



Agency Portal Exemption

Member Information Please provide your Member ID or Social Security number in the Member ID box below.

Member Name:	Member ID:
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Kentucky Public Pensions Authority Agency Portal

The Kentucky Public Pensions Authority (KPPA) utilizes an online agency portal which stores and tracks administrative records, hearing recordings, memorandums, and any other relevant documentation related to administrative hearings held in accordance with KRS Chapter 13B. A member or his or her attorney shall receive notification via email when documents are available in the agency portal, which can include important documents or orders related to the administrative hearing.

Exemption Request

At least one option must be selected for this form to be valid and processed by KPPA. If none of the options apply to you, the agency shall not allow an exemption pursuant to 105 KAR 1:215.

- I am requesting an exemption for use of the agency portal for the following reason(s):
- I do not have internet access.
 - I do not have access to a computer, smart phone, or tablet capable of allowing me to adequately use the agency portal.
 - I have an impairment or disability that limits my ability to use electronic communications.

Withdrawing Exemption Request

If you select this option, an email address must be provided below. If there is no email address provided, the withdrawal cannot be completed.

- I am withdrawing my previous exemption request and elect to use the agency portal. The following is my personal email:

Email Address: _____

Certification

I am represented by Counsel, Hon. _____; **OR**

I am representing myself in this Administrative Appeals process and have been informed of my right to obtain counsel.

I understand that once the Agency Portal Exemption Form is on file with KPPA, the only way to use the Agency Portal is to withdraw my exemption request by filing an updated Agency Portal Exemption Form.

I certify that all the information completed on this form is true and accurate.

I acknowledge that I have full understanding that any person who provides a false statement, report, or representation to a governmental entity such as KPPA is subject to the penalty of perjury in accordance with KRS 523.010, et seq.

Signature: _____

Date: _____

Members have four options for submitting this form to KPPA:

- Email:** Use the KPPA Secure Email Portal and send an email to KPPAHearingFilings@kyret.ky.gov
Go to KYRET.KY.GOV and select the Contact tab for details on using secure email.
- Self Service:** Use the Documents feature in Self Service at MYRETIREMENT.KY.GOV to upload documents and forms
- Mail:** Office of Legal Services, 1260 Louisville Road, Frankfort, KY 40601
- Fax:** (502) 696-8615