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PSERS Employer Reporting Systems User Access



Mail Center

PSRS-1270 (07/2019)

Use this form to register as a PSERS Employer Reporting Systems User for the PSERS Employer Self-Service (ESS) Reporting System and Voya's Sponsor Web.

Terms and Conditions of Use:

PSERS ESS Reporting System and Voya's Sponsor Web are to be accessed by authorized users only, who are registered as a PSERS Employer Reporting Systems User. A registered PSERS Employer Reporting Systems User must comply with the following:

- Use the resource for PSERS business only.
- Comply with controls established by PSERS and applicable law.
- Prevent unauthorized disclosure of sensitive information.
- Comply with all information security and access policies of the Commonwealth of Pennsylvania and PSERS. Such policies can be found on PSERS' website on the Employer Self-Service page under the Employer tab.

All Commonwealth systems and usage are monitored for security purposes. Violations of PSERS' security policy will result in the termination of your user account and any other remedy that may be provided by law. Any individual who knowingly makes a false statement or falsifies or permits the falsification of any record or records of PSERS in an attempt to defraud PSERS commits a misdemeanor. 24 Pa.C.S. § 8534(a).

Instructions:

To assign or remove a user's access to PSERS ESS Reporting System and/or Voya's Sponsor Web, check the appropriate boxes below.

PSERS	<input type="checkbox"/> Create ESS Reporting System Access	<input type="checkbox"/> Delete ESS Reporting System Access
Voya	<input type="checkbox"/> Create Sponsor Web Access #5	<input type="checkbox"/> Delete Sponsor Web Access #5

PSERS Employer Reporting Systems User Requesting Access

Employer Name	Employer Number	User's Last Name
Administrator's Employer Mailing Address		User's First Name
		User's Email Address
		User's Phone

User Certification

By registering as a PSERS Employer Reporting Systems User, I acknowledge and agree to comply with the Terms and Conditions of Use listed above when using PSERS ESS Reporting System and/or Voya's Sponsor Web. Use of PSERS ESS Reporting System and/or Voya's Sponsor Web by any registered user is deemed an acceptance and acknowledgment of the above Terms and Conditions of Use.

PSERS Employer Reporting Systems User Requesting Access Signature	Date
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Employer Certification

The individual signing below certifies that they are currently employed within the Business Office by the employer listed above, that the user identified above is authorized to act on behalf of the employer with respect to employer reporting to PSERS, and that information listed for the user requesting access to PSERS ESS Reporting System and/or Voya's Sponsor Web is correct to the best of their knowledge and belief.

**Signature not required for access deletion*

Name	Title/Position
Approving Signature	Date