

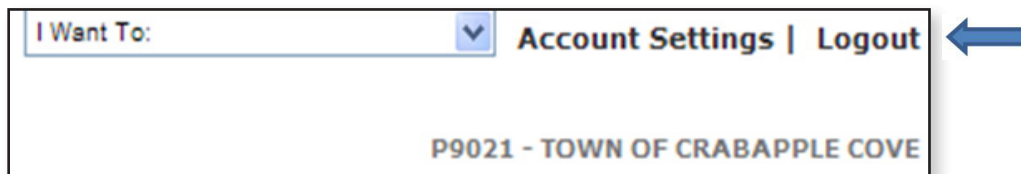




## EMPLOYER SELF SERVICE (ESS) SECURITY ALERT

The following are a few good habits to ensure the security of the web-based ESS system, as well as your own:

**ALWAYS:** Log out of an ESS session using the logout function.



**NEVER:** Leave the ESS session using the "X" in the upper right-hand corner.



### PASSWORDS:

- ✓ Make your password between six to ten characters long.
- ✓ Use at least two alphabetic characters and at least one numeric or special character. Special characters are "@", "#", "\$", or "\_" (underscore). Other non-alphanumeric characters are not allowed.
- ✓ Passwords cannot begin with a numeric or special character.
- ✓ Passwords are case sensitive.
- ✓ Do not share your password with other employees or users.



The Preview function on member forms in ESS is only designed to prepopulate a member's demographic (name and address) information for you.

If you wish to use the preview function, enter **ONLY** the fields that are outlined in **RED**. Once you have entered the "red" fields, go directly to the bottom of the form and choose "preview."

- ✓ If the person's information is already on file with MainePERS, the form will populate the member's name and address. Please verify for accuracy and correct as needed. You can then enter the other required fields and choose submit.
- ✓ If the person's information isn't already on file with MainePERS, you will receive a message indicating this. You should then fill in all required fields on the form, including name and address, and choose submit.

maine PERS

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APPLICATION FOR MEMBERSHIP

**Sign and forward to the Maine Public Employees Retirement System within seven (7) days of employee's employment date.**

**TO BE COMPLETED BY EMPLOYEE**

Member's Name:  Gender:  Male  Female

(Prefix)  (First)  (MI)  (Last)

Social Security Number:  Date of Birth (mm/dd/yyyy):  E-mail address:

