Application for Employer Reporting Internet Access

General Instructions – This form may be used by employers covered under the Railroad Retirement and Railroad Unemployment Insurance Acts to add, modify, or terminate employee access to the Railroad Retirement Board's (RRB) Employer Reporting System (ERSNet). You may request system access for one or more employees, and you may authorize different levels of access for each employee. You may also request that an individual employee file online reports on behalf of one or more subsidiary or affiliate employers. In each case, your employees must certify that they will adhere to the RRB's security guidelines, which include the use of an authoritative electronic signature. The *Security Guidelines* are under *Part VIII, Chapter 8* of the *Reporting Instructions* on the RRB's website.

- To request new or modified system access, complete the entire form.
- To terminate an employee's access, complete only Sections A, B(1-4), D1, and E.

Making representations on this form to gain unauthorized access to the RRB Employer Reporting System or using an authorized access for fraudulent purposes is a violation of federal law punishable by fine, imprisonment, or both.

We estimate this form takes an average of 10 to 20 minutes per response to complete, including the time needed for reviewing the instructions, getting the needed data, and reviewing the completed form. Federal agencies may not conduct or sponsor, and respondents are not required to respond to, a collection of information unless it displays a valid OMB number. If you wish, send comments regarding the accuracy of our estimate or any other aspect of this form, including suggestions for reducing the completion time, to: Associate Chief Information Officer for Policy and Compliance, Railroad Retirement Board, 844 N. Rush Street, Chicago, IL 60611-1275.

Section A Employer Information

In this section, enter the BA number, name, and address of the employer whose reports will be accessed online.

<u>Special Instructions to Request Access on Behalf of Multiple Employers</u> – If you are requesting the same level of access for the employee listed in Section B on behalf of multiple employers, list all affected BA numbers in Item 1. If you are requesting different levels of access for this employee for different employers, file a separate application for each level of access.

1. BA Number(s):

2. Name and Address of Employer – If you are requesting access on behalf of multiple employers, provide only the name and address of the employer serving as primary contact for this account.

Section B Employee Information

1. Name:

2 .	Title		Telephone Number	4.	E-Mail Address	
			()			

5. I have read the document "Security Guidelines" and agree to comply with these guidelines. I understand that my logon, if used to file forms, has the same status as my signature on a paper document. I also understand that providing false or fraudulent information through the RRB Employer Reporting System is a violation of federal law punishable by fine, imprisonment, or both.

Signature:

Date: _

Sec	Section C Group or Section E-Mail Address to Receive Notices									
Complete this section only if you prefer to designate a group or section e-mail address as the default address for RRB work notices, rather than the e-mail address listed in Section B above.										
1.	1. Default E-Mail Address:									
 If you have more than one group or section e-mail address, number each address and specify here which forms or group of forms are associated with each address. 										
Sec	ction E	Reque	sted Action an	d Level of Access						
1.	Actio	on (check app	propriate box)	Add New U	ser	Modify Access	Terminate Access			
2.	R Reader User can only view the forms. Restricts access to "read only."									
	U	Updater	compensation.	User cannot subm	it the form to	the RRB without a				
	Α	Approver					he RRB. Level " A " access is y approval is not needed.			
	Χ	Terminate		ted from access to E			<u> </u>			
	For a	additional info	mation on levels	s of access, see <i>Pa</i>	t VIII, Chapte	r 2 of the Reportin	ng Instructions.			
	ction E			ority to Approve Ac						
The form must be signed by an official with signature authority to sign RRB forms for the employer(s) listed in Section A. Signatures of two individuals are not required if the employee listed in Section B has authority to sign RRB forms. The head of the company and those persons designated on Form G-117A, <i>Designation of Contact Official</i> , have signature authority. A contact official may assign signature authority to a designee, but the RRB will verify with the contact official any signatures other than those of a contact official.										
1. Name (Print)				2. Title			3. Telephone Number			
							()			
4. I have signature authority to approve this request and authorize the RRB to grant access as indicated above. I understand that I am responsible for notifying the RRB if, in the future, this individual's access should be terminated.										
	Signa	ature:				Date	9:			
Questions? Please contact the System Administrator at (312) 751-4961 or the Quality Reporting Service Center at (312) 751-4992.										
Mail this completed application to: Quality Reporting Service Center Railroad Retirement Board 844 N. Rush Street Chicago, IL 60611-1275 Chicago										
For RRB Use: Access Reviewed by:										

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Se	ection F Forms and Levels of Access						
Check one box for each form. Note: Employee's level of access will apply for all employers listed in Section A.1.							
	Form BA-3, Annual Report of Creditable Compensation	🗌 R	🗌 U	A	□ x		
	Form BA-4, Report of Creditable Compensation Adjustments	🗌 R	🗌 U	A	X		
	Form BA-6a, Form BA-6 Address Report			A	□ x		
	Form BA-9, Report of Separation Allowance or Severance Pay	🗌 R	U	A	X		
	Form BA-11, Report of Gross Earnings	🗌 R	U	A	X		
	Form G-73a.1, Notice of Death of Railroad Retirement Annuitant	🗌 R			X		
	Form G-88A.1, Request for Verification of Last Date Carried on Payroll	🗌 R	U	A	X		
	Form G-88A.2, Notice of Retirement and Request for Service Needed for Eligibility	🗌 R	U []	A	□ x		
	Form G-88P, Employer's Supplemental Pension Report	🗌 R	🗌 U	A	X		
	Form G-117A, Designation of Contact Officials			A	□ x		
	Form GL-129a, Record of Employer Determination on Employee Protest of Service and Compensation			A	□ x		
	Form ID-3s, Request for Lien Information; Report of Settlement			A	X		
	Form ID-3u, Request for Section 2(f) Information			A	□ x		
	Form ID-4E, Notice of RUIA Claim Determinations	🗌 R		A	X		
	Form ID-4K, Prepayment Notice of Employees' Applications and Claims for Benefits under RUIA	🗌 R			□ x		
	Form ID-6, Report of Tier I Tax Transactions	🗌 R			X		
	Form ID-6Y, Annual Summary of Tier I Tax Transactions	🗌 R			X		
	Form ID-30b, Notice of Lien	🗌 R			□ x		
	Form ID-40Q, Quarterly Notice to Employers – Railroad Unemployment Insurance Act	🗌 R			□ x		
	Form ID-40R/S, Annual Notice to Employers – Railroad Unemployment Insurance Act and Annual Proclamation	🗌 R			□ x		
	Form RL-5a, Notice to Employer of Annuity Award	🗌 R			X		
	Form SI-5F (SUP), Status Report – Personal Injury Claims	🗌 R		A	□ x		