

EMPLOYER SELF SERVICE SECURITY ADMINISTRATOR DESIGNATION FORM

An Employer Self Service (ESS) Security Administrator (SA) must be designated to oversee and maintain users within the MainePERS Employer Self Service portal. The following Authorization Form must be completed, in full, and returned directly to your MainePERS Employer Services Account Associate, in order to establish an ESS Security Administrator.

The ESS Security Administrator:

- Must be designated by an authorized person/certified official within the Employer Location
 - Chief Executive Officer (i.e. Superintendent of Schools, Town Manager, City Manager, etc.)
 - Chief Financial Officer (i.e. Business Manager, Chief Financial Officer, Director of Finance, etc.)
- Must be employed at the Employer Location (Third-Party Security Administrators are not permitted)
- Must provide (at least one) phone number and an email address, to navigate through the Multi-Factor Authentication (MFA) process when logging into Employer Self Service
- Cannot provide authorization to themselves for account setup

Employer Self Service Security Administrator Details			
Employer Code(s):	Employer Location Name:		
Employer Location Mailing Address:			Federal Tax ID Number
Security Administrator Name (First, Last)		Security Administrator MFA Email Address	
MFA Phone Number 1 (required)		MFA Phone Number 2 (required)	

By signing this form, I acknowledge and accept the duties and responsibilities outlined by MainePERS and agree to comply with applicable security requirements when accessing Employer Self Service.

Employer Self Service (ESS) Security Administrator Signature

Date

By signing this form, I acknowledge and authorize the addition of the Employer Self Service Security Administrator provided on this form.

Certified Official Signature

Date

Certified Official Name

Certified Official Email Address

Certified Official Title

MainePERS takes the safety and security of the personal data we maintain very seriously. When granting access to the MainePERS online data systems for the purpose of conducting employer business, employers must agree to maintain certain security standards for the equipment being used to connect to our database, as well as for the conduct of the employer's staff accessing MainePERS systems.

Every participating Employer must designate an Employer Self Service Security Administrator to oversee access to and use of the MainePERS Employer Self Service (ESS) portal. The Security Administrator must be designated by an authorized person/certifying official within the Employer Location, and the Security Administrator must also be employed at the Employer Location (Third-Party Security Administrators are not permitted.)

Each designated Security Administrator acknowledges, and accepts the following responsibilities:

- Limiting ESS users to individuals who have job duties that require access to MainePERS' system and/or data, and ensuring that the information obtained by each user is utilized for authorized business purposes only.
- Creating unique login credentials for each employee who is authorized to use the ESS Portal and ensuring each user is informed of expectations regarding ESS security obligations.
- Promptly deactivating user access credentials of employees who are no longer authorized to have access or have terminated employment.
- Ensuring that username and/or password credentials for each user, including the Security Administrator, are not shared with other users/employees. Every user should be provided their own unique login credentials, and should utilize only those credentials when logging into the ESS Portal.
- Logging into ESS, and successfully passing through Multi-Factor Authentication (MFA) at least every 90 days to ensure Security Administrator access remains active. Additionally, the Security Administrator should confirm at this time that all user accounts, and Employer Location Demographics are up-to-date, including Employer Address, and contact information.
- Ensuring that access into the MainePERS portal is in accordance with the MainePERS Annual Employer Self Service (ESS) Security Compliance Certification.
- Being the Primary Point-of-Contact at MainePERS regarding information security at your employer location, which includes notifying MainePERS in the event of an incident that could compromise your data security. Notification to MainePERS should be made as soon as possible, in order to help limit potential exposure to the ESS Portal.