Email Message – April 17, 2020

**TO:**      Certifying Officers

**FROM:**    New Jersey Division of Pensions & Benefits (NJDPB)

**SUBJECT:   Employer Administrative Access in EPIC**

With many participating employers during the COVID-19 emergency performing work remotely, the Employer Pensions and Benefits Information Connection (EPIC) provides access to essential pension and health benefit administrative information and applications.  Registered users can access EPIC from any web browser with an internet connection. Employers can also add new users to assist with administrative duties through EPIC.

## CURRENT EPIC USERS

Log on to EPIC through MyNewJersey at:
*https://my.state.nj.us/openam/UI/Login*

EPIC applications include:

- Payroll Certifications – use EPIC to view and print certifications for enrollments, back deductions, loans repayments, and purchase arrears.  If working remotely where office mail service is limited, access these necessary documents in EPIC for your own records, and to provide to your employees.

- Enrollment Application – access the online application in EPIC for pension enrollments when hiring additional staff during the COVID-19 emergency.

- Employer Certifications – for employee retirements, purchase verification, withdrawals, or in the event of the death of an employee, use EPIC to submit certification of service and/or salary to the NJDPB.

These and other administrative applications are available in EPIC.  See the full suite of EPIC applications and find instructions in the *EPIC Users Guide* at: *https://www.nj.gov/treasury/pensions/epic-register.shtml*

## ADDING NEW USERS IN EPIC

Employers can add new users to perform administrative duties in EPIC.  The employing location's Certifying Officer or Supervisor of the Certifying Officer have permissions to add new users for EPIC access.  Once a new user is added, the Certifying Officer or Supervisor of the Certifying Officer may then assign access to individual EPIC applications.  For detailed instructions, see

the instructions for EPIC Security at:
*https://www.nj.gov/treasury/pensions/epic-register.shtml*

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