ERM Manage Submission Contact and User QRG - Employer

This quick reference guide (QRG) is for use during the annual and continuing management of contact and user information in the Employer Reporting and Maintenance (ERM) application.
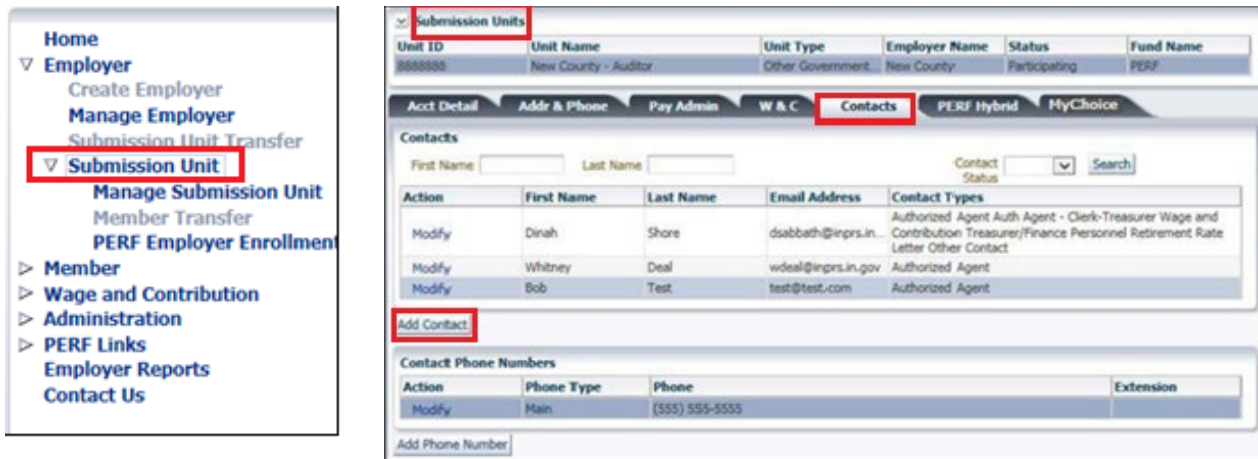
Manage Submission Unit Contact Information

Manage Submission Contact and User

- **Manage Submission Unit Contact**
- **Modify Existing Submission Unit Contact**
- **Add a New Submission Contact**
- **Add an Existing Submission Unit Contact**
- **Manage Employer Users**

To manage Submission Unit contact information. click Employer then click Manage Submission Unit. Your unit will populate as seen in Figure 1. Click the Contact tab, click the dropdown next to Contact Status, select active, and click search to see your active contacts.

Figure 1: Submission Units, Contacts tab

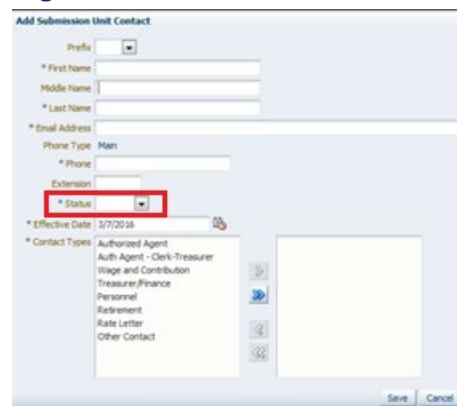## Modify Existing Submission Unit Contact

To modify an existing submission unit contact, click **Modify**, as seen in the table above, next to the name of the contact you wish to select. Here you can update the contact status or contact types for that individual.

Add a New Submission Unit Contact

To add a new submission unit contact, click **Add Contact** (Figure 1) to populate the pop-up screen.

On the *Add Information Unit Contact* screen, complete the requested information and for the **Status**, click the ∇ and select **Active**.

Figure 2: Add Submission Unit Contact

Add an Existing Submission Unit Contact

Each Submission Unit contact must have an email address that is unique in the ERM application. If you attempt to add a contact and you get a message stating that the contact cannot be added because the contact's email address already exists, you must add the contact through the "Administration" section of the ERM application. After Administration, click **Users** for the employer user screen to display as shown below. Select **Add Contacts** to search for the email address of your existing contact to apply any user roles, but also permission to be an active contact for more than one submission unit.

Figure 3: User, Employer User tab, Submission Unit Contacts section

Manage Employer Users

ERM security administrators can add new Employer Users in the ERM application. Before a new Employer User can be added and assigned a security role, he or she must be added as a Submission Unit contact in the ERM application. To access options for adding new user, click the **Users tab** as seen in the image below.

Figure 4: User, Employer User tab, Defined Sections

Section 1 allows you to search for unit you are wanting to make updates to if it has not prepopulated in **Section 2**. **Section 3** select create user to grant user roles to a **New Contact** or select **Modify User** for an existing contact to make any updates or deactivate their access to ERM for your unit.

References

For detailed instructions refer to the *Manage an Employer* section for contact information and the *Manage a Submission Unit* section for user roles of the *Employer Reporting Maintenance (ERM) Employer Management User Manual* available on the INPRS website.