

ESS Security Administration



AGENDA

ESS Security Roles and Definitions

ESS Security Administration Rules

ESS Security Administration Overview

Security Administration Roles

- 1. Employer Administrator
- 2. Full Access Except User Management
- 3. Employer Payor
- 4. Employer HR
- 5. Employer Invoice Processor
- 6. Employer Processor

1. Employer Administrator (No security barrier)

Shortcuts

- Create Invoice
- Process New Hire
- Upload a File
- Help and Support

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- Invoices
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- Employer Administration
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- Notify Us
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 - ➤ Invoice Details 32BJ Funds Reports
 - > Participant Roster Change Report
 - ➤ Invoice Details 32BJ Union Reports
 - Employer ACA1095C Detail Report

2. Full Access Except User Management

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3. Employer Payor

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4. Employer HR

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5. Employer Invoice Processor

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6. Employer Processor

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ESS Security Administration Rules

• User name is system generated

• Password is required (minimum 6 characters)

• E-mail is required

• User is limited to select only one security role

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Alerts		

🖅 Filter 🕞 Export

Account Name	Work Location Name	Account Number	Balance	Actions
XYZ Employer-123 Account-NYC Apartment Building RAB	123 Account	19612	\$0.00	Transactions Profile

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Employer Administration

This page allows you to add, delete, and update contacts.

Manage PCX Accounts

Manage PCX Accounts

Employer Contacts



Status Name Role Gender

Work Phone

Email

v

Action

Account Contacts

Account: 19612 XYZ Employer-123 Account-NYC Apartment Building RAB

Add

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Work Phone User Name Name Status Role Gender Email Action



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Add Employer Contact

Please enter the name or SSN of the person that will be responsible for the security user account that you are creating. If you would like to create a new user, please click here.

Select Person

Back

Other - Person:		Search
-----------------	--	--------

SEIU Local 32BJ Privacy Policy and Terms of Use | 32BJ Funds Privacy Policy and Terms of Use



Welcome Tatiana Torres 04/29/2013 25170 - XYZ Employer Shortcuts All fields are required. The password is case sensitive. Create Invoice Process New Hire. New User Address Information 🏝 Upload a File 7 Help and Support **Primary Address** User Name: Password: Menu Address 1: Confirm Home Password: Address 2: Reset Password Roster Address 3: Flag: Invoices City: Lock Account: Payment Processing Account Active: 🗸 Zip: Transactions Uploaded Files NEW YORK State: Title: Employer Administration County: ALBANY Accounts Role: Country: US **Employer Information** SSN: **Contact Info** Contact Us First Name: Reports Work Phone: Middle Name: Home Phone: Last Name: Cell Phone: Suffix: Fax: Date of Birth: 11 Email: O Male Gender: O Female Web Address: Person ID: Security Role Employer Self Service Delete 🖨 Print 🕝 Export Role * Universal Group Submit Cancel





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Password cannot be less than 6 characters

All fields are required. The password is case sensitive.

JLOPEZ1

••••

••••

V

V

Mr.

Jose

Lopez

7.7

Male

O Female

Address Information

Primary Address

Address 1: Address 2:

Address 3:

City: Zip:

State:

County:

Country:

US

NEW YORK

Jlopez@XYZEmployer.com

ALBANY

Contact Info

Work Phone:

Home Phone:

Cell Phone:

Fax:

Email:

Web Address:

Security Role

New User

User Name:

Password:

Password:

Reset Password

Account Active:

Lock Account:

Confirm

Flag:

Title:

Role:

SSN:

First Name:

Middle Name:

Last Name:

Date of Birth:

Suffix:

Gender:

Person ID:

Employer Self Service	Add
Delete	
🖴 Print 🖆 Export	
Role	



25170 - XYZ Employer Welcome Tatiana Torres 04/29/2013 Shortcuts Please select the appropriate Security Role for this user. Create Invoice Process New Hire All fields are required. The password is case sensitive. Upload a File ? Help and Support New User Address Information Menu **Primary Address** User Name: JLOPEZ1 Home Password: ••••• Roster Address 1: Confirm ••••• Invoices Password: Address 2: Payment Processing Reset Password V Address 3: Flag: Transactions Lock Account: City: Uploaded Files ~ Account Active: Zip: Employer Administration NEW YORK State: Accounts: Title: Mr. County: ALBANY Employer Information Role: Contact Us Country: US Reports SSN: Contact Info First Name: Jose Work Phone: Middle Name: Home Phone: Last Name: Lopez Cell Phone: Suffix: 7.7 Fax: Date of Birth: Jlopez@XYZEmployer.com Male Email: Gender: O Female Web Address: Person ID: Security Role

Employer Self Service	Add
Delete	2 m
Role	

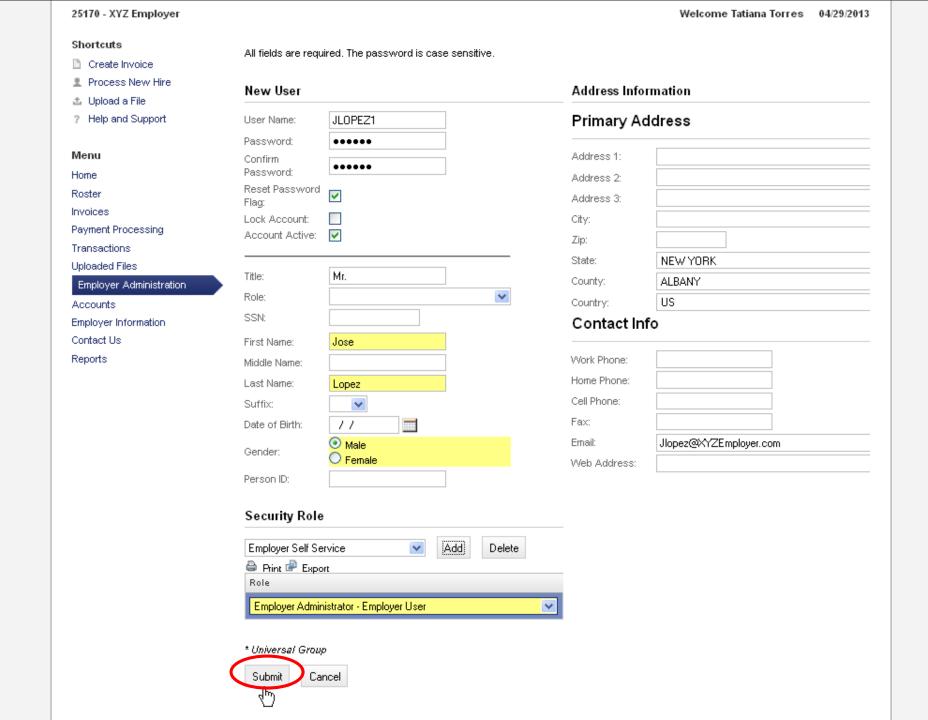




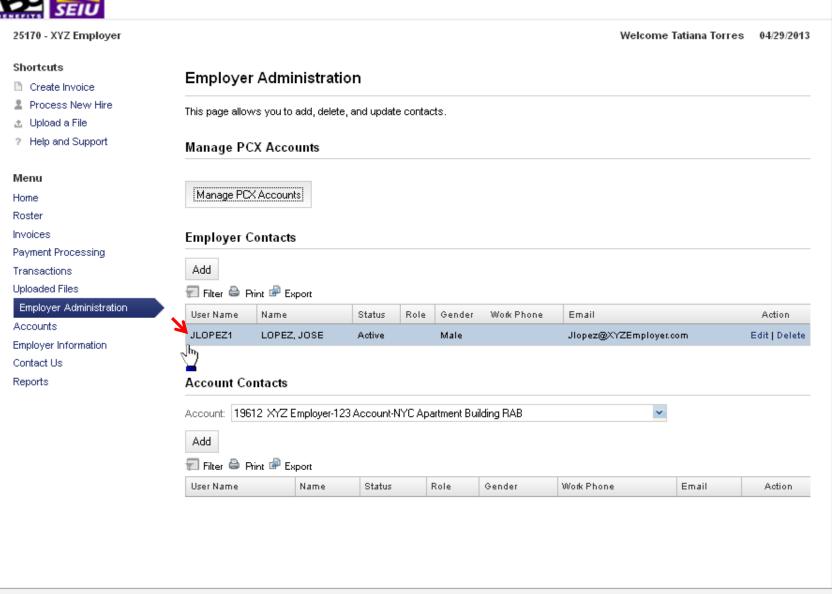
Welcome Tatiana Torres 04/29/2013

Create Invoice					
Process New Hire	New User			Address Infor	mation
Upload a File Help and Support	User Name:	JLOPEZ1		Primary Ad	ldrace
пор апа зарроп				Filliary Au	luless
enu	Password: Confirm	•••••		Address 1:	
me	Password:	•••••		Address 2:	
ster	Reset Password	▽		Address 3:	
oices	Flag:				
yment Processing	Lock Account: Account Active:			City:	
ansactions	Account Active.	•		Zip:	
loaded Files				State:	NEW YORK
imployer Administration	Title:	Mr.		County:	ALBANY
counts	Role:		~	Country:	US
nployer Information	SSN:			Contact Inf	·o
ontact Us	First Name:	Jose			
eports	Middle Name:			Work Phone:	
	Last Name:	Lopez		Home Phone:	
	Suffix:	~		Cell Phone:	
	Date of Birth:	77		Fax:	
		Male		Email:	Jlopez@XYZEmployer.com
	Gender:	O Female		Web Address:	
	Person ID:				

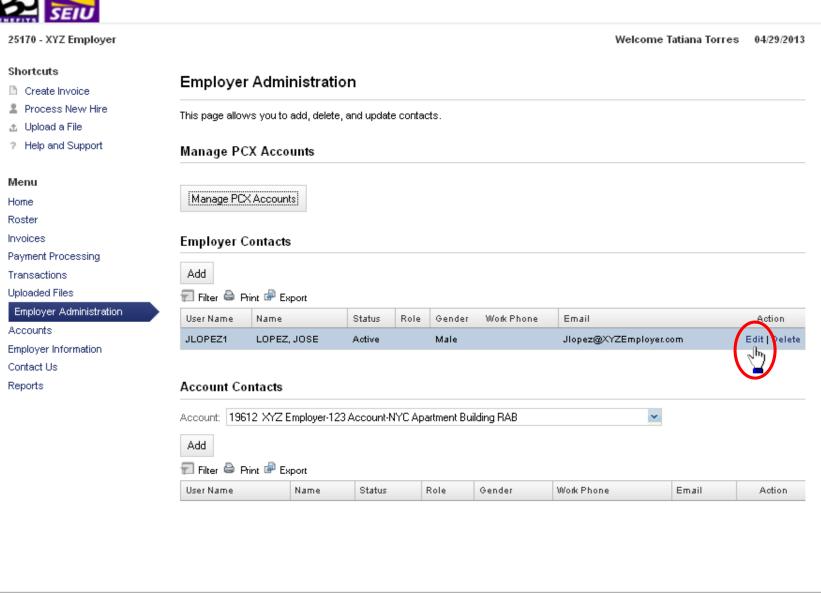
Employer Full Access Except User Management · Employer User
Employer HR · Employer User
Employer Invoice Processor · Employer User
Employer Payor · Employer User
Employer Processor · Employer User













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Employer Administration

Accounts:

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Date	of	Birth:	
Geno	ler	:	

Middle Name:

Last Name:

Suffix:

Role

User Name:

Title:

Role:

SSN: First Name:

Lock Account:

Reset Password Flag: 🗹

Security Role

Print	Export

Employer Administrator - Employer User *

* Universal Group



JLOPEZ1

Mr.

Jose

Lopez

Male

Below are the details for the selected user. To edit the user details, security groups or user address, please click on 'Edit' button. User Details

Address Information

NY US

Email: Jlopez@XYZEmployer.com

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User Administration

User Details JLOPEZ1 User Name: ******* (Change) Password: Reset Password V Flag: Lock Account: Account Active: User Type:

Mr.

Jose

Lopez

v

2982029

Employer Administration	Role:
Accounts	
Employer Information	SSN:

Contact Us First Name: Reports

Middle Name:

Last Name:

Suffix:

Title:

11 Date of Birth: Male Gender: O Female

Security Role

Print P Export

Employer Self Service

Person ID:

Delete

Add

Address 1: Address 2: Address 3: City: Zip: **NEW YORK** State: ALBANY County: US Country: **Contact Info** Work Phone: Home Phone: Cell Phone:

Jlopez@XYZEmployer.com

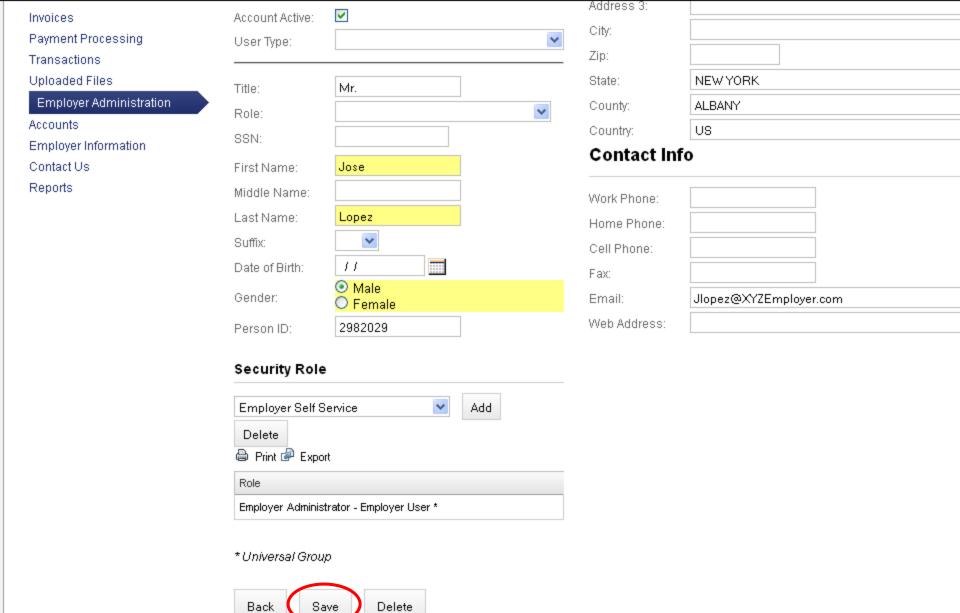
Address Information

Primary Address

Fax:

Email:

Web Address:





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A

The user information has been updated.



User Administration

Below are the details for the selected user. To edit the user details, security groups or user address, please click on 'Edit' button.

NY US

Address Information

Email: Jlopez@XYZEmployer.com

User Details

User Name: JLOPEZ1

Reset Password Flag:
Lock Account:

Mr.

Title: Role:

SSN:

First Name: Jose

Middle Name:

Last Name: Lopez

Suffix:

Suffix:

Date of Birth:

Gender: Male

Security Role

Print P Export

Role

Employer Administrator - Employer User *

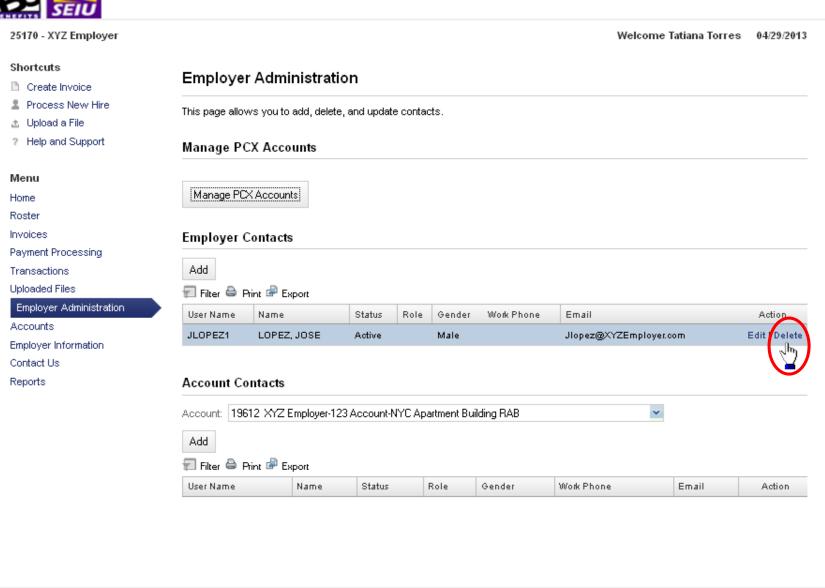
* Universal Group

Back Ed

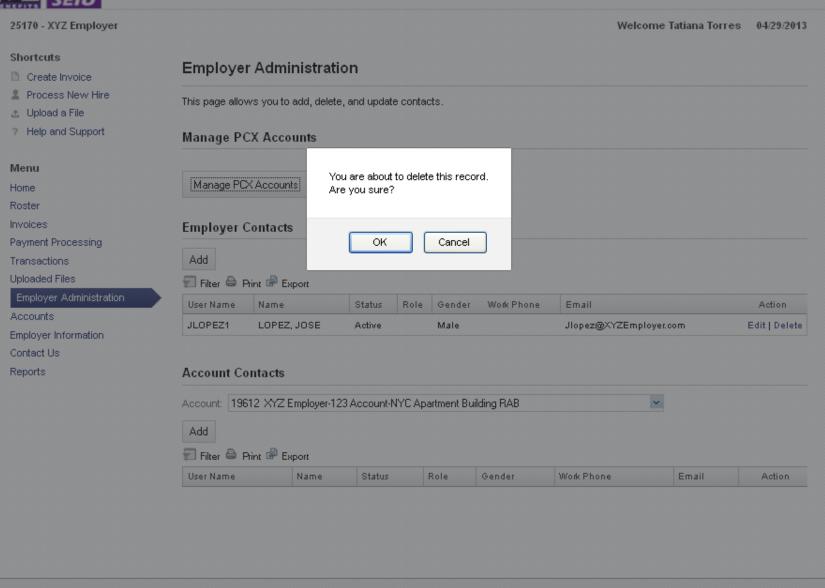
Edit











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Employer Name: XYZ Employer

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Employer Information

Demographics

Employer#: 25170

Federal Tax No: 12-3456789

Address

Edit

25 W 18TH ST NEW YORK, NY US 10011-4677

Edit

Contacts





	Other Party Name Role		Gender Work Phone		Email	Action
•	Lopez, Jose		Male		Jlopez@XYZEmployer.com	Edit Delete

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Add Contact



