



New Mexico Educational Retirement Board

Employer Self Service (ESS)

Tutorial

The ERB ESS works best with:



The online Employer Self Service is for ERB employer use only.
An ERB employer is a NM Public School K-12, a NM public college or university.
Each employer has designated individuals who use this service.

This tutorial will guide you with step by step instructions for each menu item in the ESS.

If you have questions or problems about your ERB account or the ESS,
please contact your ERB analyst at the contact information below or
send an email to ERB-WebHelp@state.nm.us.

New Mexico Educational Retirement Board
701 Camino de los Marquez, Santa Fe, NM 87501
6201 Uptown Blvd. NE Suite 204, Albuquerque, NM 87110
Toll Free Number: 1-866-691-2345 Fax: (505) 827-1855

Go to www.nmerb.org and click on the “Employers” link which is located at the upper right hand corner.

Employers

view your account here  → Click Employer Log In

You will be asked for your Employer Code. Your employer code is 5 digits. If you do not have this information, please contact your respective ERB analyst.

- Melinda Marquez 505-476-6144
- Megan Mannila 505-476-6105
- Stephanie Ortiz 505-476-6101
- Angelina Romero 505-476-6106

You will have a temporary password the first time you log in. Your temporary password is your 3 letter school abbreviation in ALL CAPS followed by your 5 digit employer code. For example XXX01234.

Click “Log In”

You will be re-directed to a “Reset Password” screen.

Enter your temporary password, your new password, confirm your new password.

Click “Save”

You will be directed to the “**Account Settings**” page. You can click “**Home**” to proceed with ESS.

The **Account Settings** page will allow you to reset your password, update your security questions and update your email address. You can find this page by clicking “**Account**” in the upper right corner. When finished, click “**Home**.”

01234 - School Name Welcome Employer User 04/11/2014

You have successfully reset your password

Account Settings

You can update your password, email as well as a variety of other settings that affect your user account.

Reset Password
Please remember to frequently update your password.

Update Email Address
Your email address is our primary means of communicating with you. Please make sure that you keep it up to date.

Update Security Questions
Your security questions are used when you forget your password.

[Home](#)

Home

The Home page will have general information about your ESS account. Your **Menu** items will navigate you through ESS. You can also access your **Account** settings here. The **News** and **Alerts** features is for ERB to use to communicate information to you.

The screenshot shows the NMERB Home page. At the top left is the NMERB logo. To its right is the text "NEW MEXICO EDUCATIONAL RETIREMENT BOARD". In the top right corner, it says "Last Logon 07/11/2014" followed by a circled "Account" link and a "Logout" link. Below the header, on the left, is the text "01234 - School Name". On the right, it says "Welcome Employer User" and "07/15/2014". A "Menu" button is circled in red, and a dropdown menu is open showing options: "Home", "Profile", "Work Report Submission History", "Upload a File", "Work Report Submission", and "Help". The main content area is titled "Home" and contains the text "Welcome to V3 Employer Self Service.". Below this are two large empty boxes, one labeled "News" and one labeled "Alerts", both circled in red. At the bottom right, it says "Showing Records 1 - 1 of 1".

Profile

The Profile page will have the information ERB has on record for your respective school. If you need to update this information, please contact your respective ERB analyst.

01234 - School Name

Welcome Employer User 03/19/2014

Menu

Home

Profile

Work Report Submission History

Upload a File

Work Report Submission

Help

Employer

This screen contains basic information about your employer. If the information is out-of-date or incorrect, please contact the fund office.

Demographics

Name: School Name

Code: 01234

Employer Address

PO Box 0000
City, NM 88000

Phone:

Phone: 505 555-1234

Email:

Primary: email@email.edu

Fax:

Fax: 505 555-1234

Contact Information

The following people and organizations are designated as official employer contacts.

| Name | Type | Contact Role | Phone | Email |
|------------|--------------|--------------|-------|-------|
| School Rep | Other Person | Payroll | | |
| School Rep | Other Person | Benefits | | |
| School Rep | Other Person | Other | | |
| School Rep | Other Person | Manger | | |
| School Rep | Other Person | | | |

Showing Records 1 - 5 of 5

Please review the displayed information and contact NMERB at 505-827-8030, ask for your analyst, or email us at ERB-WebHelp@state.nm.us if the information does not look correct.

Work Report Submission History

This page will allow you to see your work report submission history. You can click on a date range to display your work report submission history. [The Type and Status options default to Regular and All—leave these at their default settings.](#) This page is informational only.



**NEW MEXICO
EDUCATIONAL
RETIREMENT
BOARD**

Last Logon 07/11/2014 | Account | Logout

01234 - School Name Welcome 01234 Employer User 07/15/2014

Work Report History

Please review the displayed information and NMERB at 505-827-8030 ask for your analyst or Email us at ERB-WebHelp@state.nm.us if the information does not look correct. You may submit work reports under one or more billing locations based on the agreements you have in place with ERB.

Billing Location:

Date Range: Type: Status:

| Start Date | Stop Date | Received Date |
|------------|------------|---------------|
| 04/01/2014 | 04/30/2014 | |
| 03/01/2014 | 03/31/2014 | |

Showing Records 1 - 2 of 2

Upload a File

Here you will upload your monthly file for **File Type: Member Detail**.

See step by step instructions below.



**NEW MEXICO
EDUCATIONAL
RETIREMENT
BOARD**

Last Logon 07/11/2014 | Account | Logout

01234 - School Name
Welcome Employer User
07/15/2014

Menu

- Home
- Profile
- Work Report Submission History
- Upload a File
- Work Report Submission
- Help

Upload a File

To upload a file first select the Account that you wish to upload a file for. Select the file from your desktop by clicking the 'Browse' button. Then select the file type and fill in the file details. When the file is ready to be uploaded, please click the 'Upload' button. Depending on the size of your file the upload process could take many minutes. Please do not navigate away from the current page while an upload is in progress or the upload will fail.
If you encounter a problem in submitting your file, please contact NMERB at 505-827-8030, ask for your analyst or email us at ERB-WebHelp@state.nm.us

Account: ▼

File Type: ▼

File:

XXX012014M1

Description:

1. Validate your school name

2. Choose a file type

3. Click "Browse" to locate your file

4. Enter your file name here. *The file name must be your 3 letter school code, month & year, file type: **XXX012014M1***. Be sure there are no typos—this will cause an error.

5. Click "Upload"

Upload a File—Member Information Continued....

Your file has been uploaded successfully when the process bar reaches 100%.

01234 - School Name
Welcome Employer User 03/18/2014

Menu

- Home
- Profile
- Work Report Submission History
- Upload a File
- Work Report Submission**
- Help

Upload a File

To upload a file first select the Account that you wish to upload a file for. Select the file from your desktop by clicking the 'Browse' button. Then select the file type and fill in the file details. When the file is ready to be uploaded, please click the 'Upload' button. Depending on the size of your file the upload process could take many minutes. Please do not navigate away from the current page while an upload is in progress or the upload will fail.
 If you encounter a problem in submitting your file, please contact NMERB at 505-827-8030, ask for your analyst or email us at ERB-WebHelp@state.nm.us



DEM012014M1 100%

When the upload is complete, you will be redirected to the **Work Report Submission** page. Your file will appear in **“Uploaded Files.”** (Please disregard the **“Status”** and **“Records”** fields. These are new features that do not apply to your use of ESS.)

01234 - School Name
Welcome Employer User 03/18/2014

Menu

- Home
- Profile
- Work Report Submission History
- Upload a File
- Work Report Submission**
- Help

Uploaded Files

Below are the details of the file that has been uploaded for processing.

Date Range: 1 Month

Upload New File
Refresh

Print Export

| Date | Type | Description | Status | Records |
|------------|--------------------|-------------|---------------|---------|
| 03/18/2014 | Member Information | XXX012014M1 | Not Processed | 29 |

Showing Records 1 - 1 of 1

You can click **“Upload New File”** to upload another file.

Upload a File

Here you will upload your monthly file for **File Type: Work Report**.

See step by step instructions below.

01234 - School Name
Welcome Employer User
08/06/2014

Upload a File

To upload a file first select the Account that you wish to upload a file for. Select the file from your desktop by clicking the 'Browse' button. Then select the file type and fill in the file details. When the file is ready to be uploaded, please click the 'Upload' button. Depending on the size of your file the upload process could take many minutes. Please do not navigate away from the current page while an upload is in progress or the upload will fail.
If you encounter a problem in submitting your file, please contact NMERB at 505-827-8030, ask for your analyst or email us at ERB-WebHelp@state.nm.us

Menu

Home

Profile

Work Report Submission History

Upload a File

Work Report Submission

Help

Account: School Name
▼

File Type: Work Report
▼

File: T:\XXX012014W1

XXX012014W1

Description:

Browse...

1. Validate your school name

2. Choose a file type

3. Click "Browse" to locate your file

4. Enter your file name here. *The file name must be your 3 letter school code, month & year, file type: XXX012014W1.* Be sure there are no typos—this will cause an error.

6. Click "Upload"

Upload

When the upload is complete, you will be redirected to the **Work Report Submission** page. Your file will appear in **"Uploaded Files."** Here, you can click **"Upload New File"** if you have more files to upload. (Please disregard the **"Status"** and **"Records"** fields. These are new features that do not apply to your use of ESS.)

01234 - School Name
Welcome Employer User
03/18/2014

Upload a File

To upload a file first select the Account that you wish to upload a file for. Select the file from your desktop by clicking the 'Browse' button. Then select the file type and fill in the file details. When the file is ready to be uploaded, please click the 'Upload' button. Depending on the size of your file the upload process could take many minutes. Please do not navigate away from the current page while an upload is in progress or the upload will fail.
If you encounter a problem in submitting your file, please contact NMERB at 505-827-8030, ask for your analyst or email us at ERB-WebHelp@state.nm.us

Menu

Home

Profile

Work Report Submission History

Upload a File

Work Report Submission

Help

DEM012014M1

100%

Cancel

01234 - School Name
Welcome Employer User
03/18/2014

Uploaded Files

Below are the details of the file that has been uploaded for processing.

Date Range:

1 Month

Upload New File

Refresh

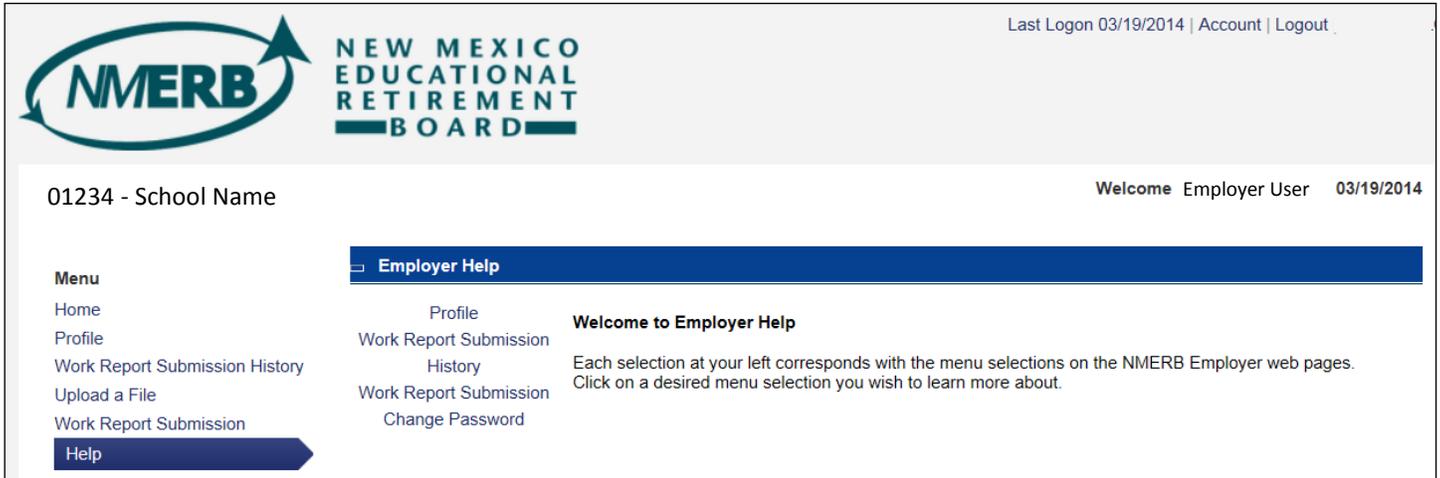
Print
Export

| Date | Type | Description | Status | Records |
|------------|-------------|-------------|---------------|---------|
| 03/18/2014 | Work Report | XXX012014W1 | Not Processed | 29 |

Showing Records 1 - 1 of 1

Employer Help

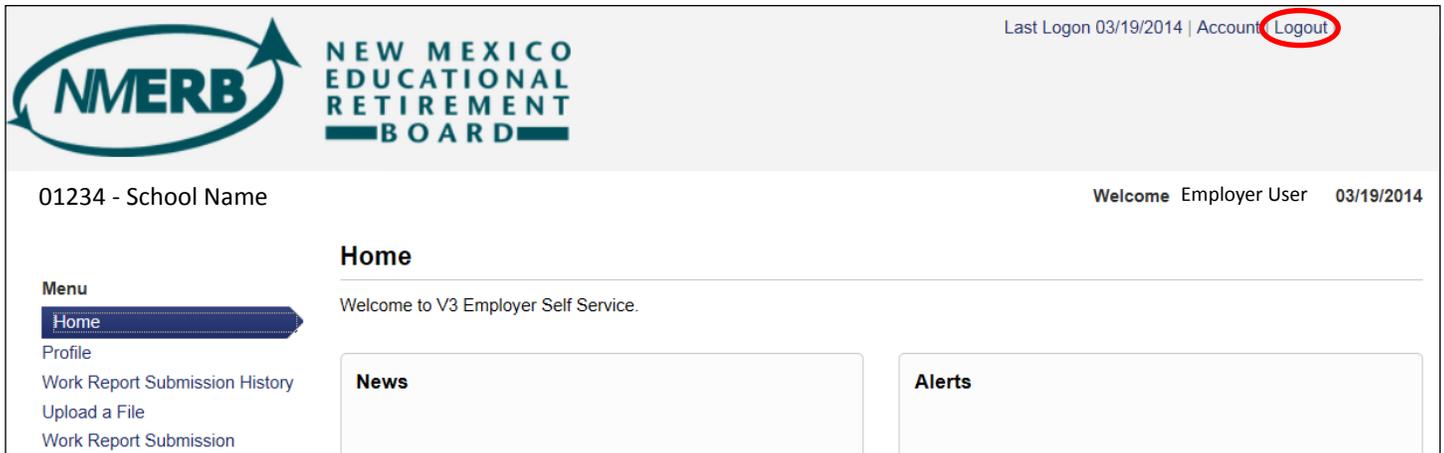
These pages will give you definitions and explanations of each menu item of the Employer Self Service.



The screenshot shows the NMERB logo and 'NEW MEXICO EDUCATIONAL RETIREMENT BOARD' header. The user is logged in as 'Employer User' on '03/19/2014'. The 'Employer Help' menu item is highlighted in the left sidebar. The main content area displays 'Welcome to Employer Help' and a message: 'Each selection at your left corresponds with the menu selections on the NMERB Employer web pages. Click on a desired menu selection you wish to learn more about.'

Logout

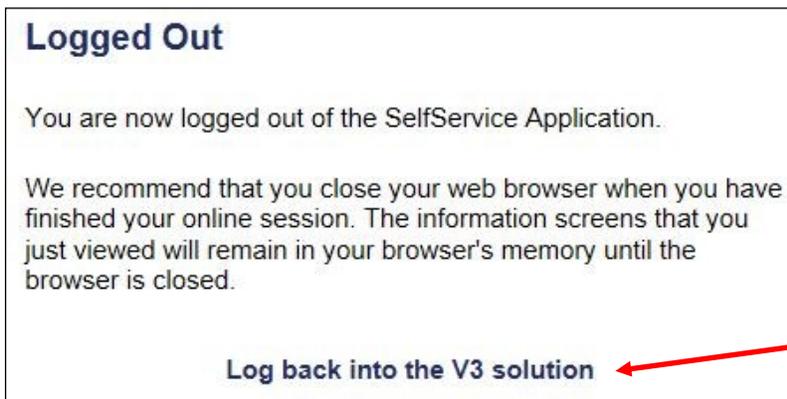
You can logout by clicking "Logout" at the upper right corner.



The screenshot shows the NMERB logo and 'NEW MEXICO EDUCATIONAL RETIREMENT BOARD' header. The user is logged in as 'Employer User' on '03/19/2014'. The 'Logout' link in the top right corner is circled in red. The 'Home' menu item is highlighted in the left sidebar. The main content area displays 'Welcome to V3 Employer Self Service.' and two columns labeled 'News' and 'Alerts'.

Logged Out

You'll get a confirmation when you have successfully logged out of Employer Self Service.



The screenshot shows a confirmation message: 'Logged Out' followed by 'You are now logged out of the SelfService Application.' and 'We recommend that you close your web browser when you have finished your online session. The information screens that you just viewed will remain in your browser's memory until the browser is closed.' At the bottom, there is a link: 'Log back into the V3 solution'.

Click here to log back into your ESS account.