CALSTRS

HOW WILL YOU SPEND YOUR FUTURE?

Employer Information Circular

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Secure Employer Web Site

CalSTRS is implementing a new web site, Secure Employer Web Site, which will change the way you submit your files and receive reports from CalSTRS. The Secure Employer Web Site will be available on May 7, 2007 to County Offices of Education and any districts that are currently reporting directly (as a Report Source) to CalSTRS. Later this year CalSTRS will add new features and functionality to the web site. At that time, the web site will be available to all districts. You will be notified of subsequent new features or functions by Employer Information Circulars. CalSTRS expects all direct reporting Employers to begin using the Secure Employer Web Site to transmit their files for the 2007/2008 fiscal year. The current Virtual Private Network (VPN) connection and file transfer protocol (FTP) process will remain available for use until all Employers can transmit files using the Secure Employer Web Site. At that time, the FTP process will be phased out.

FEATURES

By using the Secure Employer Web Site, you will be able to:
- **Securely transmit encrypted files** (F496, Address, MR87, VDF, Tax Deferred Account Receivable) to CalSTRS.
- **Download and view** all files you have previously transmitted.
- **Receive CalSTRS reports** online with Social Security Numbers unmasked.

ACCESSING THE SECURE EMPLOYER WEB SITE

Existing CalSTRS System Users
If you currently have access to CalSTRS systems and we have your user information and valid access forms on file, your access for the Secure Employer Web Site will be validated by your County or District office. CalSTRS will use this information to create sign-on information for the Secure Employer Web Site. Once the Web Site is available, validated users will receive an email containing their userid and instructions for receiving their password. If you are a current REAP user, there are no changes to REAP at this time and you will still have access to the REAP system.

New Users
New users not included in the initial validated group can contact their Secure Employer Web Site Employer Administrator to obtain the information required to register. The list of Employer Administrators is available on the CalSTRS.com Employer Secure Site: http://www.calstrs.com/Employers/ereast/ereindex02.aspx .

After completing an online registration page, the new user will be directed to a screen with links to complete the following forms:

❒ CalSTRS Information Security, Confidentiality and Non-Disclosure Agreement for Non-State Employees (ISO 1949B)
❒ Remote Mainframe Access Request (OL-1133.1)
❒ Data Technology Services Security and Confidentiality (DTS 250)

Complete and obtain required signatures, and fax these forms to (916) 229-4905 **Attention: Service Desk**. In addition to **faxing** these forms, **mail** all signed original forms within three (3) business days of sending the fax to CalSTRS to the address on the form. New users may also access the forms by contacting your CalSTRS county representative or on the current CalSTRS Employer site by logging on to the Defined Benefit Program section. The forms are located under Applications/Remote Employer Access Program ([CalSTRS Employer site](#)).

Secure Employer Web Site Employer Administrator
In addition to validating current CalSTRS system users, CalSTRS will request that Employers designate at least one person as an "Employer Administrator" at each report source. Employer Administrators will have online access to control their users' rights.

Employer Administrators will generally be at the County Office of Education. Districts that report directly to CalSTRS will have an Employer Administrator at their district office.

Employer Administrators will be required to sign the Remote Mainframe Access Request form approving users for their respective County or District and will need to authorize new users using the Secure Employer Web Site. It is important that user information be kept updated. Employer Administrators will be required to notify CalSTRS Service Desk to terminate existing accounts within 24 hours as needed.

TRAINING

CalSTRS is offering training for the Secure Employer Web Site in several different methods. The following training materials will be sent to the Employer Administrators and will also be available on the Secure Employer Web Site.

➢ Training Video
➢ Employer Guidelines
    o Accessing the Web Site
    o View Reports
    o View/Download Files
    o Transmit Files
    o Maintain and Authorize Users (Employer Administrators Only)

If you need training materials and/or additional training, please email us at ERP@CalSTRS.com.

Technical questions concerning the Secure Employer Web Site and how to get started should be directed to the CalSTRS Enterprise Initiatives and Technology Service Desk at (916) 229-HELP (4357).