

KEEPING MEMBER AND EMPLOYER INFORMATION SAFE

As a retirement plan administrator for some 528 employers and more than 90,000 members and retirees, MainePERS places the security of the information that you share with us as one of our highest priorities. No doubt you have read news articles on the increasing incidents of identity theft, computer malware, and e-mail phishing attacks.



What do we ask of you, the employer?

As an employer, you may be sending and receiving electronic information from MainePERS via e-mails from our website and through our Employer Self-Service portal. It is possible that you may see something that seems odd or suspicious before MainePERS is aware of it. We need your help:

1. Please notify us as soon as possible (*Email: employer@mainepers.org, contact your assigned employer technician or call MainePERS directly at 1-800-451-9800.*)
2. Keep your MainePERS password secure and do not share it with others. If you lose it or forget it, contact your security administrator for a new one.
3. If you have the misfortune of getting hacked or becoming infected with a computer virus or malware, please let us know immediately so that we can take action to prevent other employer and member data from being at risk.
4. Keeping your software and hardware up to date is one of the best ways to strengthen information security as newer versions have been designed to eliminate or block more recently known risks. (*For this reason MainePERS will be updating our Employer Self Service – Desktop Technical Specifications effective April 2015. See table on reverse.*)

What is MainePERS doing?

MainePERS has tightened up our efforts to keep information secure in a variety of ways:

1. Securing e-mail using encryption (Zix mail)
2. Following best practices for secure passwords
3. Updating Information Security Policy and Practices
4. Ongoing information security awareness training and briefings for staff
5. Implementation of an IT Security Council
6. Continuously upgrading software and hardware
7. Increased risk monitoring



FY '16 Defined Benefit Plan Contribution Rates for State, Teacher and PLD Employers are available in the Employer "Quick Links" section of our website:

http://www.mainepers.org/Employers/Employer_Mainpage.htm

Employer Self Service Desktop Technical Specifications April 2015

Component Name	Primary Recommendation		Employer Self Service	Comments
	Was	New		
Operating System	Windows 7		Recommended	Windows 8 is not preferred. Windows XP is no longer supported.
Browser Settings			Recommended	JavaScript or client-side scripting should be enabled.
Monitor Display	Monitor resolution of 1024 x 768 or higher		Recommended	
Browser Software	Internet Explorer v. 11 Firefox v. 29 Safari (any version) Chrome (any version) Opera (any version)	Internet Explorer v. 11* Firefox v. 35 Safari (any version) Chrome (any version) Opera (any version)	Preferred Allowed Not preferred** Not preferred** Not preferred**	The Back and Refresh buttons are not supported in V3. Allow pop-ups from the website where the application is hosted. Use close button in lower portion to close pop-up windows. Use "Regular" or "Normal" text size on your browser.
PDF Forms: Viewing	Adobe Reader XI and higher	Adobe Reader X and higher	Recommended	To install go to www.adobe.com or within a current version of Adobe navigate to >Help>Check for updates. Requires internet connection.
Document Shell Editor	Java Runtime Environment		Recommended	To install on your desktop, go to and click on http://www.java.com/en/download/index.jsp Supports Java version 6 or higher.

*No support for Internet Explorer browsers prior to version 9.0.

**Issues related to ESS forms are known to exist upon using these browsers.

How do I tell what version operating system I am using?

Your IT or Computer "go-to" person will be able to give you this information. Most personal computers (PCs) use some version of Microsoft Windows for an Operating System (OS). Windows users may be able to determine this by doing the following: Click on the Windows or Start icon on your desktop. It will most likely look something like this:




Click on the words "Control Panel" and then click on the word "System." You should now see the Windows Edition used by your PC.

How do I tell what web browser version I am using?

Microsoft Internet Explorer (IE), Firefox and Google Chrome are all examples of web browser software applications used to find and display information on the World Wide Web. Your IT or Computer "go-to" person can tell you which web browser application and version you are using. You may also be able to determine this yourself by opening your web browser and doing the following:

For Microsoft Internet Explorer and Firefox: Go to the menu bar at the top of the page and click on "Help" and then "About Internet Explorer, About Firefox."

For Microsoft Google Chrome: Go to the right side of the menu bar at the top of the page and click on the  and then click on "About Google Chrome."

