FPPA Fire & Police Pension Association of Colorado

Employer Portal Access Form

Questions about completing this form?

Call and ask for a:
Contributions Specialist

(303) 770-3772
in the Denver Metro area

(800) 332-3772
toll free nationwide

Return completed form to:

FPPA
7979 East Tufts Avenue
Suite 900
Denver, CO 80237

Or FAX form to:
(303) 771-7622

- This form is required to grant access to the FPPA Employer Portal for each of the contact roles, as described on the next page, to report and obtain relevant information
- Completion of this form must include all active contacts as it will supersede any prior forms received by FPPA and result in the inactivation of any contacts not listed
- All contact information below is required
- Designate at least one contact per role. You may name multiple contacts per role
- All contacts must have access to the internet and FPPA Employer Portal
- You may name the same personnel for multiple plans by selecting the plans below. Or you may submit an individual form per plan by selecting only one plan
- Contacts without a valid email address will not receive most communications from FPPA

EMPLOYER NAME

EMPLOYER NAME ▼ *(Please Print)*

APPLICABLE PLANS

☐ Statewide Plans
☐ Volunteer Plan
☐ Local Money Purchase Plan (D&D Only)
☐ Old Hire Plan

AUTHORIZED CONTACTS

NAME *(Please print.)*	TITLE	☐ Contributions ☐ Enrollment ☐ GASB ☐ Allocation Report *(Volunteer & Old Hire Only)*
PHONE #	EMAIL	

NAME *(Please print.)*	TITLE	☐ Contributions ☐ Enrollment ☐ GASB ☐ Allocation Report *(Volunteer & Old Hire Only)*
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PHONE #	EMAIL	

FORM AUTHORIZATION

The person(s) below must be authorized within your city/district/agency to provide direction to FPPA.

NAME ▼ *(Please Print)*	TITLE
SIGNATURE	DATE

Note: *To add more contacts, please copy this page and number the pages accordingly.*
This page is required to be returned for changes to be effective.

CONTACT DESCRIPTION

All contacts **require** access to the internet and FPPA Employer Portal.

Contributions Contact	***This is applicable to ALL plans.*** Reports contributions for all employer plans and to enroll, update and terminate paid active members. Note to Volunteer and Old Hire plan departments: If your department also has paid members, this role should be assigned to the person who submits contributions to FPPA for those pension plans. This contact will have access to sensitive information for the paid members (social security number, dates of hire, dates of birth, salary, address, etc.). ***Access: Contributions Reporting and Member Onboarding and Management***
Enrollment Contact	***This is applicable to all PAID member plans (Statewide Retirement Plan, Statewide Money Purchase Plan and local money purchase plan departments).*** Reports new members, new plan enrollments (457 deferred compensation, DROP, etc.), leaves of absence, and member terminations. Receives all email and notification center messages regarding new member onboarding processing. ***Access: Member Onboarding and Management***
GASB Contact	***This is applicable for Statewide Retirement Plan, Volunteer plan, and Old Hire plan departments.*** Downloads and reviews annual GASB 68 reports and other supporting documents provided by FPPA for annual financial reporting. FPPA will contact individuals in this role for all matters concerning GASB reporting. ***Access: Download reports from FPPA***
Allocation Report Contact	***This is only applicable to Volunteer plan and Old Hire plan departments.*** Downloads and reviews the information provided by FPPA in the quarterly allocation report. Responsible for contacting FPPA with any concerns or corrections. The allocation report details the change in pension plan net assets through reporting of contributions, benefit payments, expenses, and investment earnings. ***Access: Download reports from FPPA***

Note: All other authorization roles specific to Volunteer plans and Old Hire plans are designated on the Pension Authorization Form.

FREQUENTLY ASKED QUESTIONS FOR THE FPPA EMPLOYER PORTAL ACCESS FORM

Q ***Do all Contacts have the same access in the Employer Portal?***

A No. See the Contact Description for details of access within the Employer Portal.

Q ***Can I name the same person for all contact roles?***

A Yes. We only require at least one person be assigned to each role.

Q ***Can I name more than one person for a contact role?***

A Yes. Any of these roles may have more than one person authorized.

Q ***FPPA considers municipal Fire and Police as separate employers. Can I submit one form for both employers?***

A Yes. If the authorized contacts are the same for both Fire and Police, you can submit one form. Please indicate this in the Employer Name field (i.e. CITY Fire and Police).

Q ***FPPA records contributions by plan. Can I submit one form for each plan?***

A Yes. If you have separate personnel to authorize for the Volunteer or Old Hire plans from the paid member plans (Statewide or Death and Disability only), you can submit separate complete forms. However, as noted in the Contact Description, the Contributions Contact cannot be restricted to only one plan; this contact will be able to see sensitive member data for paid members as well as report employer only contributions for Volunteer or Old Hire plans once authorized.

Q ***Who is responsible for making changes to contact information?***

A You are. It is each employer's responsibility to ensure that contacts are current.

Q ***What if an Authorized Contact needs to be removed?***

A Please complete a new form.

Q ***Why do I need to complete an entirely new form to add or remove someone?***

A We only use the most current form and it supersedes prior forms. This is to ensure that the changes to authorized contacts are captured completely and include removal of old contacts and addition of new contacts.

Q ***What if I don't have an email address for a contact?***

A Contacts without an email address will not receive most communications from FPPA. Additionally, internet access is required for all contacts authorized on this form.

Q ***Who can update Volunteer member data?***

A That contact is authorized on the Pension Authorization Form. Contacts on this form are in addition to any on the Pension Authorization Form.