

# ERM Getting Started QRG - Employer

**NOTE:** To ensure that both employers and INPRS staff perform functions in ERM consistently and efficiently, the ERM manuals have been written for Employer and Staff. The Employer versions are available from the [Employer Reporting & Maintenance](#) page of the INPRS website. (IC 5-10.2-2-12.5)

Use this Quick Reference Guide (QRG) to aid in logging into and setting up the Employer Reporting and Maintenance (ERM) application.

## First Time Access and Login to ERM

The ERM website is located at <https://inprs.in.gov/erm/faces/login.jspx>. When logging into the ERM application for the first time, you are required to create a new password and verify your contact information. ERM passwords expire every 90 days and will need to be changed upon expiration.

## Create a Password

To create a password in the ERM application:

1. Access the ERM application.
2. Enter your User Name into the **User Name** field, and then enter the temporary password you received via email into the **Password** field on the *Login* screen (Figure 1).
3. Click **Login**. You will be prompted to create a new password.
4. Enter a new password into the **New Password** field on the screen (Figure 2) and then confirm the password by re-typing it into the **Confirm Password** field.
5. Select a security question from the list of questions in the drop-down menu associated with the **Security Question** field (Figure 2).
6. Enter the answer to your security question into the **Answer** field.
7. Click **Submit**.

**NOTE:** Be sure to choose a security question/answer you will remember. If you forget your password, you are required to answer the security question you selected.

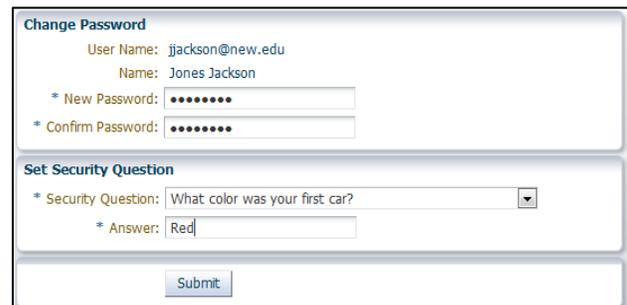
## ERM Getting Started Topics Covered

- First Time Access and Login to ERM
- Create a Password
- Initial User Information for Each Submission Unit
- Certify Information
- Add User
- Set Up Bank Account
- Confirm Payroll Dates

Figure 1: Login Screen



Figure 2: Change Password screen



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**NOTE:** The new password:

- ▶ Cannot be the same as the User ID.
- ▶ Must contain between 8 and 50 characters.

Must contain 3 of the following attributes:

- ▶ Upper case letters
- ▶ Lower case letters
- ▶ Numeric characters
- ▶ Spaces
- ▶ Special characters
- ▶ Cannot be the same password that has been used within the last 24 passwords for the account.

## Certify Information

Once you access ERM, a one-time data certification screen appears. If you are the initial user for multiple Submission Units, then you must certify the data for each Submission Unit.

## Add User, Set Up Bank Account, and Confirm Payroll Dates

To add a new Employer User:

1. Click the ▷ next to the **Administration** option in the *Navigation Menu*. Select **Users** from the drop-down menu.
2. Locate the contact you want to identify as an Employer User in the Submission Unit Contacts table and then click the **Create User** link next to the contact's name. Before someone can be identified as an Employer User, he or she must be added as a Submission Unit contact through the *Manage Submission Unit* section of the ERM application.
3. Add security roles using the shuttle window (Figure 3). Click the right-facing arrow to move the selected security role(s) to the right side of the shuttle window
4. Click **Save**.

**Figure 3: Add User Pop-Up Box**

The screenshot shows a pop-up window for adding a user. At the top, it displays 'User Name: JMaxwell@newcounty.edu' and 'Name: Jennifer Maxwell'. Below this is a dropdown menu for 'Enabled' set to 'Enable'. The main section is titled '\* Role: Available Security Roles' and contains a list of roles: Security Administrator, Enrollment Administrator, Member Administrator, Wage and Contribution Administrator, Wage and Contribution Operator, Payment Administrator, Wage and Contribution Viewer, and Member Viewer. To the right of this list is a 'Selected Security Roles' area, which is currently empty. Between the two lists are three arrows: a right-pointing arrow, a double right-pointing arrow, and a left-pointing arrow. At the bottom right of the window are 'Save' and 'Cancel' buttons.

**NOTE:** Employer Users cannot assign themselves security roles. If only one user exists for a Submission Unit, all security roles will be automatically assigned. If multiple users exist for a Submission Unit, only the Security Administrator role will be automatically assigned to each user. Users must coordinate with each other to assign proper security roles to one another.

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To set up a bank account:

1. Click the ▷ next to the **Employer** option in the Navigation Menu. Then click the ▷ next to the **Submission Unit** option in the Navigation Menu. Next, select **Manage Submission Unit** from the drop-down menu.
2. Select the Submission Unit you are adding the bank account for by clicking on it in the Submission Units grid.
3. Click the **Payment Admin** tab on the *Manage Submission Unit* screen.
4. Click **Add Bank Account**.
5. Complete the required fields in the *Add Bank Account* dialog box (Figure 4) and then click **Save**.

Figure 4: Add Bank Account Pop-Up Box

The screenshot shows a dialog box titled "Add Bank Account". It has the following fields:

- \* Bank: [text input]
- \* Description: [text input]
- \* Account Number: [text input]
- \* Routing Number: [text input]
- \* Account Type: [dropdown menu]
- \* Default Account: [dropdown menu]
- \* Effective Date: [calendar icon]

At the bottom right, there are "Save" and "Cancel" buttons.

**NOTE:** Submission Unit bank accounts must be set up well in advance of the first ERM wage and contribution submission, as it may take up to 10 business days to authenticate bank account information. If you are a user for multiple Submission Units, then you must set up bank accounts for each Submission Unit separately.

To enter or confirm payroll dates:

1. Click the **Wage and Contribution** tab on the *Manage Submission Unit* screen.
2. Click the **Create Payroll Calendar** link.
3. Complete the fields in the *Define Payroll Calendar* dialog box (Figure 5).
4. Click **Save**.

Figure 5: Define Payroll Date Pop-Up Box

The screenshot shows a dialog box titled "Define Payroll Dates" for "Year 2011". It contains a table with 13 rows and two columns: "#", "Payroll Date", and a small icon column. Below the table is a warning message: "You may not designate payroll dates that fall on a weekend or state holiday. Should a payroll date fall on a weekend or state holiday, please adjust the date to the next business day." At the bottom, there are "Save" and "Cancel" buttons.

**NOTE:** If you are a user for multiple Submission Units, you must confirm payroll dates for each Submission Unit separately.

**NOTE:** INPRS expects that the wage and contribution reporting will occur on the dates selected/shown in the Payroll Calendar

**NOTE:** **Effective 12/31/2009**, employers are to submit contributions, records, and reports electronically in a uniform format through a secure connection over the Internet. Set up of employer, users, wage and contribution submissions and instructions on completing tasks are included in the manuals and QRGs available on the [ERM – Manuals](#) page and the [ERM – Quick Reference Guides](#) page of the INPRS website.