



## 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 eSERS issues and is responsible for maintaining the district's eSERS information. The EWA can authorize additional employees ("Web Users") to have access to eSERS, and also can unlock Web User accounts.

A Web User must be given authorization by the EWA through the Contacts/Web User Maintenance application, which can be accessed only by the EWA. The EWA decides which eSERS applications a Web 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 you are assigned as your district's EWA, you will receive an email from eSERS with your new User ID and a link that will direct you to a registration screen.

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.**