



2101 South Veterans Parkway
P.O. Box 19255
Springfield, IL 62794-9255

217-785-7444
Email: sers@srs.illinois.gov

Employer's request to appoint the Security Administrator for the SRS Employer Services website

Complete this form to appoint your Security Administrator for the SRS Employer Services Website who will have access to such website and shall be responsible to validate and apply changes to access rights for the employees designated to access such website on behalf of your agency.

All fields are required

Name: _____

Date of Birth: _____ **Last four of SSN:** _____
mm/dd/yyyy

Agency Name: _____

Work Address: _____

Work Phone: _____ **Fax:** _____
(area code) xxx-xxxx ext.

Work Email: _____

Is the SA also a
Payroll Coordinator?

Check box if appointee
is a new Security
Administrator.

Legal Disclaimer:

_____, has been designated to perform Website Security Administrator functions related to the access rights for our employees who access the SRS Employer Services website on behalf of our agency .

Upon the submission of this form to SERS, the Security Administrator agrees that they will be given access to this Employer Services data site on an as needed basis to perform their Website Security Administrator duties. The Security Administrator agrees to limit the use of this Employer Services data site, data solely for legitimate SERS member-related business purposes. The Security Administrator's employing agency also agrees that the Security Administrator will not use or disclose SERS records or data for any purpose other than in connection with the specific member for whom the data is sought.

The employing agency and Security Administrator agree to take all reasonable and appropriate measures to protect the information accessed from the SRS Employer Services data site and to prevent unauthorized access to the site by unauthorized third parties. SERS is responsible only for its security issues and does not assume any responsibility for the security issues of the Security Administrator's employer or any consequences resulting from the Security Administrator's access to the Employer Services data site. The information displayed on the SRS Employer Services data site reflects the records of SERS. These records can change because of an audit or because of new data received from a member or an employer.

The Security Administrator acknowledges that the right to access the SRS Employer Services data site can be terminated with or without notice at any time by SERS.