

Add New Reporting Official/ESS Users:

The Employer Administrator can add a new Reporting Official contact type to the Employer Self Service (ESS) website using the Contact Persons module under the Account heading. To make that Reporting Official a user in ESS, the Employer Administrator must then add them to the system in the Manage Users module under the Admin heading.

STEP 1 – After successfully signing into ESS, click the Contact Persons module located on the Account tab in the navigation menu.

Employer Self Service # Home Report * Services *	Account -	🚱 Site Help 🛔 John Doe (2999) 🗇 Log off
Contact Repre	Payment Accounts Office Locations Contact Persons Change Password Change Security Question Change Pin	Available Forms 🗸 Open

ESS will display all contact persons associated with the selected employer.

	Contact Representative 🖂		Available Forms 🗸	Oper
Contact Persons Contact Persons page allows employers to m ropriate button. Contact Persons	nanage contact information. To add a new co	ontact person, click Add Contact	Person). To edit or delete contacts o	click on t
Details	Contact Type	Role		
BROWN, MARY Mailing (502) 555-5555 MARY.BROWN@EMPLOYER.GOV	Agency Head		Edit Dele	te
DOE, JOHN	Reporting Official	ESS Administrator	Edit	

NOTE: If the contact person is set up as a user in ESS, their security role for the website will be displayed on this screen but cannot be edited from this screen.



STEP 2 – Click the **Add Contact Person** button to begin the process and ESS will automatically navigate you to the appropriate screen to add a new contact person.

STEP 3 – Complete all fields marked with an * as these fields are required inform	nation.
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mployer Self Service # Home Report -	Services - Account - Adm		😧 Site Help 🛔 John Dor	ə (2999) 🛛 🖶 Log off
	Contact Representative S		Available Forms	✓ Open
dd a Contact Person				
In a CONTACT PERSON ter details for the new contact person, choose the appro	opriste office location and contar	t tuge and click Submit (Diesee Note: An employee mus	ha eatur ae a
tact person in order to be assigned an ESS account.	spridle onice rocation and contact	Ttype and click automotion	Fiease note. An employee must	De setup as a
Name				
Prefix:	Select Prefix	~		
First Name:*				
	SUE			
Middle Name:				
Last Name:*	JONES			
Suffix:	Select Suffix	~		
Title:				
	2000			
Contact Information				
Office Location:*	Mailing	~		
E-mail:*	SUE.JONES@EMPLOYER.G	JOV		
Work Phone:*	5025555555		ext.*	
Alternate Phone:			ext.	
Fax:				
- 274-594 				
Contact Type				
	Agency Head			
	Human Resources IT			
	Legal Contact			
	Payroll			
	Police Chief			
	Reporting Official	☑ Set as Prima	ary Contact	
	Submit	Cancel		
	Juonin	Calicol		

NOTE: Do not use a personal email address for an agency contact. The email address should be associated with the employer, not the user.



STEP 4 – Select the contact type for the new person by marking the checkbox indicator. The employer administrator can select multiple types if that contact person fills more than one role for the agency. If the person is to be the primary contact for that type, mark the indicator for "Set as Primary Contact".

Agency Head	
Human Resources	/ ·
ПП	
Legal Contact	
Payroll	
Police Chief	/
Reporting Official	Set as Primary Contact
Sheriff	

NOTE: The Reporting Official set up as the primary contact will act as the agency liaison between KPPA and the employer. They are responsible for all aspects of the employer's monthly report, and KPPA will contact this person if there are any questions or clarifications needed on the information submitted. The primary Reporting Official also receives most KPPA correspondences issued via mail, email, or phone that may or may not require follow up.

STEP 5 – Click the **Submit** button.

If the newly added contact person does not require access to the Employer Self Service website and was added only to be an additional contact for KPPA questions and inquiries, you can stop at Step 5. However, if the newly added contact person requires access to Employer Self Service, then proceed to step 6.

STEP 6 – Following the confirmation of the newly added Contact Person, move to the Admin heading in the navigation menu to open the Manage Users module.

Employer Self Service # Home Report * Services * Account *	Admin ▼	🚱 Site Help 🔺 John Doe (2999) 🕞 Log off
Contact Representative 😒	Manage Users	Available Forms 🗸 Open
Welcome to Employer Self Service!		



Employer Self Service will display all users that have been set up for ESS access with the employer.

Filter By:	Select Role	~		Items Per Pag	e: All 🗸
User Name	Name	Assigned Role	Active	Account Locked?	PIN Locked?
jdoez999	DOE, JOHN	ESS Administrator	Yes		
susieQz999	JONES, SUE	ESS Employer Reporting	Yes		

STEP 7 – Click the **Add User** button to add the new contact person. ESS will automatically navigate you to the appropriate Add User screen.

Employer Self Service # Home Report	Services ▼ Account ▼ Admin ▼	🥹 Site Help 🛔 John Doe (2999) 🕞 Log off
	Contact Representative 😒	Available Forms 🗸 Open
Add User		
Choose a contact person, enter a unique User Name, sel	ect the appropriate security role and click Submit.	
Please Note: Only those employees that have been setu	p as Contact Persons may be assigned an ESS account	L
New User		
Contact Person:*	Select Contact Person	
User Name:*		
Role:*	Select Role 🗸	
E-mail:		
	Active	
	Submit Cancel	

STEP 8 – Complete all fields marked with an * as these fields are required information.

NOTE: The Role of the user is a security level that will determine access level to screens in Employer Self Service.

ROLE	ACCESS	
Administrator	The Administrator role has full access to Employer Self	
	Service, including the Admin tab.	



	NOTE : This role is not an option available for selection in ESS. A	
	FORM 7071 must be submitted to ERCE for a user to be upgraded	
	to this security role	
Employer Reporting	The Employer Reporting role has full access to Employer	
	Self Service, excluding the Admin tab.	
Staff	The Staff role has access to: Forms; Monthly Packets;	
	Download Member ID; Sick Leave Cost Calculator; Death	
	Notice; Seminars; Office Locations; Contact Persons;	
	Change Password; Change PIN; Change Security Question	

STEP 9 – Click the **Submit** button.

The KPPA system will automatically generate and send three secure emails to the new Reporting Official/ESS User. The first email confirms the account set up and contains the username needed to sign into Employer Self Service. The second email contains a temporary password. And the third, and final, email contains a temporary PIN. The user must login within 24 hours of receiving these emails and reset their password and PIN, or they will expire.