



SCHOOL EMPLOYEES RETIREMENT SYSTEM OF OHIO

300 E. BROAD ST., SUITE 100, COLUMBUS, OHIO 43215-3746

614-222-5853 • Toll-Free 800-878-5853 • www.ohsers.org

Employer Web Administrator Registration

eSERS is SERS' secure intranet designated especially for our employers. This tool provides employers with an effective, time-saving way to submit and view financial and employee information online.

Each school district (employer) designates one individual to be the district's Employer Web Administrator (EWA). The role of the EWA is extremely important; the EWA is the contact person for all eSERS issues and is responsible for maintaining the district's eSERS information.

The EWA can authorize additional employees ("Users") to have access to eSERS . A User must be given authorization by the EWA through the Web User Maintenance application, which can be accessed only by the EWA. The EWA also decides which eSERS applications a User can access.

Please provide SERS with your contact information:

Employer Name: _____ Employer ID: _____

EWA Name: _____

EWA Phone Number : _____

EWA Email Address : _____

Authorized By:

Fiscal Officer: _____ Date: _____
Signature

Printed Name Title: _____

You can fax this completed form to 614-340-1195, or you can mail your completed form to SERS' office at 300 E. Broad St., Suite 100, Columbus, Ohio 43215-3746.

Once your district's eSERS account has been activated, you will receive an email from SERS that contains your new User ID and Password.

If you have any questions, or if you need assistance with eSERS, please call the eSERS Toll-Free Helpline at 877-213-0861. **Thank you for using eSERS.**