

New Reporting Official Employer Checklist

If the Reporting Official for the agency is changing, please follow these simple steps below. If the employer is adding a secondary Reporting Official and the primary Reporting Official is remaining, then skip step one on the instructions.

- 1. In Employer Self Service (ESS) the Employer Administrator must INACTIVATE the prior REPORTING OFFICIAL if they no longer need access to the website.**
 - Failure to inactivate this user allows them access to ESS and agency information at any time in the future.
 - If the agency does not have an active Employer Administrator, please contact your ERCE representative for assistance, or submit a [Form 7071](#) Employer Administrator Account Creation Request to ERCE to name a new user to this role.
- 2. In Employer Self Service (ESS), the Employer Administrator must add the new REPORTING OFFICIAL as a Contact/Person under the Account tab, then as an ESS User under the Admin tab.**
 - For security purposes every new user should have their own ESS credentials, two users should never share credentials.
 - It is strongly encouraged that the Reporting Official does not use a personal email as the contact address with KPPA.
- 3. Upon receiving three secure emails from Kentucky Public Pensions Authority, the new REPORTING OFFICIAL should log into Employer Self Service with the credentials provided.**
 - For instructions to open the secure email messages, [click here](#).
 - The password and PIN code are temporary and will expire within 24 hours.
 - To view a video on how to complete the ESS set up process with the new credentials, [click here](#).
- 4. It is strongly encouraged that the new REPORTING OFFICIAL save the Kentucky Public Pensions Authority [website](#) to their favorites list for easy accessibility.**
 - KPPA General Website has an Employer section filled with helpful information, publications, and trainings.
 - You can log into Employer Self Service through the KPPA General Website.



- KPPA General Website also contains member and retiree sections, for the employees of your agency.

Questions?

**Contact your ERCE Representative or
the Employer Hotline at 1-888-696-8810**