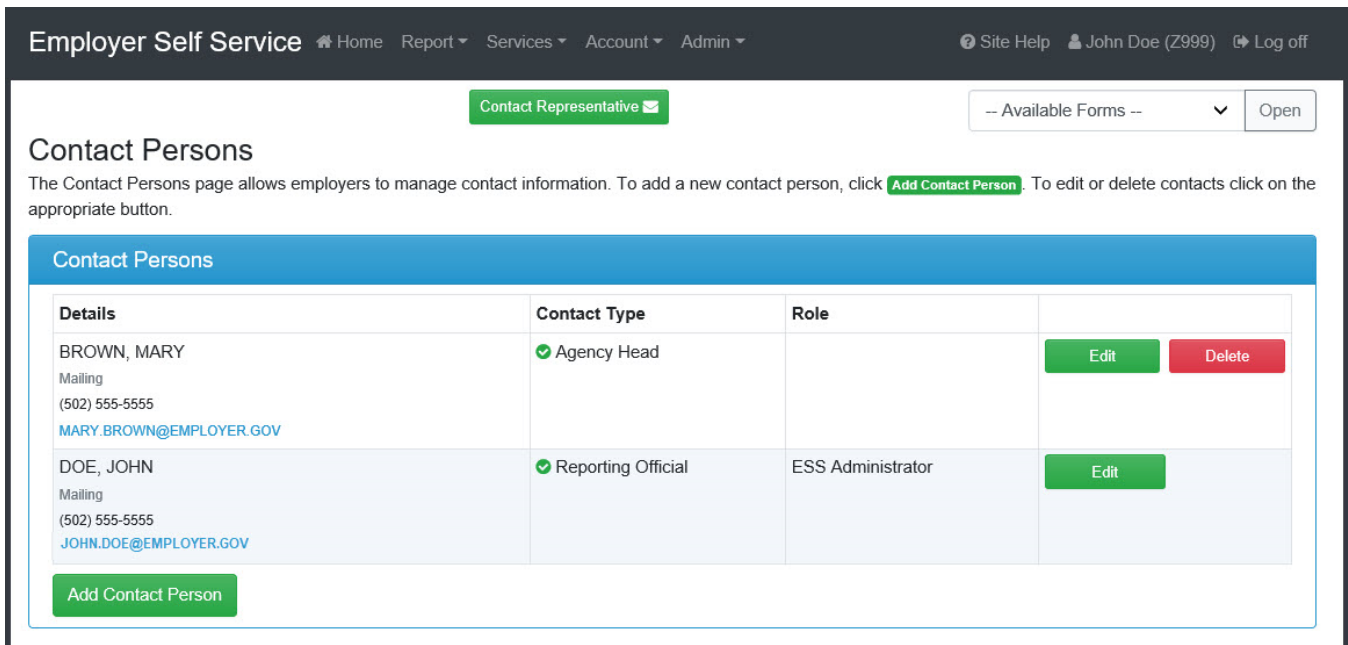
# Add New Reporting Official/ESS Users:

The Employer Administrator can add a new Reporting Official contact type to the Employer Self Service (ESS) website using the Contact Persons module under the Account heading. To make that Reporting Official a user in ESS, the Employer Administrator must then add them to the system in the Manage Users module under the Admin heading.

**STEP 1** – After successfully signing into ESS, click the Contact Persons module located on the Account tab in the navigation menu.



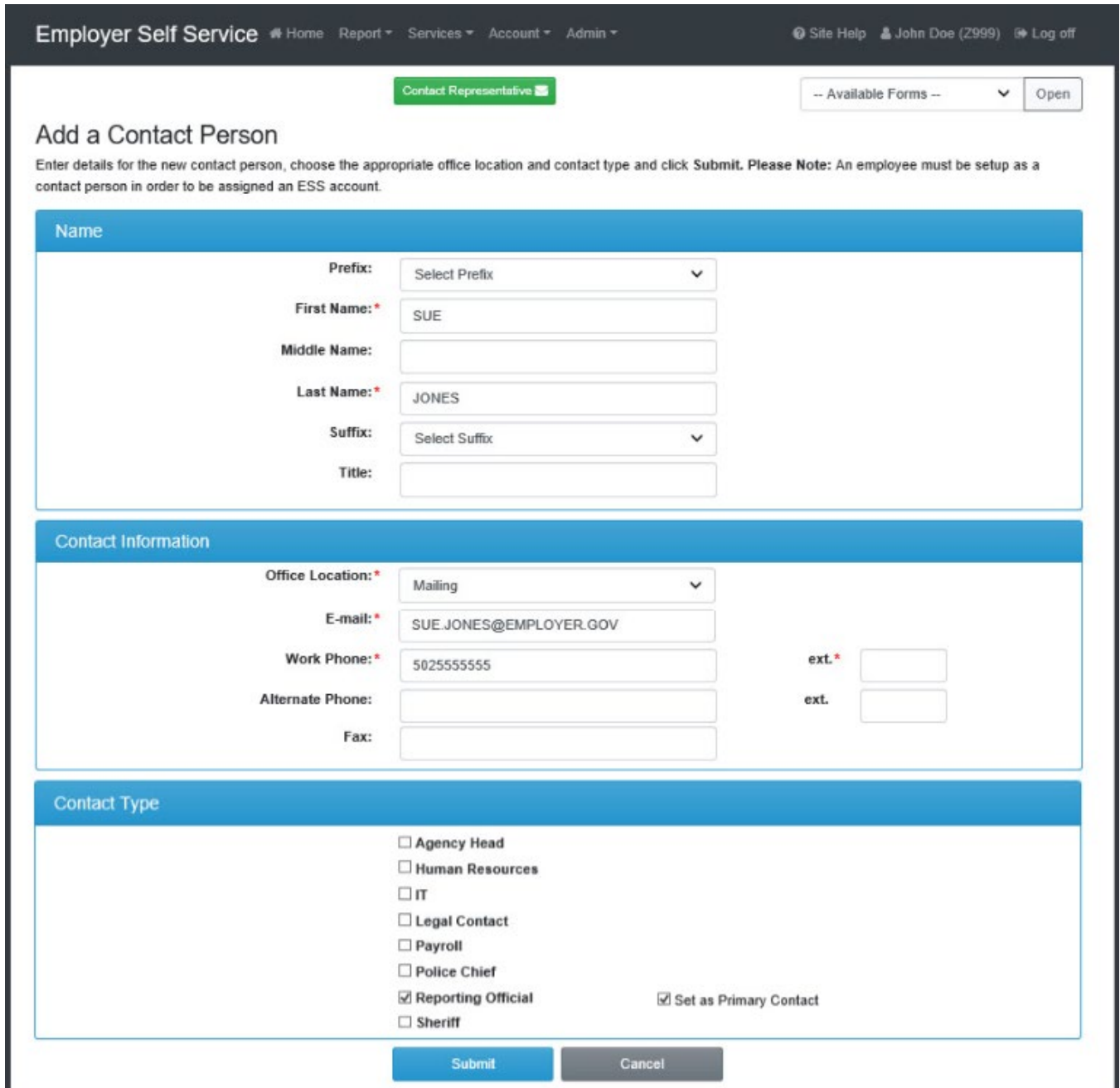
ESS will display all contact persons associated with the selected employer.



**NOTE:** If the contact person is set up as a user in ESS, their security role for the website will be displayed on this screen but cannot be edited from this screen.

**STEP 2** – Click the **Add Contact Person** button to begin the process and ESS will automatically navigate you to the appropriate screen to add a new contact person.

**STEP 3** – Complete all fields marked with an \* as these fields are required information.



The screenshot shows the 'Add a Contact Person' form in the Employer Self Service portal. The form is divided into three main sections: Name, Contact Information, and Contact Type. The Name section includes fields for Prefix, First Name (SUE), Middle Name, Last Name (JONES), Suffix, and Title. The Contact Information section includes Office Location (Mailing), E-mail (SUE.JONES@EMPLOYER.GOV), Work Phone (5025555555), Alternate Phone, and Fax. The Contact Type section includes checkboxes for Agency Head, Human Resources, IT, Legal Contact, Payroll, Police Chief, Reporting Official (checked), and Sheriff. There is also a checkbox for 'Set as Primary Contact' which is checked. The form has a 'Submit' button and a 'Cancel' button.

**NOTE:** Do not use a personal email address for an agency contact. The email address should be associated with the employer, not the user.

**STEP 4** – Select the contact type for the new person by marking the checkbox indicator. The employer administrator can select multiple types if that contact person fills more than one role for the agency. If the person is to be the primary contact for that type, mark the indicator for “Set as Primary Contact”.

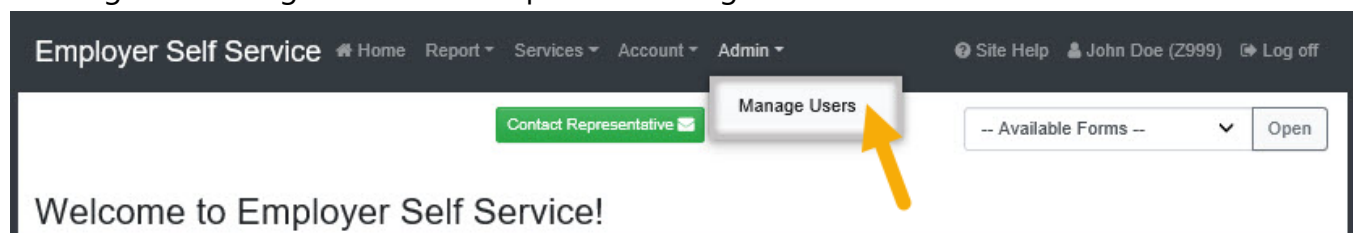


**NOTE:** The Reporting Official set up as the primary contact will act as the agency liaison between KPPA and the employer. They are responsible for all aspects of the employer’s monthly report, and KPPA will contact this person if there are any questions or clarifications needed on the information submitted. The primary Reporting Official also receives most KPPA correspondences issued via mail, email, or phone that may or may not require follow up.

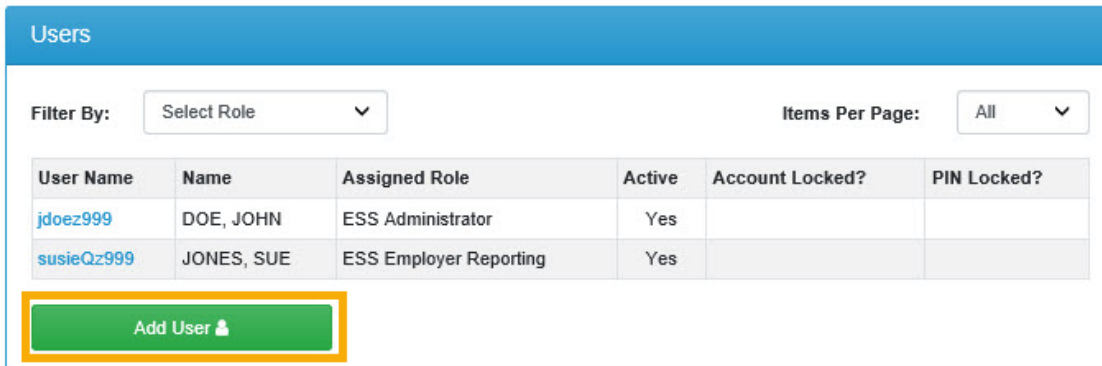
**STEP 5** – Click the **Submit** button.

If the newly added contact person does not require access to the Employer Self Service website and was added only to be an additional contact for KPPA questions and inquiries, you can stop at Step 5. However, if the newly added contact person requires access to Employer Self Service, then proceed to step 6.

**STEP 6** – Following the confirmation of the newly added Contact Person, move to the Admin heading in the navigation menu to open the Manage Users module.

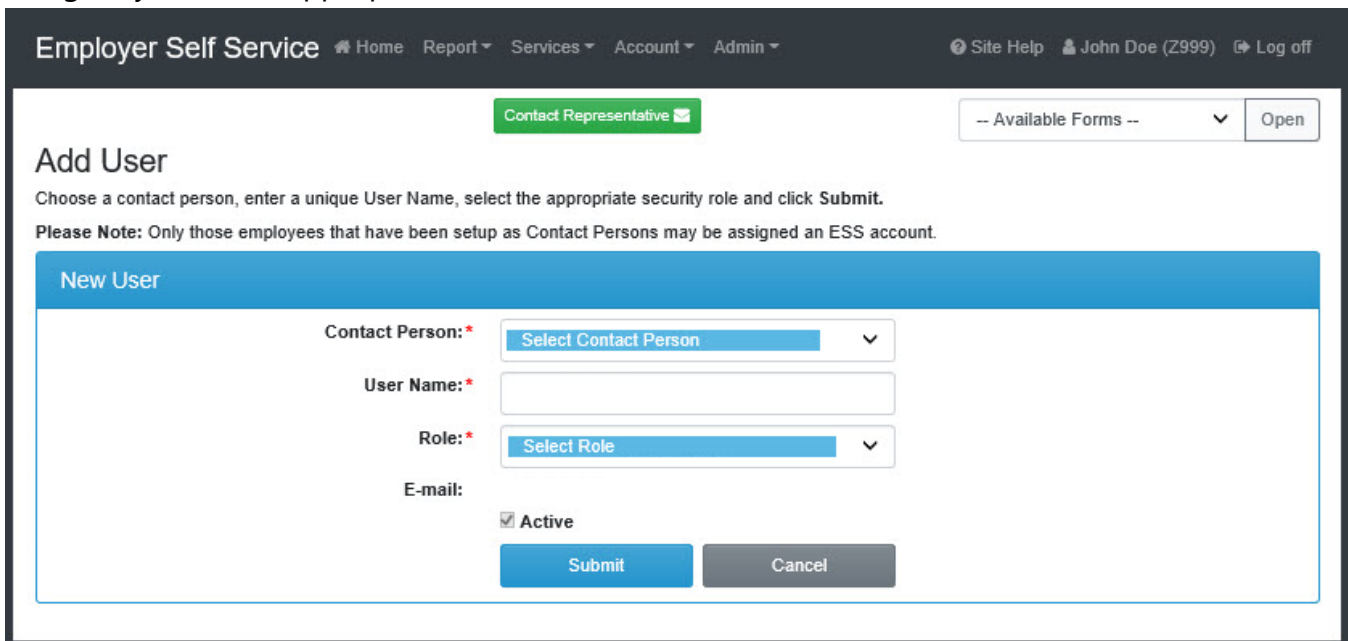


Employer Self Service will display all users that have been set up for ESS access with the employer.



| User Name                  | Name       | Assigned Role          | Active | Account Locked? | PIN Locked? |
|----------------------------|------------|------------------------|--------|-----------------|-------------|
| <a href="#">jdoez999</a>   | DOE, JOHN  | ESS Administrator      | Yes    |                 |             |
| <a href="#">susieQz999</a> | JONES, SUE | ESS Employer Reporting | Yes    |                 |             |

**STEP 7** – Click the **Add User** button to add the new contact person. ESS will automatically navigate you to the appropriate Add User screen.



**STEP 8** – Complete all fields marked with an \* as these fields are required information.

**NOTE:** The Role of the user is a security level that will determine access level to screens in Employer Self Service.

| ROLE          | ACCESS   |
|---------------|--|
| Administrator | The Administrator role has full access to Employer Self Service, <b>including</b> the Admin tab. |

|                    |  |
|--------------------|--|
|                    | <b>NOTE:</b> <i>This role is not an option available for selection in ESS. A FORM 7071 must be submitted to ERCE for a user to be upgraded to this security role</i>   |
| Employer Reporting | The Employer Reporting role has full access to Employer Self Service, <b>excluding</b> the Admin tab.  |
| Staff              | The Staff role has access to: Forms; Monthly Packets; Download Member ID; Sick Leave Cost Calculator; Death Notice; Seminars; Office Locations; Contact Persons; Change Password; Change PIN; Change Security Question |

**STEP 9** – Click the **Submit** button.

The KPPA system will automatically generate and send three secure emails to the new Reporting Official/ESS User. The first email confirms the account set up and contains the username needed to sign into Employer Self Service. The second email contains a temporary password. And the third, and final, email contains a temporary PIN. The user must login within 24 hours of receiving these emails and reset their password and PIN, or they will expire.