



Employer Services Employer Representative/ Administrator Signature Card

FOR OFFICE USE ONLY



Toll-Free: (800) 821-2251
alaska.gov/drb

Division of Retirement and Benefits
P.O. Box 110203
Juneau, AK 99811-0203

Juneau: (907) 465-4460
TDD: (907) 465-2805
Fax: (907) 465-3086

CHECK ONE: ADD new authorized user DELETE all authority for this user CHANGE user information /authorization

The following person is authorized to designate employees of _____ (employer name) to use the State of Alaska, Division of Retirement and Benefit's Employer Services. No other person will be allowed to designate employees access to this confidential information. If the Employer Representative/Administrator terminates or changes, a new signature card must be submitted. **This form MUST be approved by either the superintendent, the mayor or the chair of the board, whom ever has authority to make all executive decisions for the PERS/TRS employer listed below OTHER then the employer Representative/Administrator being assigned by this form.**

USER NAME (LAST, FIRST, M.I)		TITLE
<input type="checkbox"/> PERS ER #: _____	EMPLOYER NAME	
<input type="checkbox"/> TRS ER #: _____		
MAILING ADDRESS (CITY, STATE, ZIP + 4)		
EMAIL ADDRESS	TELEPHONE NUMBER ()	FAX NUMBER ()

ACKNOWLEDGMENT:

Ethical Standard: I acknowledge that reasonable use and common sense must prevail in the workplace, use of Office Technologies, and that I must understand and comply with applicable Alaska Statute, policies, and Administrative Code. The Executive Branch Ethics Act states a public employee may not "use state time, property, equipment, or other facilities to benefit personal or financial interests" AS 39.52.120(b)(3).

"AS 11.46.740. Criminal Use of a Computer (a) A person commits the offense of criminal use of a computer if, having no right to do so or any reasonable ground to believe the person has such a right, the person knowingly access or causes to be accessed a computer, computer system, computer program, computer network, or any part of a computer system or network, as a result of that access (1) obtains information concerning a person; or (2) introduces false information into a computer, computer system, or computer network with the intent to damage or enhance the data record of that person. (b) Criminal use of a computer is a Class C felony."

Criminal Activity: I acknowledge that misuse of computing resources is a criminal activity under Alaska Statute (including those as follows): "(AS 11.46.484) Criminal Mischief in the Third Degree (a) A person commits the crime of criminal mischief in the third degree if, having no right to do so or any reasonable ground to believe the person has such a right... (5) the person knowingly accesses a computer, computer system, computer program, computer network, or any part of a computer system or network...."

By signing this request, I certify that I have read and understood my ethical, legal, and password security responsibilities as described above. **The signature of the Employer Authorized Representative/Administrator must be on file with the Division of Retirement and Benefits, before the employer administrator can issue their staff access to the system.**

SIGNATURE OF EMPLOYER REPRESENTATIVE/ADMINISTRATOR	DATE
EMAIL ADDRESS	TELEPHONE NUMBER ()

By approving this request, I certify that I have read and understood that I am authorizing the above person to represent the _____ (employer name) in all aspects pertaining to the Alaska PERS/TRS retirement plan.

SIGNATURE OF APPROVING AUTHORITY	DATE
PRINTED NAME AND TITLE	
ADDRESS OF APPROVING AUTHORITY	TELEPHONE NUMBER ()

Distribution: Division of Retirement and Benefits approves, retains original, and returns a copy to the department/employer.