ERM Adding Contact and User QRG - Employer

This quick reference guide (QRG) provides instructions for adding Contacts and Users in the Employer Reporting and Maintenance (ERM) application.

Complete, detailed instructions for managing contact and user information is available from the [Employer Reporting Maintenance (ERM) Employer Management User Manual] available from the INPRS website.

ERM Adding Contact and User Topics

- Manage Submission Unit Contact Information
- Modify Existing Submission Unit Contact
- Add New Submission Unit Contact
- Adding an Existing Submission Unit Contact
- Manage Employer Users

Manage Submission Unit Contact Information

To manage Submission Unit contact information do the following:

1. Click **Employer**
2. Click **Manage Submission Unit**. Your unit populates (Figure 1).
3. Click the **Contact** tab.
4. Click the dropdown next to **Contact Status** and select **Active**
5. Click **Search** to see your *Active Contacts*.

Figure 1: Submission Units, Contact tab

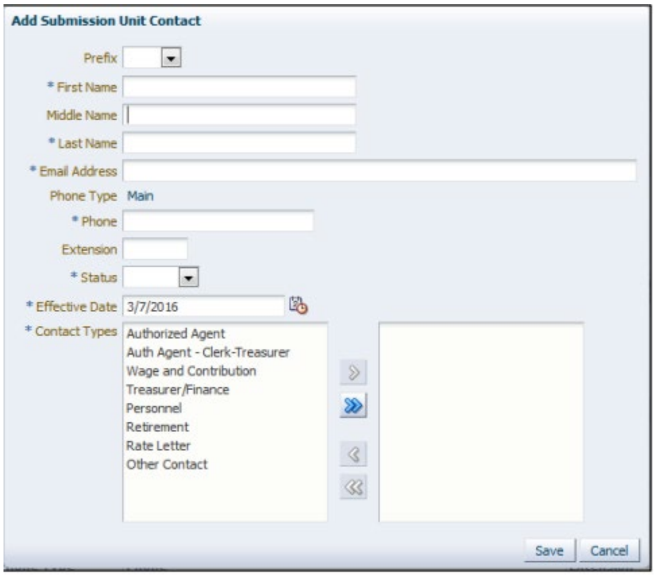
Modify Existing Submission Unit Contact

To modify an existing submission unit contact, click **Modify** next to the name of the contact you want to select. You can update the contact status or contact types for that individual.

Add a New Submission Unit Contact

To add a new submission unit contact, click **Add Contact** to populate the pop-up screen (Figure 2).

Figure 2: Add Submission Unit Contact



Adding an Existing Submission Unit Contact

Each Submission Unit contact must have an email address that is unique in the ERM application. If you attempt to add a contact and receive a message stating that the contact cannot be added because the contact's email address already exists, you must add the contact through the *Administration* section of the ERM application.

After going to *Administration*, click **Users** for the *Employer User* screen to display (Figure 3).

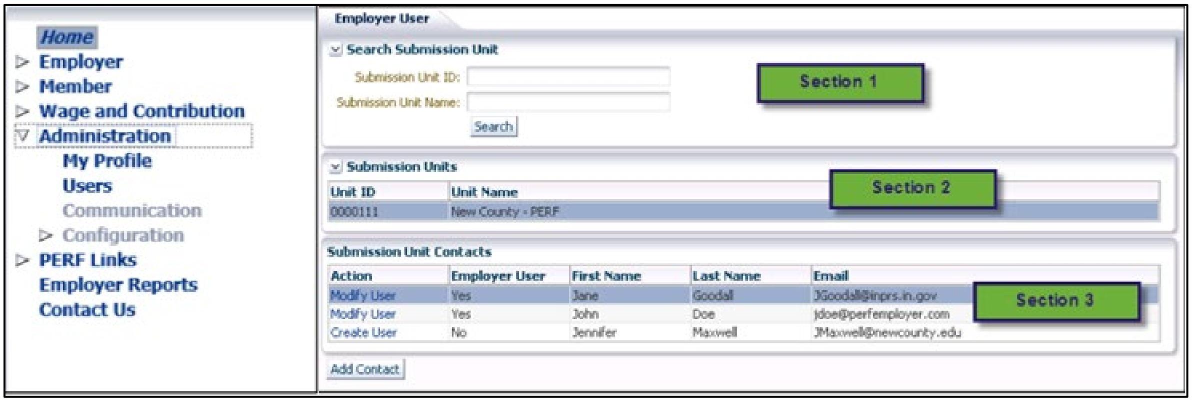
Select **Add Contacts** to search for the email address of your existing contact to apply any user roles, but also permission to be an active contact for more than one submission unit.

Figure 3: Employer User tab

Manage Employer Users

ERM security administrators can add new Employer Users in the ERM application. Before a new Employer User can be added and assigned a security role, the user must be added as a Submission Unit contact in the ERM application. To access options for adding new user, click the **Users** tab (Figure 4).

Figure 4: Employer User,



Section 1 allows you to *Search Submission Unit* for the unit to make updates if it has not prepopulated in **Section 2.**

Section 3 select create user to grant user roles to a **new contact** and enable their account. Select **Modify User** for an existing contact to make any updates or disable their access to ERM for your unit.

For more detailed instructions refer to the *Employer Reporting Maintenance (ERM) Employer Management User Manual* available from the INPRS website. Refer to the *Manage Submission Unit Contact Information* section for updating and adding contact information, along with *Manage Employer Users* section for setting up particular security roles to a current contact.