



SCHOOL EMPLOYEES RETIREMENT SYSTEM OF OHIO

300 E. BROAD ST., SUITE 100, COLUMBUS, OHIO 43215-3746

614-222-5853 • Toll-Free 800-878-5853 • www.ohsers.org

Employer Web Administrator Registration

Each school district designates one individual to be the district's Employer Web Administrator (EWA).

The EWA has full access to all eSERS applications. The EWA is responsible for maintaining web user accounts including set-up, unlocking, and deactivating web users. The EWA is the only web user able to update contact information.

The EWA maintains the district's eSERS information through the Contacts/Web User Maintenance application.

Please provide SERS with the new EWA contact information:

Employer Name: _____ Employer ID: _____

EWA Name: _____

EWA Work Phone
Number: _____

EWA Cellphone
Number (optional): _____

EWA Email Address: _____

Authorized By:

Fiscal Officer: _____ Date: _____
Signature

Printed Name Title: _____

This completed form may be faxed to 614-340-1195, or emailed to employerservices@ohsers.org.

Once assigned, the district's new EWA will receive an email from eSERS with their User ID and a direct link to a registration screen.

If you have any questions, or if you need assistance with eSERS, please call Employer Services at 1-877-213-0861.

Please note: this document should only be completed for adding a new EWA, not a web user.