



Missouri State Employees' Retirement System
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EPA

Access Authorization Secure Employer Login

Please print. • See reverse side for instructions.

SECTION A - PERSONAL INFORMATION (EMPLOYER REPRESENTATIVE)

Social Security Number or Member ID

Date of Birth

Name (last/first/middle)

Title/Position

Work Phone Number

ext.

Fax Number

Work Email Address

Department/Agency Name

Department/Agency Address (street/city/state/zip)

Department # (if applicable)

Agency/Division #

Organization/Section #

Attach list or list Agency/Organization responsibilities

SECTION B - ACCESS AUTHORIZATION (AGENCY DIRECTOR)

The employee listed above has authority to access confidential employee information on MOSERS' website through the Secure Employer Login. As agency director, I have read the important legal information provided on the back of this form, and hereby authorize MOSERS to grant the above employer representative access to the Secure Employer Login.

Director's Name (please print)

Signature

Date

Instructions for Completing

Access Authorization Secure Employer Login

The MOSERS website offers valuable information, forms, and training for employers and HR representatives. This form authorizes MOSERS to grant employer representatives secure access to specific employee information through our Secure Employer Login. The form must be signed by the agency director, dated, and delivered to MOSERS. Steps for completing this form are outlined below.

1. Complete personal information for employer representative in Section A.
2. The **agency director** must sign and date Section B.
 - MOSERS established a secure access area on our website for the benefit of authorized employer representative. All information contained within is strictly confidential and shall be treated as such and is to be used only in conjunction with the performance of mandated duties.
 - All information provided on or produced through the website is not binding on MOSERS, its board of trustees, or the state of Missouri. Further, such information does not constitute a guarantee of benefits, and admission of liability or a waiver of any legal rights or arguments in any pending or future legal proceeding.
 - Access to employee information is intended to be secure. However, there are risks inherent in providing information through any website. MOSERS has made reasonable efforts to minimize these risks and will not be responsible for unauthorized access to information or any damages arising from such authorized access.
3. Return completed form to MOSERS.