Employer Self-Service (ESS) Portal Administrator User Registration

Retirement Systems of Alabama
PO Box 302150, Montgomery, Alabama 36130-2150
ESS Helpline 334.517.7005• www.rsa-al.gov

The RSA has modernized its Employer Self-Service (ESS) Portal as part of a new pension administration system. The ESS Portal provides web-based services to assist your Agency/School System. Each Agency/School System must designate one ESS Portal Administrator User to be responsible for setting up and maintaining your system's users with proper permissions in the ESS Portal. The ESS Administrator User (where possible) should not be the same individual who performs payroll and HR duties.

Please fill out the form below to register your system's designated ESS Administrator User. Once complete, email this form to the RSA at **essadminreg@rsa-al.gov**

Agency/School System Information

This form should be completed by the agency/school authorizing official.

RSA System ❑ TRS ❑ ERS ❑ JRF

Agency or School System Name _____

Agency or School System Agency Code _____

Name of Authorizing Official _____
First Middle/Maiden Last

Title _____

Our organization elects to submit enrollment and contribution information to the RSA via:
❑ Certified File Upload ❑ Manual Online Entry

ESS Administrator User Information

Please complete the information below for your agency/school system's designated ESS Administrator User. This employee will be responsible for maintaining your system's ESS Portal with RSA.

Request Type ❑ Add User ❑ Remove User Effective Date _____

Employee Name _____
First Middle/Maiden Last

Work Address _____
Street or P.O. Box City State ZIP Code

Work Telephone Number _____ Email Address _____

The use of a shared or non-employer email, such as Gmail, Hotmail, Yahoo, AOL, etc., is strongly discouraged for security reasons.

Signature Certification

I, the authorizing official named above, certify that the information I have given on this form is correct. By signing and completing this form, I hereby designate the employee listed above as the Administrator User of the RSA Employer Self-Service Portal for my agency/school system. If the designated ESS Administrator User should change for any reason, I will notify the RSA within 48 hours via email at **service.desk@rsa-al.gov** or by calling 334.517.7411.

Sign Here → **Signature** _____ **Date Submitted** _____

Print Name _____

Digital signatures are accepted but not required. For a standard signature, print completed document, sign, then email a scanned copy of the form.

Please fill out this digital form and email back to the RSA at essadminreg@rsa-al.gov