

**Manage Contact Officials Screen** – When user selects Manage Contact Officials from the menu, the Employer BA Number associated with their account will be used to retrieve all Contact Officials listed under that BA Number.

Account Management

U. S. Railroad Retirement Board  
Form G117A (99-99)

BA Number: 1104

Form Approved  
OMB No. 3220-0200

**G-117A: Manage Contact Officials**

**SEAN STEWART**

MANAGER, EMPLOYEE SERVICES

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Executive Officer

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478 MCPHILLIPS ST, BLDG 7  
WINNIPEG MB R2X 2G6  
. 0- 0CANADA  
E: SEAN\_STEWART@CPR.CA  
P: (204) 9478235 Ext. 000  
F: (866) 9958959

Edit
Delete

**SHERI PERKINS**

HR BUSINESS PARTNER

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Hiring

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120 SOUTH 6TH STREET  
SUITE 800  
MINNEAPOLIS, MN 55402-0000  
E: SHERI\_PERKINS@CPR.CA  
P: (612) 9046191 Ext. 000  
F: (000) 0000000

Edit
Delete

**PAULA JONES**

DIRECTOR, BENEFITS & WELLNESS - US

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Railroad Retirement Awards

RRA Annuity Estimates

Disability

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120 S 6TH STREET  
SUITE 600  
MINNEAPOLIS, MN 55402-0000  
E: PAULA\_JONES@CPR.CA  
P: (612) 8515786 Ext. 000  
F: (612) 8515692

Edit
Delete

**JONATHAN RYMAN**

MANAGER, PAYROLL PROCESSING

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Section 2(F) RUIA Tier 1 Tax Report

Service & Compensation

RUIA Prepayment Verification

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478 MCPHILLIPS ST, BLDG 7  
WINNIPEG MB R2X 2G6  
. 00000-0000CANADA  
E: JONATHAN\_RYMAN@CPR.CA  
P: (204) 9478120 Ext. 000  
F: (612) 9046175

Edit
Delete

**GREG SIMMONS**

DIRECTOR,CASUALTY MGMT- US/CORP RISK

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Section 12(O)

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120 S 6TH STREET  
SUITE 600  
MINNEAPOLIS, MN 55402-0000  
E: GREG\_SIMMONS@CPR.CA  
P: (612) 8515786 Ext. 000  
F: (000) 0000000

Edit
Delete

+ Add New

**New Contact Official Screen** - A blank editor page will be opened if the user clicks on the Add New panel in the Manage Contact Officials Page.

### New Contact Official

First Name

Last Name

Title

#### Areas of Responsibility (Select all that apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Executive Officer          | <input type="checkbox"/> Hiring                 | <input type="checkbox"/> RUIA Prepayment Verification |
| <input type="checkbox"/> Railroad Retirement Awards | <input type="checkbox"/> Service & Compensation | <input type="checkbox"/> Disability                   |
| <input type="checkbox"/> Section 2(F)               | <input type="checkbox"/> RRA Annuity Estimates  | <input type="checkbox"/> Sup Annuity Report           |
| <input type="checkbox"/> RUIA Tier 1 Tax Report     | <input type="checkbox"/> Section 12(O)          |   |

Email

Country  
United States 

Address Line 1

Address Line 2

City	State	ZIP	ZIP+4 Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone Number	Extension	Fax Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

 Submit

X Cancel Changes

**Edit Contact Official Screen** – If the user clicks the Edit button on a existing Contact Official, the editor page will open prefilled with the existing information for that Contact Official.

### Edit Contact Official

First Name		
<input type="text" value="Jeff"/>		
Last Name		
<input type="text" value="Robertson"/>		
Title		
<input type="text" value="Manager"/>		
Areas of Responsibility (Select all that apply) ⓘ		
<input checked="" type="checkbox"/> Executive Officer	<input type="checkbox"/> Hiring	<input checked="" type="checkbox"/> RUIA Prepayment Verification
<input checked="" type="checkbox"/> Railroad Retirement Awards	<input checked="" type="checkbox"/> Service & Compensation	<input checked="" type="checkbox"/> Disability
<input checked="" type="checkbox"/> Section 2(F)	<input checked="" type="checkbox"/> RRA Annuity Estimates	<input checked="" type="checkbox"/> Sup Annuity Report
<input checked="" type="checkbox"/> RUIA Tier 1 Tax Report	<input type="checkbox"/> Section 12(O)	
Email		
<input type="text" value="jeff@jeff.com"/>		
Country		
<input type="text" value="Canada"/>		
Address		
<input type="text"/>		
City, State/Province, and Postal Code		
<input type="text"/>		
Phone Number	Extension	Fax Number
<input type="text" value="(434)343-4343"/>	<input type="text" value="3223"/>	<input type="text" value="(434)343-4343"/>
<input checked="" type="button" value="Update"/>		<input type="button" value="X Cancel Changes"/>

**Special Note** – US and Foreign addresses will generate different entry formats for City, State, ZIP and City, State/Province, and Postal Code. The two above examples for Add Contact Official and Edit Contact Official demonstrate the different field layouts.

**Admin Employer Selection Screen** – This screen allows RRB administrators to select any railroad/labor employer, and view their Manage Contact Officials Screen. This feature will be used for testing and troubleshooting purposes.

Home Search Site Map Contact Us Employee Online Services

**RRB Employer Reporting System** Logout

New Items Pending Items Completed Items Forms Account Management Reports Administrator

U.S. Railroad Retirement Board  
Form G117A (99-99) BA Number: 9999 Form Approved  
OMB No. 3220-0200

**G-117A: Manage Contact Officials**

Select an Employer

BA Number:

Employer: 1107 -- MAINE CENTRAL RR CO. ▼

Select Employer

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[Locate an RRB office near you](#) 

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