# Using the Secure Employer Website

This job aid provides you with step-by-step instructions on using the Secure Employer Website. Specifically, how to register and activate your account to become a user in the Secure Employer Website, how to login to the Secure Employer Website, and lastly how to navigate around the Secure Employer Website.

Revised: April 25, 2022

#### **Registering and Activating Your Account**

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#### Step 1:

Open the registration email you received. Click on the Secure Employer Website link.

Note: You will receive the registration email in your email only after your employer administrator has registered you in the Secure Employer Website.

#### Step 2:

The Secure Employer Website will display. Enter your email address and click Login.



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#### Step 3:

The **CaISTRS Employer Portal Terms and Conditions** screen will display. Click the radio checkbox next to **"I agree to abide by the terms and conditions of using this site."** Click **Continue**.



#### Step 4:

The **Create Password** screen will display. Enter the **One Time Password** that was provided in the registration email.

	Return to Login   Contact Us	
	Create Password Step 1 of 4 :	
	In the future, you will login to your CaISTRS account with your Email Address and Password. Create a secure password and protect it. Do not share your password.	
	One Time Password *	
and the second second	New Password *	
Concession of the local division of the loca	Confirm Password *	
ar IV	CONTINUE	
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#### Step 5:

Create a new secure password. Input the password into the **New Password** and **Confirm Password** fields. Click **Continue**.

**Note:** The system will not allow you to continue if your password doesn't meet the system requirements under **Passwords Rules and Tips**.

Return to Login   Contact Us	
Create Password Step 1 of 4 :	
In the future, you will login to your CaISTRS account with your Email Address and Password. Create a secure password and protect it. Do not share your password.	
One Time Password +	
New Password * ••••••• Confirm Password * ••••••	And in case of the local division of the loc
CONTINUE	1 2
Passwords Rules and Tips :	
- Must be at least 8 characters long	
- Must contain an uppercase character	
- Must contain a lowercase character	No.
- Must contain a number	Contraction of the local division of the loc
- Cannot match any of the previous 8	Constant of the
passwords	
- Cannot be the same as the User ID	

#### Step 6:

The **Select Image and Phrase** screen will display. Select an **Image** and enter an **Access Verification Phrase**. Click **Continue**.





#### Step 7:

The **Challenge Question** screen will display. Select security questions from the dropdown menus and provide the corresponding answers. Click **Continue**.

	Challenge Question Step 3 of 4 :	
	For security reasons, you are required to set up security questions. These security question will be used for resetting your password on-line and when connecting from an unknown location.	
	Please select one question from each dropdown and answer it in the textbox provided next to the dropdown list.	I
	Question 1 * What is the first name of your mother's youngest sibling?	
	Answer 1 * Selena	
	Question 2 * What is your youngest child's nickname?	
1 And	Answer 2 * Lulu	216
C EN L	Question 3 * What is your maternal grandmother's first name?	
	Answer 3 * Martitza	
	Question 4 * On what street did your best friend in high school live?	
	Answer 4 * Winding Way	
	CONTINUE	

#### Step 8:

The **Registration Successful** screen displays. If you are completing the registration on a computer you are using for your day-to-day work, consider registering your computer. Click **Finish.** 

	CALSTRS SECURE EMPLOYER WEBSITE	1
4	Return to Login       Contact Us         Registration Successful!         Register this computer to skip the security questions next time you sign in from this computer. Registration is limited to 3 computers. We recommend that you only register within	
	a secure work environment. Never register a public computer. Do you want to Register this computer now? Yes  No FINISH	



#### Step 9:

The Secure Employer Website Dashboard displays. You've successfully registered for the Secure Employer Website.

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Dashboard X ← → Secure Employer Website Welcome to the Secure Employe	e r Website (SEW), the Em	ployer Self Service portal, where	you can view your Contact	ts, Benefit Program, Emplo	yees and other information.	
Employment     Employee Profile       View More (c)     View More (c)						
Upload Files	View More ℈	Online Reports	View More 🅣	Contribution Acc (CAP)	count Portal View More ⊖	

### Logging Into the Secure Employer Website

#### Step 1:

Navigate to the Employer Support Portal at: https://employersupport.calstrs.com. Click Employer Readiness Environment (Non Production).

CALSTRS Employer Support Portal				
Secure Employer Website (Production)	Pension Administration Le Management System	arning 1	Employer Re Environm (Non Produc	adiness rent
Welcome to CalSTRS Employer during Soft Launch.	Support Portal where you can find	updates and resources	to support your succes	55
— Me:	ssage Board —	Tools & R	esources	
successfully completed and now has a	successfully completed and now has a production snapshot of data as of 11/12/2019.			
11/16/2019 — The Pension Solution So on the CalSTRS YouTube Channel.	oft Launch Kickoff Webinar recording is available	Soft Launch Job Aids		
11/07/2019 — Welcome to the Emplo	yer Support Portal! This website is designed to	New File Format Regulation	s	



#### Step 2:

The **Login** screen will display. Enter the email address you used during registration. Click **Login**.

line	CALSTRS. SECURE EMPLOYER WEBSITE	
	☑ ameliacontact@county.xorg           LOGIN           Forgot User ID           By logging into this system you are agreeing to abide by the Conditions.           CalSTRS Employer Portal Terms and Conditions	e following Terms and

#### Step 3:

The **Secure Access** screen will display. The image and secure access verification phrase that you selected during registration should display. Enter your **Password** and click **Continue**.

**Note:** If you do not see the image and secure access verification phrase you selected during registration, click **Return to Login**. You have entered the wrong email address.

CALSTRS. SECURE EMPLOYER WEBSITE	
Return to Login       Contact Us         Secure Access :	4
Passwords Rules and Tips : - Must be at least 8 characters long - Must contain an uppercase character - Must contain a lowercase character - Must contain a number - Cannot match any of the previous 8 passwords - Cannot be became as the User ID Password • • • • • • • • • • • • • • • • • • •	



#### Step 4:

The **Verify Challenge Questions and Answers** screen will display. Enter the answers you provided during registration. Click **Continue.** 

Return to Login       Contact Us         Verify challenge question and answers :         What is the first name of your mother's youngest sibling?*         Selena         What is your youngest child's nickname?*         Lulu         CONTINUE		CALSTRS SECURE EMPLOYER WEBSITE	
What is your youngest child's nickname?* Lulu CONTINUE	Alian B	Return to Login   Contact Us	1000
What is your youngest child's nickname?* Lulu		What is the first name of your mother's youngest sibling? *	
		What is your youngest child's nickname? *	
		CONTINUE	

#### Step 5:

The **Machine Registration** screen will display. To eliminate the step of answering your security questions each time you login, consider selecting the radio button for **Yes** to register the computer. Click **Finish**.

**Note:** The **Machine Registration** screen will only display if you didn't register your computer during the registration process.

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	Return to Login Contact Us	
	Machine Registration :	
	Register this computer to skip the security questions next time you sign in from this computer. Registration is limited to 3 computers. We recommend that you only register within a secure work environment. Never register a public computer.	
	Do you want to Register this computer now?	
	🔿 Yes 💿 No	
	FINISH	
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#### Step 6:

The Secure Employer Website Dashboard displays. You've successfully logged into the Secure Employer Website.

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■ Dashboard × ← → Secure Employer Website Welcome to the Secure Employer	Website (SEW), the Em	ployer Self Service portal, where y	you can view your Contac	ts, Benefit Program, Employe	es and other information.
Employment	View More 🔿	Employee Profile	View More 🔿	Employer Profile	View More 🕣
Upload Files	View More 🔿	Online Reports	View More 🔿	Contribution Acco (CAP)	ount Portal View More ⊖

### Navigating the Secure Employer Website

#### Secure Employer Website Dashboard

Allows you to navigate within the system using a variety of links found on the screen. At the top of the screen your **Organization Code** and **Organization Name** displays.





#### Welcome Menu

The welcome menu in the top right corner of the Secure Employer Website provides you with options to change your password, clear your cache, or logoff of the Secure Employer Website.

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ŀ						Change Password
ŀ						Cache
						Logoff
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#### Toolbar Menu

The toolbar menu has five components.

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The **Home** icon, when clicked, takes you back to the employer dashboard.



The **Previous** icon, when clicked, takes you to the last screen you were on.



The **Select Agency** icon that allows you to switch between the different employer organizations you have access to.





The **Online Help** icon, when clicked, displays information about the current screen you're on.



The WAM Radio Checkbox, when clicked, will enable Web Accessibility Mode (WAM).

WAM	

#### **Breadcrumb Navigation Bar**

The breadcrumb navigation bar displays screens that you previously viewed. When you click the **X** on the navigation bar, you will return to the previous screen. You may also click the teal **screen names** to return to a specific screen.



#### **New Announcements**

This panel can be found at the bottom of the dashboard on the Secure Employer Website. It displays one-way communications sent by CalSTRS to all employers with information that you need to be aware of. It automatically shows the four most recent announcements. To see more, click the blue hyperlink for **View More**.



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#### **Quick Links**

On the dashboard, there are quick links that take you to screens associated with employment transactions, employee profile information and employer organization profiles. As well as quick links to upload files, view online reports and access the Contribution Account Portal.

Dashboard 🗙 🔶 🔶					
Secure Employer Website	Wahaita (CEW) the Employer C	lf Canica portal where you can view	aur Cantasta Banafit Dragram	- Employees and other information	
welcome to the Secure Employer	website (SEW), the Employer Se	ar Service portai, where you can view y	our Contacts, Benefit Program	, employees and other information.	
Employment		Employee Profile		Employer Profile	
+2	View More $\ominus$		View More 🔿	<b>FHF</b>	View More ⊖
Upload Files		Online Reports		Contribution Account P	ortal (CAP)
	View More ⊖	.11	View More ⊖	\$2.	View More 🔿
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#### **Panels**

These can be found within the various screens you access. You can click the arrow in the right corner of the panel to expand or collapse them on the screen if you want to see more information or less information.

	Employer Payroll Summary Maintenance 906	34099 SACRAMENTO COUNTY 0 TRN1 - 1.2.80.1 - Gre	FFICE OF EDUCATION en Region	A	€ ¢	¢ 🕐 (	WAM	Welcome Contact, Amelia
Employer Payroll Summar	Employer Payroll Summar 🗙	► Displaying page 2 of 2. →						
Save Refresh								
[Record displayed. Please make cha	anges and press SAVE. ]							$\frown$
Employer Payroll Summary	,							(`)
Contribution Totals								~
Employer Payroll Header								
Filter								
Organization Code :	• Orga	nization Name :	Benefit Structure :			~		
Status :	Subm	itted to Source : All	•					
Search								