



# MICHIGAN OFFICE OF RETIREMENT SERVICES

*Big Plans. Small Steps.*

P.O. Box 30171 · Lansing, MI 48909-7671

Toll Free: 800-381-5111

Local: 517-284-4400

Fax: 517-284-4416

[www.michigan.gov/psru](http://www.michigan.gov/psru)

## Web Administrator Authorization

Due to the sensitive nature of the information viewed on the Employer Reporting Website, Office of Retirement Services (ORS) requires that the superintendent of each reporting unit verify that the person named on this form is authorized to act as web administrator for this reporting unit.

Please complete this form, obtain the superintendent's signature, and fax to ORS, Employer Reporting at 517-284-4416. ORS will create the web administrator account and send the login information to the named web administrator by email.

If you have questions about your web administrator duties or web reporting, please contact the Employer Reporting call center at 800-381-5111 or by email at [ORS\\_Web\\_Reporting@michigan.gov](mailto:ORS_Web_Reporting@michigan.gov).

### Reporting Unit Information *Please Print or Type*

|                     |                       |
|---------------------|-----------------------|
| REPORTING UNIT NAME | REPORTING UNIT NUMBER |
|---------------------|-----------------------|

### Web Administrator Information *Please Print or Type*

|                                 |                       |
|---------------------------------|-----------------------|
| NAME — <i>Last, First, M.I.</i> |                       |
| WORK ADDRESS                    | WORK EMAIL ADDRESS    |
| CITY / STATE / ZIP              | WORK TELEPHONE NUMBER |

### Superintendent Verification *Please Print or Type*

**By my signature below, I certify that the above named person is authorized to act as web administrator for this reporting unit.**

|                          |                       |
|--------------------------|-----------------------|
| SUPERINTENDENT NAME      | WORK TELEPHONE NUMBER |
| SUPERINTENDENT SIGNATURE | DATE                  |

