



ERA Registration Instructions

Learn how to complete the registration process by following the steps below.

After DRS sets up a user in ERA, two emails will be sent to the user. One email contains a Registration code and the other contains a Registration link.

Sample of what the emails look like when you receive them:

FROM	SUBJECT	RECEIVED	CATE...
Date: Today			
ERAQA@drsqa.wa.gov	DRS welcomes you to your employer reporting tool.	Tue 2/4/2020 ...	
ERAQA@drsqa.wa.gov	DRS Employer Reporting Tool Account Information.	Tue 2/4/2020 ...	

1. Copy the security code

Please use the code below to complete your registration with Way City Of.

This code will expire within 24 hours.

b697e468-6111-4acd-9fa3-a3f437316164

If you are having issues, or the code has expired, contact your main contact, Lauren Coal, or Employer Support Services at 360-664-7200 option 2, or 800-547-6657 option 6, option 2.

2. Select the "Registration link"

City Of has established access for you in the new DRS employer reporting tool. To complete registration, follow the link and enter the code we sent to you in a separate email.

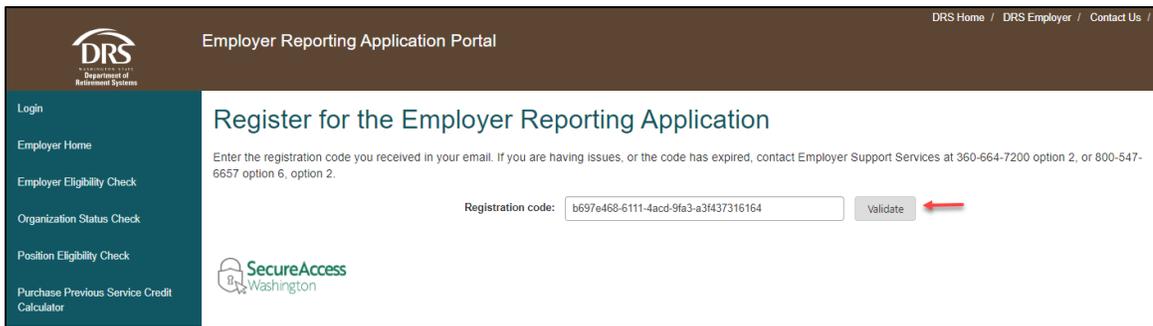
[Registration link](#)

If you currently have access to the employer reporting tool with another employer, you might consider using the same user ID and password to complete your registration for Federal Way City Of. You will only need to log in one time and you can view all the employers you report for.

If you choose not to use the same user ID and password for all the employers you report for, you will be required to log out of the system and then log back in with the separate user ID and password for each of your employers.

If you have questions or concerns regarding your registration, please contact Employer Support Services at 360-664-7200 option 2, or 800-547-6657 option 6, option 2.

3. Paste the security code into the “Registration code” field and select “Validate”



Employer Reporting Application Portal

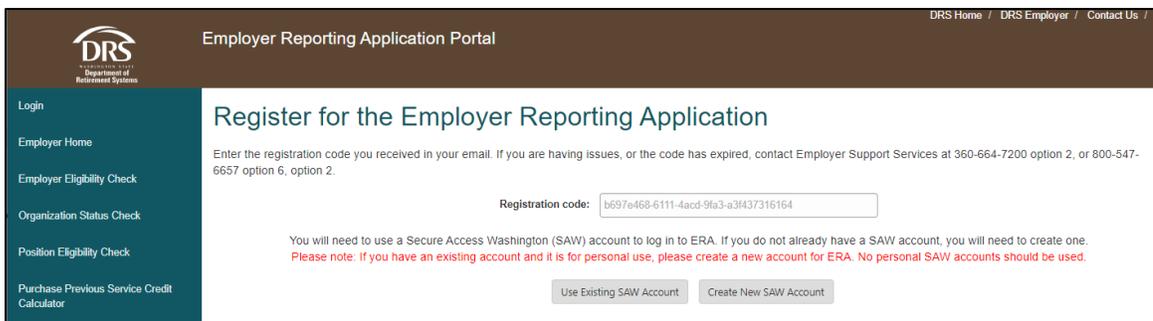
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Register for the Employer Reporting Application

Enter the registration code you received in your email. If you are having issues, or the code has expired, contact Employer Support Services at 360-664-7200 option 2, or 800-547-6657 option 6, option 2.

Registration code:

SecureAccess Washington



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Register for the Employer Reporting Application

Enter the registration code you received in your email. If you are having issues, or the code has expired, contact Employer Support Services at 360-664-7200 option 2, or 800-547-6657 option 6, option 2.

Registration code:

You will need to use a Secure Access Washington (SAW) account to log in to ERA. If you do not already have a SAW account, you will need to create one.
Please note: If you have an existing account and it is for personal use, please create a new account for ERA. No personal SAW accounts should be used.

4. Choose either “Use Existing Account” or “Create New ERA Account”

You need to choose **Use Existing Account** if you already have a Secure Access Washington (SAW) Account. You will need to use your existing User ID and Password. Please do not use a shared SAW account or email. You will need to use an account and email specific to you.

OR

Choose **Create New ERA Account** if you do not have an existing SAW account. You will begin the registration process to get a SAW User ID and Password.

If you choose **Create New ERA Account**, you will begin the registration process to get a USER ID and password that you will use to access ERA for retirement reporting.

5. Fill in the USER ID you wish to use and select “Validate”

Register for the Employer Reporting Application

Enter the registration code you received in your email. If you are having issues, or the code has expired, contact Employer Support Services at 360-664-7200 option 2, or 800-547-6657 option 6, option 2.

Registration code:

You will need to use a Secure Access Washington (SAW) account to log in to ERA. If you do not already have a SAW account, you will need to create one.
Please note: If you have an existing account and it is for personal use, please create a new account for ERA. No personal SAW accounts should be used.

New ERA Account

User ID must be at least 4 and no more than 32 characters. It is not case sensitive. It may contain letters, numbers or any of the following special characters: .-_-@.

User ID:

Name:

Email:

Confirm Email:

Password must be at least 10 and no more than 64 characters, and must be significantly different from your last four passwords. Do not use your name or User ID. Include characters from three of the following categories:

- Uppercase letters
- Lowercase letters
- Numbers
- Special characters

Password:

Confirm Password:

Secret Question:

Answer:

If the USER ID is already taken the message, "User ID is not available," will appear. Try a different USER ID.

New ERA Account

User ID must be at least 4 and no more than 32 characters. It is not case sensitive. It may contain letters, numbers or any of the following special characters: .-!_@.

User ID:

User ID is not available.

Name:

Email:

Confirm Email:

Password must be at least 10 and no more than 64 characters, and must be significantly different from your last four passwords. Do not use your name or User ID. Include characters from three of the following categories:

- Uppercase letters
- Lowercase letters
- Numbers
- Special characters

Password:

Confirm Password:

Secret Question:

Answer:

If the USER ID is available, you will get a green message.

6. Continue the process by entering the required information in the fields with red lines and select “Create User”

New ERA Account

User ID must be at least 4 and no more than 32 characters. It is not case sensitive. It may contain letters, numbers or any of the following special characters: .- _ @.

User ID:

User ID is available.

Name:

Email:

Confirm Email:

Password must be at least 10 and no more than 64 characters, and must be significantly different from your last four passwords. Do not use your name or User ID. Include characters from three of the following categories:

- Uppercase letters
- Lowercase letters
- Numbers
- Special characters

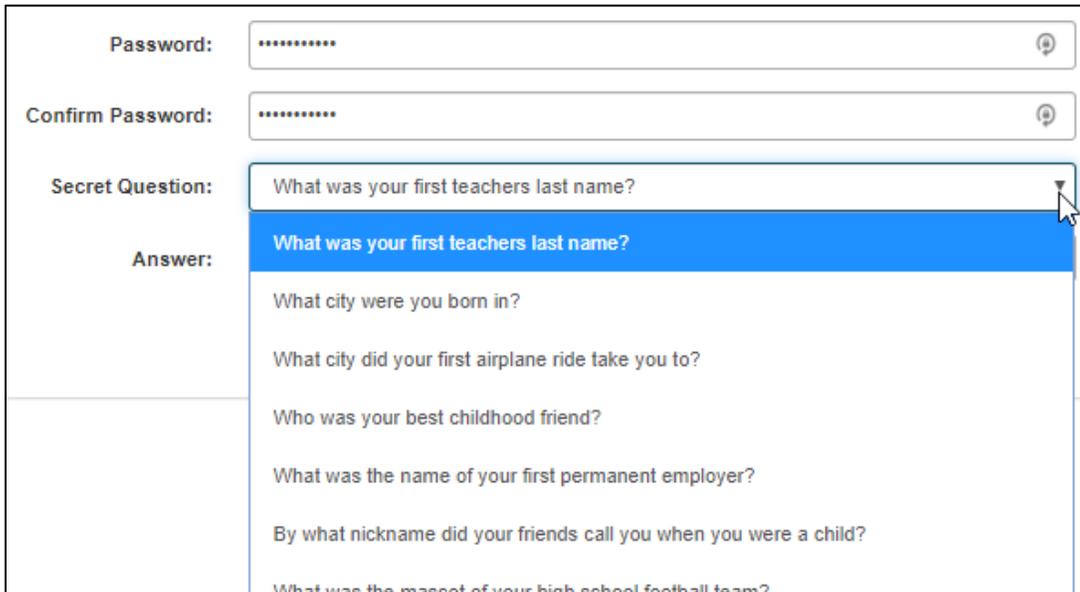
Password:

Confirm Password:

Secret Question:

Answer:

7. If you prefer a different secret question, select the arrow in the “Secret Questions” field and choose one from the drop down menu



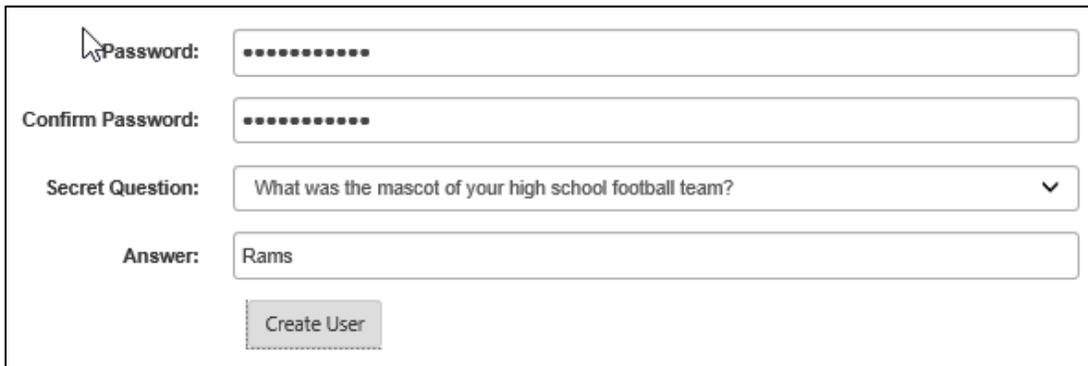
The screenshot shows a registration form with the following fields:

- Password:** A text input field with masked characters (dots) and a small circular icon on the right.
- Confirm Password:** A text input field with masked characters (dots) and a small circular icon on the right.
- Secret Question:** A dropdown menu currently displaying "What was your first teachers last name?". A mouse cursor is pointing at the downward arrow on the right side of the dropdown.
- Answer:** A text input field that is currently empty.

The dropdown menu is open, showing a list of secret questions. The first option, "What was your first teachers last name?", is highlighted in blue. Other visible options include:

- What city were you born in?
- What city did your first airplane ride take you to?
- Who was your best childhood friend?
- What was the name of your first permanent employer?
- By what nickname did your friends call you when you were a child?
- What was the mascot of your high school football team?

8. Answer your “Secret Question” and select “Create User”

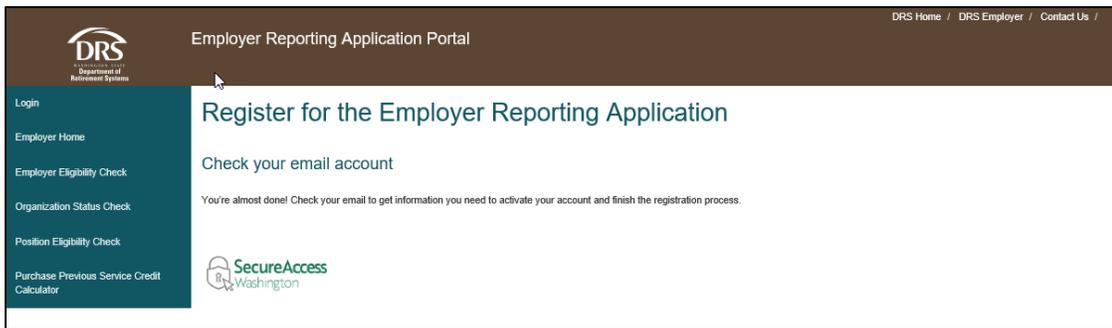


The screenshot shows the registration form with the following fields:

- Password:** A text input field with masked characters (dots).
- Confirm Password:** A text input field with masked characters (dots).
- Secret Question:** A dropdown menu displaying "What was the mascot of your high school football team?".
- Answer:** A text input field containing the text "Rams".

Below the Answer field is a button labeled "Create User".

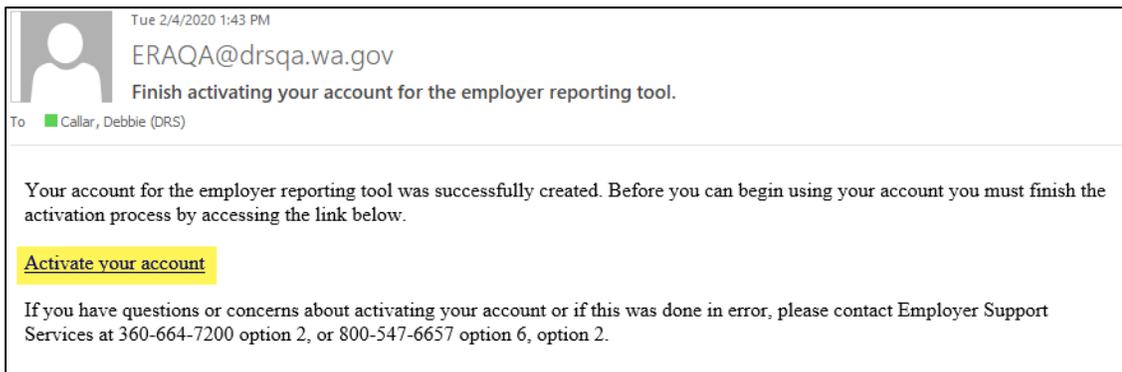
9. You will receive one more email to complete the registration process



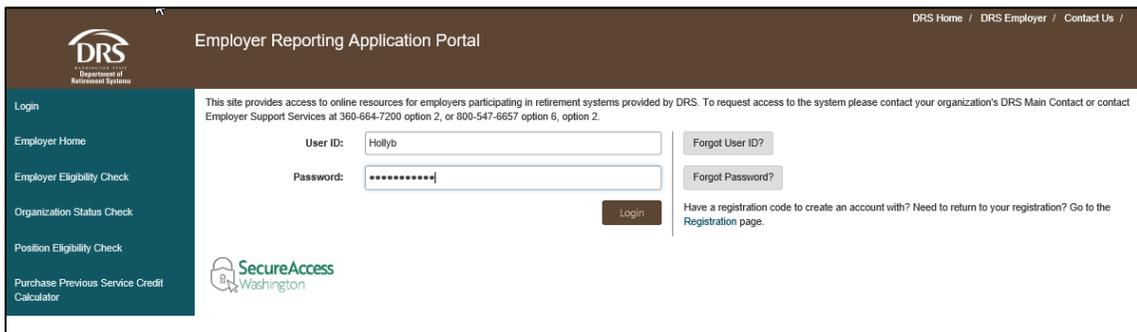
The email will look like this:



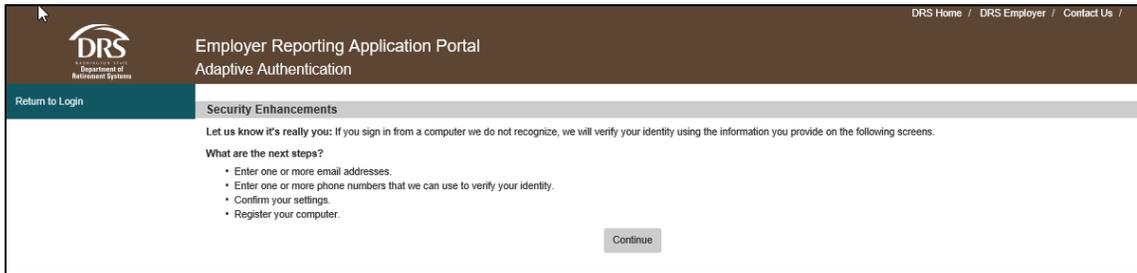
10. Select “Activate your account”



11. Enter the USER ID and password that was just created and select “Login”



12. Select “Continue”



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Adaptive Authentication

Return to Login

Security Enhancements

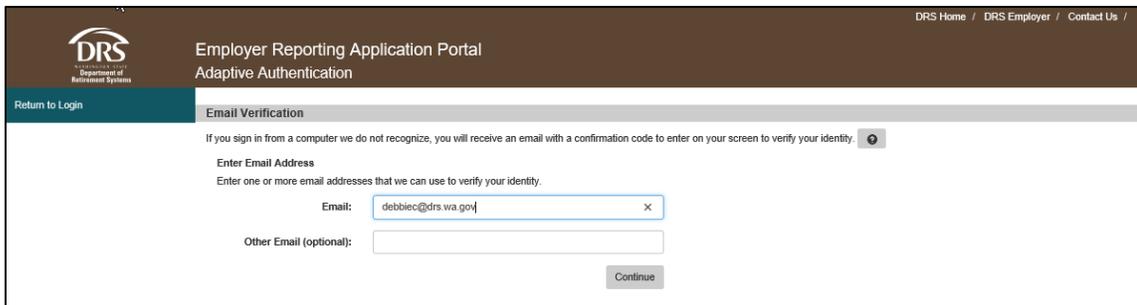
Let us know it's really you: If you sign in from a computer we do not recognize, we will verify your identity using the information you provide on the following screens.

What are the next steps?

- Enter one or more email addresses.
- Enter one or more phone numbers that we can use to verify your identity.
- Confirm your settings.
- Register your computer.

Continue

13. Enter an email address that a security code can send to and select “Continue”



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Adaptive Authentication

Return to Login

Email Verification

If you sign in from a computer we do not recognize, you will receive an email with a confirmation code to enter on your screen to verify your identity. ⓘ

Enter Email Address
Enter one or more email addresses that we can use to verify your identity.

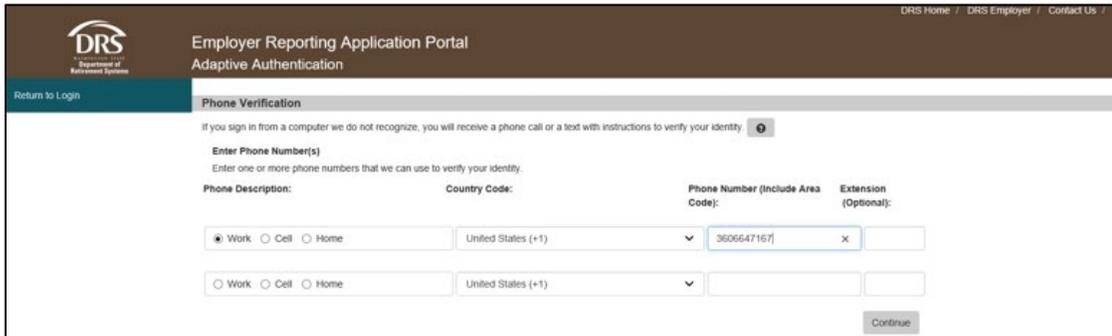
Email: X

Other Email (optional):

Continue

14. Enter a “Phone Description” and also enter a “Phone Number” that can receive a call with a security code and select “Continue”

If you receive a security code, you will have the option to use phone or email but you will need to supply both during this registration process.



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Return to Login

Phone Verification

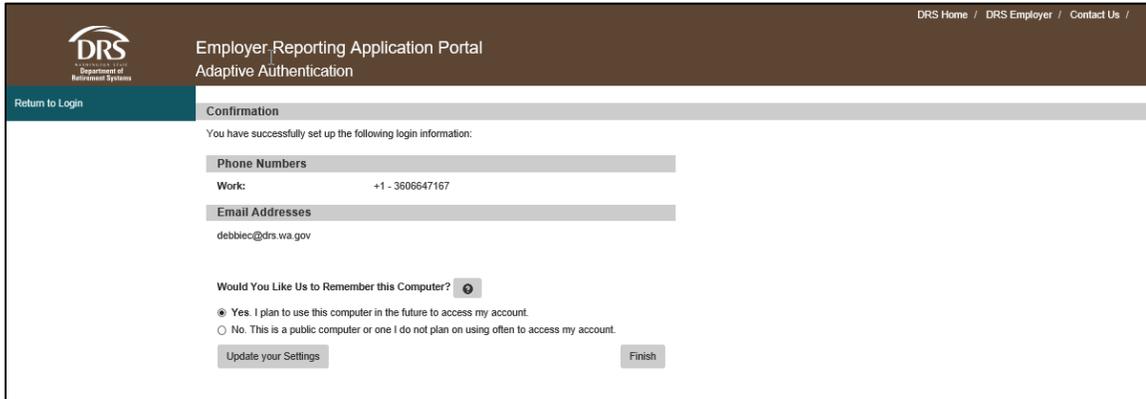
If you sign in from a computer we do not recognize, you will receive a phone call or a text with instructions to verify your identity. ⓘ

Enter Phone Number[s]
Enter one or more phone numbers that we can use to verify your identity.

Phone Description:	Country Code:	Phone Number (Include Area Code):	Extension (Optional):
<input checked="" type="radio"/> Work <input type="radio"/> Cell <input type="radio"/> Home	United States (+1)	3606647167	X
<input type="radio"/> Work <input type="radio"/> Cell <input type="radio"/> Home	United States (+1)		

Continue

15. Review all the information for accuracy, select “Finish” and if you need to change some information select “Update your Settings”



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Department of Retirement Systems

Employer Reporting Application Portal
Adaptive Authentication

Return to Login

Confirmation

You have successfully set up the following login information:

Phone Numbers

Work: +1 - 3606647167

Email Addresses

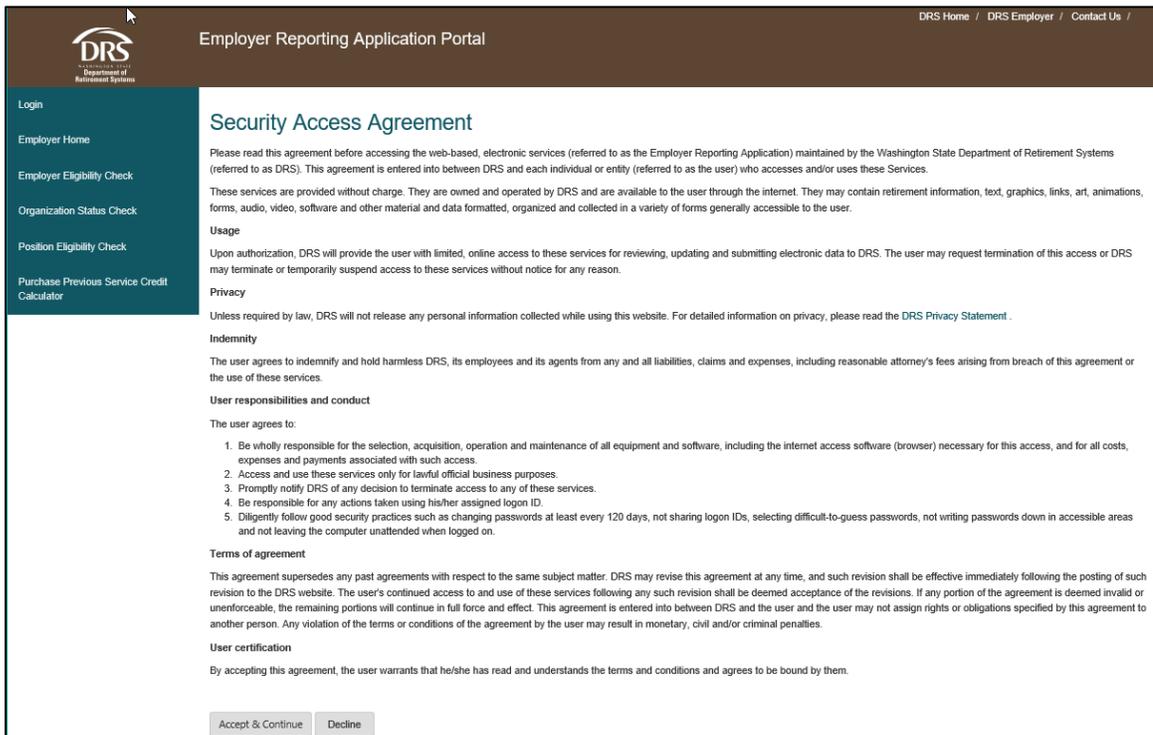
debbiec@drs.wa.gov

Would You Like Us to Remember this Computer? No

Yes. I plan to use this computer in the future to access my account.
 No. This is a public computer or one I do not plan on using often to access my account.

Update your Settings Finish

16. After you review the “Security Access Agreement,” select “Accept & Continue” to move forward or “Decline” if you do not wish accept



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Department of Retirement Systems

Employer Reporting Application Portal

Security Access Agreement

Please read this agreement before accessing the web-based, electronic services (referred to as the Employer Reporting Application) maintained by the Washington State Department of Retirement Systems (referred to as DRS). This agreement is entered into between DRS and each individual or entity (referred to as the user) who accesses and/or uses these Services.

These services are provided without charge. They are owned and operated by DRS and are available to the user through the internet. They may contain retirement information, text, graphics, links, art, animations, forms, audio, video, software and other material and data formatted, organized and collected in a variety of forms generally accessible to the user.

Usage

Upon authorization, DRS will provide the user with limited, online access to these services for reviewing, updating and submitting electronic data to DRS. The user may request termination of this access or DRS may terminate or temporarily suspend access to these services without notice for any reason.

Privacy

Unless required by law, DRS will not release any personal information collected while using this website. For detailed information on privacy, please read the DRS Privacy Statement .

Indemnity

The user agrees to indemnify and hold harmless DRS, its employees and its agents from any and all liabilities, claims and expenses, including reasonable attorney's fees arising from breach of this agreement or the use of these services.

User responsibilities and conduct

The user agrees to:

1. Be wholly responsible for the selection, acquisition, operation and maintenance of all equipment and software, including the internet access software (browser) necessary for this access, and for all costs, expenses and payments associated with such access.
2. Access and use these services only for lawful official business purposes.
3. Promptly notify DRS of any decision to terminate access to any of these services.
4. Be responsible for any actions taken using his/her assigned logon ID.
5. Diligently follow good security practices such as changing passwords at least every 120 days, not sharing logon IDs, selecting difficult-to-guess passwords, not writing passwords down in accessible areas and not leaving the computer unattended when logged on.

Terms of agreement

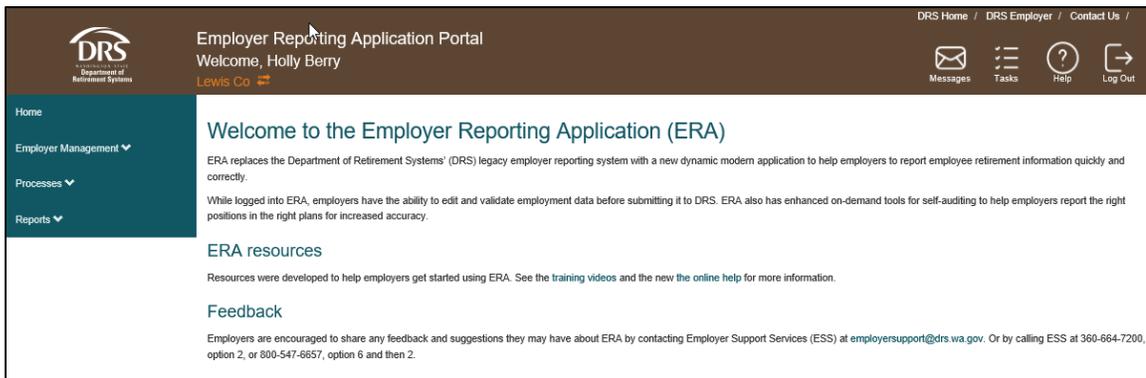
This agreement supersedes any past agreements with respect to the same subject matter. DRS may revise this agreement at any time, and such revision shall be effective immediately following the posting of such revision to the DRS website. The user's continued access to and use of these services following any such revision shall be deemed acceptance of the revisions. If any portion of the agreement is deemed invalid or unenforceable, the remaining portions will continue in full force and effect. This agreement is entered into between DRS and the user and the user may not assign rights or obligations specified by this agreement to another person. Any violation of the terms or conditions of the agreement by the user may result in monetary, civil and/or criminal penalties.

User certification

By accepting this agreement, the user warrants that he/she has read and understands the terms and conditions and agrees to be bound by them.

Accept & Continue Decline

17. You are logged in and able to access your employer information



Employer Reporting Application Portal
Welcome, Holly Berry
Lewis Co

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Messages Tasks Help Log Out

Welcome to the Employer Reporting Application (ERA)

ERA replaces the Department of Retirement Systems' (DRS) legacy employer reporting system with a new dynamic modern application to help employers to report employee retirement information quickly and correctly.

While logged into ERA, employers have the ability to edit and validate employment data before submitting it to DRS. ERA also has enhanced on-demand tools for self-auditing to help employers report the right positions in the right plans for increased accuracy.

ERA resources

Resources were developed to help employers get started using ERA. See the [training videos](#) and the new [online help](#) for more information.

Feedback

Employers are encouraged to share any feedback and suggestions they may have about ERA by contacting Employer Support Services (ESS) at employersupport@drs.wa.gov. Or by calling ESS at 360-664-7200, option 2, or 800-547-6657, option 6 and then 2.

When you log into ERA in the future, you might be required to go through a security validation process. This can happen if you have cleared your browser information or are using a different computer. Follow the security validation screen prompts to log into ERA.