



MICHIGAN OFFICE OF RETIREMENT SERVICES

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

Michigan.gov/PSRU

Toll Free: 800-381-5111

Fax: 517-284-4416

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.

Reporting Unit Information *Please Print or Type*

REPORTING UNIT NAME

REPORTING UNIT NUMBER

Web Administrator Information *Please Print or Type*

NAME — *Last, First, M.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

