

Getting Started

KPERS EMPLOYER WEB PORTAL

Open for Business!

KPERS' employer web portal is now open for business. Please make time in the next week to login and look around. You can begin contribution reporting at any time.

For help with the login process, refer to the "Enrollment and Login" information sheet we sent last month. Steps are listed on the back page. After entering your e-mail ID, you'll verify your image and phrase and enter your password.

Online instructions for the web portal are located in the left navigation bar once you are logged in. They are organized by function in a PDF with bookmarks. The bookmarks will make it easier to move from place to place and find exactly what you are looking for.

For Best Performance

- Internet Explorer 5.5 or higher
- Mozilla FireFox 1.5 or higher
- See www.kpers.org/employers.htm for free download instructions.

Changing Portal Access

Submit a Designation of Agent form (KPERS-2) to add or delete access for someone. Download a form at www.kpers.org/forms.htm.

What Can You Do on the Portal?

- Online forms
 - New member enrollments (K-1s)
 - Employment status changes
 - Advanced certifications
 - Adjustments (K-17s)
- Search and view employee information
- View remittance information
- View invoice information
- View bank information
- View fund statements
- View contribution and insurance rates
- View period of service dates
- Complete contribution reporting

If You Need Extra Help

If you get into the portal and find that you have questions the instruction PDF cannot answer, please do not hesitate to call or e-mail KPERS for help.

- **E-mail** kpersfs@kpers.org
- **Toll-free** (888) 275-5737

Important Deadline

Employer contribution reports are due to KPERS by February 9.