

PERMISSIONS FOR CALPERS WEBSITE

COMPLETED FORMS MUST BE EMAILED TO DFSPERS@rcoe.us

☐ Add

☐ Remove

District Number: _____ District Name: _____ Department: _____

Employee Number: _____ Employee Name: _____

Employee's Email Address: _____ Employee's Phone No.: _____

Access will be granted to the user upon receipt of this form. The user will receive their username and temporary password via email. Passwords must be kept confidential. Access to myCalPERS is for official business use only, which is relevant and necessary in the ordinary course of performing job duties.

If assistance is needed to reset a password, please contact Erika Burton at erikaburton@rcoe.us or Ashley Ramos anramos@rcoe.us.

The district is responsible for notifying the county office when users leave the district or when their duties no longer include PERS retirement. Users who are no longer working with PERS retirement must have their access to myCalPERS removed.

By completing this request, you acknowledge that all information accessible to users at the district will be used for official business with CalPERS. Permissions will be granted as follows:

☒ Business Partner Employer Inquiry

☒ Business Partner Retirement Enrollment Read-Only

☒ Business Partner Payroll Read-Only

Will the employee be responsible for submitting Employment Certifications for Service Credit Purchase requests? If YES, check the box below:

☐ Business Partner Arrears

Will the employee be responsible for submitting the LEA's Social Security Annual Information Request (AIR)? If YES, check the box below:

☐ Business Partner Social Security

Authorized Signature: _____

Date: _____

Name: _____

Title: _____

Email: _____

Phone#: _____