

Register

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

After DRS or an organization's Main Contact sets up the user in ERA, the user will receive two emails. One contains your security code and the other contains the registration link. Copy the security code and select the Registration Link.

1. Open the email

![拳] & 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	• 🗆

2. Copy the security code and select the Registration link

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.

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"

DEPENDENT OF THE PROPERTY OF T	Employer Reporting Application Portal		DRS Home / DRS Employer / Contact Us /
Login	Register for the Employer Rep	orting Application	
Employer Home	Enter the registration code you received in your email. If you are have	ving issues, or the code has expired, contact Employer S	Support Services at 360-664-7200 option 2, or 800-547-
Employer Eligibility Check	6657 option 6, option 2.		
Organization Status Check	Registration code:	b697e468-6111-4acd-9fa3-a3f437316164	Validate
Position Eligibility Check			
Purchase Previous Service Credit Calculator	ut Washington		



The user will need to choose either "Use Existing Account" or "Create New ERA Account."

Choose "Use Existing Account" if the user already has an existing Secure Access Washington (SAW) Account. User will need their existing user ID and password. The user will need to use an account and email specific to them. Please do not use a shared SAW account or email.

OR

Choose "Create New ERA Account" if the user doesn't have an existing SAW account. When the user begins the registration process, they will get a SAW user ID and password.

If user chooses "Create New ERA Account," they will begin the registration process to get a USER ID and password that will be used to access ERA for your retirement reporting.



4. After you enter the user's ID, select "Validate User Id"

Register for the	Employer Report	ing Application		
Enter the registration	on code you received in your email. If you are	naving issues, or the code has expired, contact	Employer Support Services at 360-664-7200 opti	on 2, or 800-547-6657 option 6, option 2.
	Reg	stration Code: 16ca70b0-21b4-4425-be50-3	3f776763165d	
	You will need to use a Secure Access Washin Please note: If you have an existing account	gton (SAW) account to log in to ERA. If you do and it is for personal use, please create a new	not already have a SAW account, you will need to account for ERA. No personal SAW accounts shou	o create one. Jild be used.
		Use Existing SAW Account Create	New SAW Account	
	New SAW Account			
	User ID:		Validate User Id	
	Name:			
	Email:			
	MFA Email:			
	MFA Phone:			
	Password:			
	Confirm Password:			
		Create Account		

Try a different user ID if you receive a message telling you it's not available.

New Onw Account		
User ID:	Ivyg	Validate User Id
	User Id is not available.	
Name:		
Email:		
MFA Email:		
MFA Phone:		
Password:		
Occierce Decements		
Confirm Password:		
	Create Account	

If the USER ID is available, a confirmation message will appear. Continue the process by entering the required information in the fields with red lines.



5. Select "Create Account"

New SAW Account	
User ID:	Ivygreen Validate User Id
	User Id is available.
Name:	
Email:	
MFA Email:	
MFA Phone:	
Password:	
Confirm Password:	
	Create Account

The email address and the Multi-factor Authentication (MFA) email address can be the same. It's best to use the MFA email address since it's where the MFA code will be sent to the user.

To see a description of the field, move the cursor over that field and a pop-up will display.

New SAW Account	
User ID:	Validate User Id
	User Id is available.
Name:	MFA Email Address Requirements
Email:	Email address will be used to receive authentication codes from SAW.
MFA Email:	
MFA Phone:	
Password:	
Confirm Password:	
	Create Account



The user will receive one more email to complete the registration process.

ALMAGEN SAL Bepartment of Retirement Systems	Employer Reporting Application Portal
Login	Deviate the solution of the
Employer Home	Registration Success!
Employer Eligibility Check	Check your email account
Organization Status Check	You're almost done! Check your email to get information you need to activate your account and finish the registration process.
Position Eligiblity Check	Return to Login
Purchase Previous Service Credit Calculator	
R Washington	

This is what the email will look like in the user's mailbox:

![☆] ː [:::::::::::::::::::::::::::::::::::	SUBJECT	RECEIVED C	ATEG
▲ Date: Today			
ERAQA@drsqa.wa.gov	Finish activating your account for the en	mployer reportin Tue 2/4/2020 1	

6. Select the "Activate Account Link" in the email





7. Select "Accept and Continue" to accept the Security Access Agreement

~	DRS Home / DRS Employer / Contact Us /
Department of Papartment of Reinwest Systems	Employer Reporting Application Portal
Login	
Employer Home	Security Access Agreement
Employer Eligibility Check	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 Refirement 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.
Organization Status Check	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.
Position Eligibility Check	Usage
Purchase Previous Service Credit Calculator	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
Washington	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 labilities, 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:
	 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. Access and use these services only for lawful official business purposes. Prompty hotfly (DSG of any decision to terminate access to any of these services. Be rehyphy notify (DSG of any decision to terminate access to any of these services. Be rehyphy notify (DSG of any decision to terminate access to any of these services. Be responsible for any access takanus gene assigned logon (Ds, 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 tolowing any such revision shall be deemed acceptance of the revisions. If any portion of the agreement is deemed invalid or unentorceable, the remaining portions will continue in hull 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, cwill and/or criminal penalties.
	User certification

A "Registration Complete" message will display.

Deservation of the contract of	Employer Reporting Application Portal
Login	
Employer Home	Registration Complete!
Employer Eligibility Check	You have successfully completed the registration process. Click login on the menu to the left to start using the Employer Reporting Application.
Organization Status Check	
Position Eligibility Check	
Purchase Previous Service Credit Calculator	
SecureAccess Washington	



8. Select "Login"

Department of Retirement Systems	Employer Reporting Application Portal
Login	Registration Complete!
Employer Fligibility Check	You have successfully completed the registration
Organization Status Check	
Position Eligiblity Check	
Purchase Previous Service Credit Calculator	

The ERA Login screen will display.

Construction Co	DRS Home / DRS Employer / Contact Us Employer Reporting Application Portal
Login	This site provides access to online resources for employers participating in retirement systems provided by DRS. To request access to the system please contact your organization's DRS Main Contact or contact Employer Support Services at 360- 664-7200 option 2, or 800-647-6557 option 6, option 2.
Employer Home	User ID:
Employer Eligibility Check	Password:
Organization Status Check	Login
Position Eligiblity Check	SAW will not send unsolicited emails or texts requesting verification of their accounts.
Purchase Previous Service Credit Calculator	SAW only sends emails and texts at the request or users.
BecureAccess Washington	

9. Enter the user ID and password that was created and select "Login"

Length Control of Cont	Employer Reporting Applic	DRS Home / DRS Employer / Contact	tUs/
Login	This site provides access to online resour 664-7200 option 2, or 800-547-6657 optio	ces for employers participating in retirement systems provided by DRS. To request access to the system please contact your organization's DRS Main Contact or contact Employer Support Services at 36(n 6, option 2.	0-
Employer Home	User ID:	Nygreen	
Employer Eligibility Check	Password:	••••••	
Organization Status Check		Login	
Position Eligibility Check	SAW will not send unsolicited emails or	teds requesting verification of their accounts.	×
Purchase Previous Service Credit Calculator	SAW Only serios emails and texts at the	inques unders.	
SecureAccess Washington			

The user will be directed to SAW.



10. Select the method the user prefers to receive the authentication code. The preferred method is the email.

A COLUMN SHARE	SAFETY FIRST! This service requires MFA.
By Washington	Help Spanish
	Choose Methol 2 2 3 4 Choose Methol 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2

This is what the SAW Multi-factor Authentication code will look like in the user's mailbox:

▲ Date: Today		
secureaccess@cts.wa.gov	SAW MFA Code	Tue 6/8/2021 11:0

11. Copy and paste the numerical code after the dash into SAW and select "Submit"

Email example





SAW code

1 Choose Method	2 Enter Code	3 Remember Device	4 Access Service
Multi-Fa	ctor Aut	henticatio	n (MFA)
Enter Code	è		
Please enter the cod	e sent to ***lar@drs	.wa.gov	
7419-	240775	Submit	
Resend Code Choose another method	1		

12. Don't check the box that says, "Yes, remember my device. Leave it blank and select "Submit."

STATE CR WASHINGTON	SAFETY FIRST! This service requires MFA.
Br Washington	Help Spanish
	(1) (2) (3) (4) (4) (4) (4) (4) (5) (6) (6) (7) (7) (7) (7) (7) (7) (7) (7) (7) (7



The user is now logged in and able to access their employer information.

~	DRS Home / DRS Employer / Contact Us. /
Construction of Parliage	Employer Reporting Application Portal Welcome, Iry Green Factor May City of #
	It is mootant for Emotivers to were their Current Account Activity frequently to keep all accounts current. Current Account Activity is located in the navisation bar under Reports. Please view your Current Account Activity and call your Accounts
Employer Management 💙	Receivable Manager for assistance with reconciling.
	Welcome to the Employer Reporting Application (ERA)
Reports 🛩	ERA replaces the Department of Retirement Systems' (DRS) legacy employer reporting system with a new dynamic modern application to help employers to report employer enternent information quickly and conectly. While logged in the ERA, employers have the ability to edit and validate employment data before submitting to DRS. ERA also has enhanced on-demand looks 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, the online help, and the new Employer Handbook for more information.
	System Fixes and Enhancements Recent release of changes and terms currently being worked on. Other known issues.
	Feedback Employers are encouraged to share any feedback and suggestions they may have about ERA by contacting Employer Support Services (ESS) at dis employersupport@drs wa gov. Or by calling ESS at 560-664-7200, option 2, or 600-547-6657, option 6 and then 2.
	B Secure Access

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

13. To Access SAW at any time in ERA, select the SecureAccess Washington icon

-	DRS Home / DRS Employer / Contact Us /			
Department of Reference Systems	Employer Reporting Application Portal Welcome, Ivy Green Federal Way City of #			
Home	It is monotant for Financians to view their Guineit Account Activity fiseuently to levels all accounts current Account Activity is located in the navisation bar under Reports. Peace view your Current Account Activity and call your Accounts			
Employer Management 💙	Receivable Manager for assistance with reconciling.			
Processes 🗸	Welcome to the Employer Reporting Application (ERA)			
Reports 🗸	ERA replaces the Department of Referement Systems" (DRS) legacy employer reporting system with a new dynamic modern application to help employers to report employee referement information quickly and correctly. While legacies 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 employees 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, the online help, and the new Employer Handbook for more information.			
	System Fixes and Enhancements Receit release of changes and tems currently being worked on. Other known issues.			
	Feedback Employers are encouraged to share any teedback and suggestions they may have about ERA by contacting Employer Support Services (ESS) at dis.employersupport@dis.wa.gov. Or by calling ESS at 360-664-7200, option 2, or 800-647-6657, option 6 and then 2.			
	BsecureAccess			

The SAW login page will display.

All SMS and email messages from SAW are in response to user actions. If you did not request a text message or email from SAW but have received one, let us know here: <u>Help Form</u>		
TO THE PART OF THE	WELCOME to your login for Washington state.	
B Secure Access	SIGN UP! GET HELP TIPS ON	
LOGIN USERNAME PASSWORD Sutternament Epopel your Laternament 1 Epopel your Laternament 1 Epopel your Laternament	ON BEHALF OF WASHINGTON STATE AGENCIES	