



Pension Employer – User Documentation
compiled 02/09

Note: some screenshots may look slightly different in certain browsers

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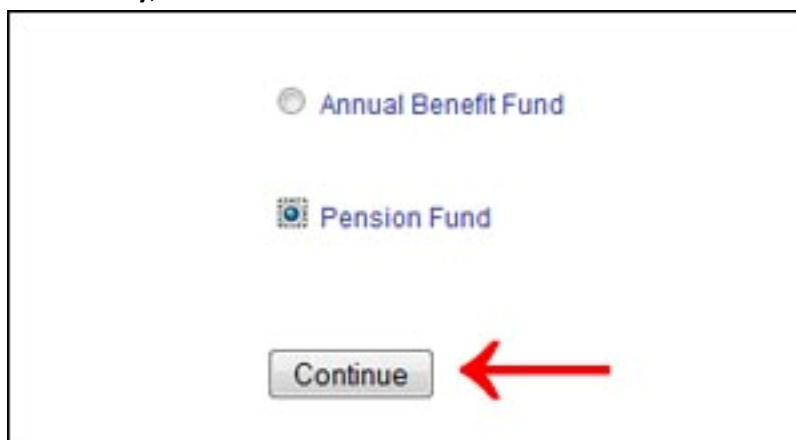
1. To access your account, log into Erisa systems:
 - a. In the address bar your Internet browser, type this URL: <https://erisafunds.com/>.



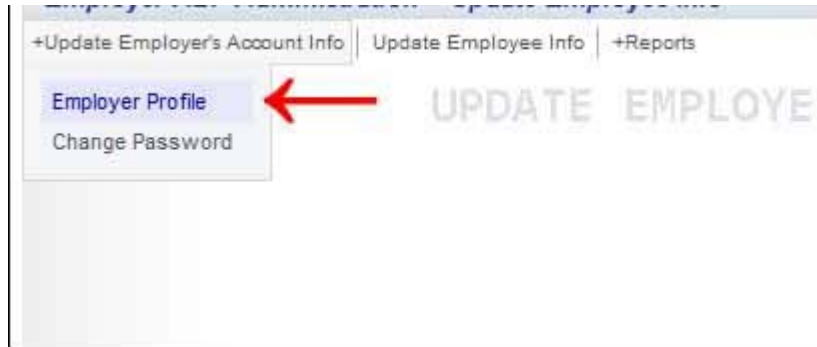
- b. Type in your **user name** and **password** in boxes and click "**Submit**" to log in. Click "forgot your password" if you forgot your password. A random password will be emailed to the email address on record for your account. Check your email and log back on using that password. You will be prompted to change your password to a desired one.



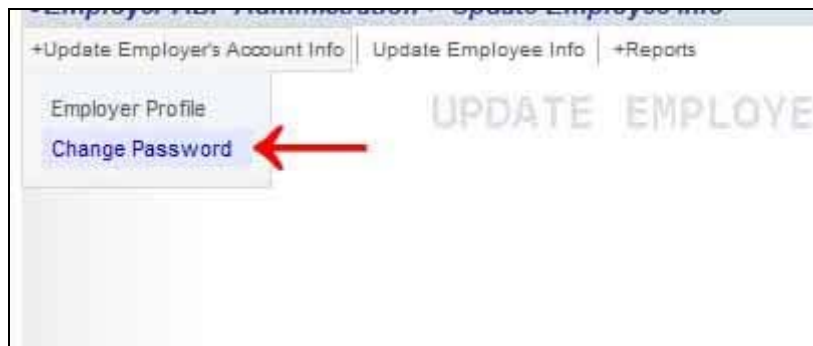
2. **If necessary**, choose desired fund and click "Continue":



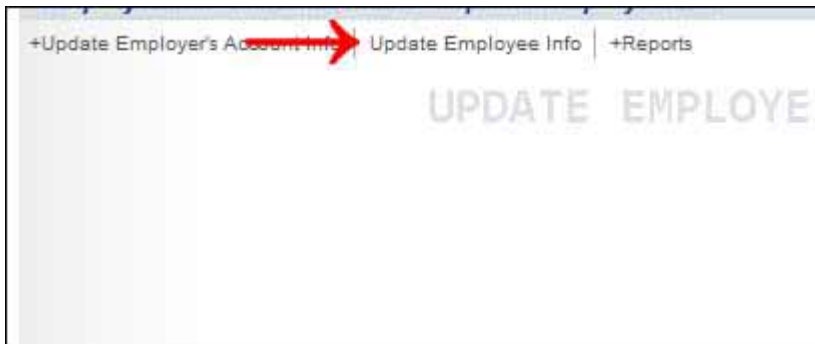
3. To access the **Pension Employer's Account Info**, log into Pension funds (if necessary)
 - a. To view or change account information, choose "**Employer Profile**" from the "**Update Employer's Account Info**" drop down menu:



- b. To change employer account password, log into Pension funds (if necessary), then choose "**Change Password**" from the "**Update Employer's Account Info**" drop down menu:



4. To change employee information, log into Pension funds (if necessary), then choose "**Update Employee Info**" from the main menu.

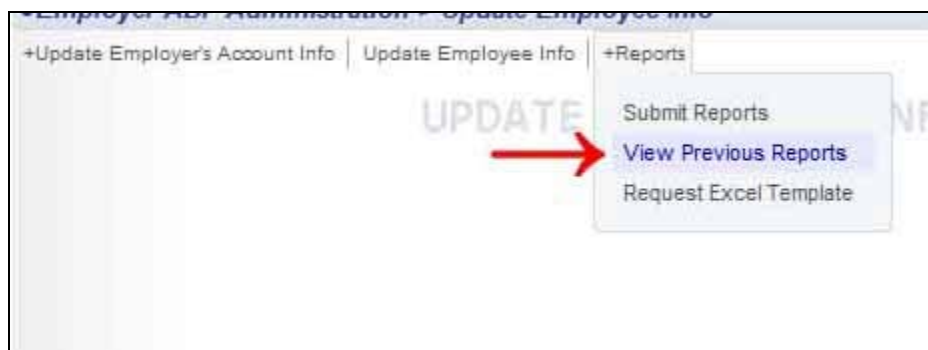


5. To access online reports, log into Pension (if necessary):

- a. To submit data, choose “**Submit Reports**” from the “**Reports**” drop down menu.



- b. To view past data, choose “**View Previous Reports**” from the “**Reports**” drop down menu.



- c. To view previous data in an Excel format, choose “**Request Excel Template**” from the “**Reports**” drop down menu.

