

ANNUAL EMPLOYER SELF SERVICE (ESS) SECURITY COMPLIANCE CERTIFICATION

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 as well as for the conduct of the employer's staff.

Please confirm your compliance with the following System and Security requirements by completing and returning this form to MainePERS no later than _____. If you are unable to certify to one or more requirement, please contact your employer services representative at (800) 451-9800 for further assistance.

- The computers we use to connect to ESS are patched with the latest security updates available for our operating system and programs.
- Anti-virus is installed and operating on each of these computers and our servers, and is up-to-date.
- The internet browser we use (Chrome, Firefox, Edge, Internet Explorer, or Safari) is the latest up-to-date and patched version available.
- Individual user passwords are complex, requiring a mix of upper and lower case letters, numbers, and symbols (preferably 10 or more characters long). Passwords are not shared.
- User accounts are deactivated simultaneous to an employee separating from their association with us.
- In the event of a security incident we agree to notify MainePERS as soon as possible in order to limit potential exposure to the MainePERS' systems.
- Security training is conducted with all staff accessing the employer's computers.

I certify that we accept and maintain the security requirements as outlined above.

Employer Name and Location Code

Security Administrator Name and Title

Signature

Date

Please return via email to: employer@mainepers.org

Or mail to:
MainePERS
PO Box 349
Augusta, ME 04332