



## Employer Self Service Employer Administrator Account Creation Request

This form must be fully completed. Failure to provide all information may cause a delay in processing and/or rejection of your request. If you have any questions regarding this form, please contact our office at (888) 696-8810.

### Employer Information

Employer:	Employer Code:
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### Employer Administrator Information

Please provide the following information for the individual who will act as an Employer Administrator for Kentucky Public Pensions Authority's Employer Self Service (ESS) site. The Employer Administrator is the individual selected by each employer to administer the users of the ESS site for that particular employer. This person is responsible for setting up new users and maintaining those user accounts, including the assignment of security roles which control access to information from KPPA.

Name:	Phone:
E-mail Address:	

### Certification

We acknowledge that this request will establish an Employer Administrator, and will allow the Employer Administrator to:

- Set up new users for the Employer Self Service site,
- Manage those users by assigning or changing security roles,
- Delete users,
- Reset PINs and reset passwords,
- Perform other duties as assigned by the employer, and
- Have unrestricted access to all employer information on the Employer Self Service site.

The designated Employer Administrator will not:

- Share his or her password,
- Allow another person to access his or her account, or
- Use another person's account.

We understand that the unauthorized or improper use of this system may subject us personally and/or our employer to one or more of the following: account cancellation, civil penalties, or criminal penalties.

Employer Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Agency Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_