



# Fundamentals of Internet Reporting for Employers

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# OBJECTIVE

- ERSNet Defined
- Background & Benefits
- Computer & System Requirements
- Access Levels & Transmission Types
- User Requirements & Security Guidelines
- Forms & System Interface
- ERSNet System Demonstration
- Application Process
- Employer Instructions
- Available & Future Services
- Questions

# ERSNet Defined

The **Employer Reporting Internet System (ERSNet)** is a role-based system that allows individual users to electronically interact via the Internet. Role-based means each user's access is tailored to the role, or work, they do at their company. Access levels are assigned by the company. Therefore the employer retains control over what forms their employees can view and submit to the Railroad Retirement Board (RRB).

# Background & Benefits

- ❑ Employer Reporting System (ERSNet)
- ❑ Launched December 2003
- ❑ Effort to Reduce/Alternative to Filing Paper Reports with the RRB
- ❑ Effectively & Efficiently Reduces Errors
- ❑ Expedites Processing Time
- ❑ User Friendly (On-Line Error Messages)
- ❑ Cost Effective

# Computer & System Requirements

- ❑ Broadband Internet Connection

- ❑ Internet Explorer:

- Windows 7 – We recommend Internet Explorer **version 11**
- Windows 10 - We recommend Microsoft Edge

- ❑ Chrome or Firefox:

- These browsers typically are set to automatically update to the latest version.

Note: The USRRB is not endorsing any of these products for use.



# Access Levels

Read Access Level

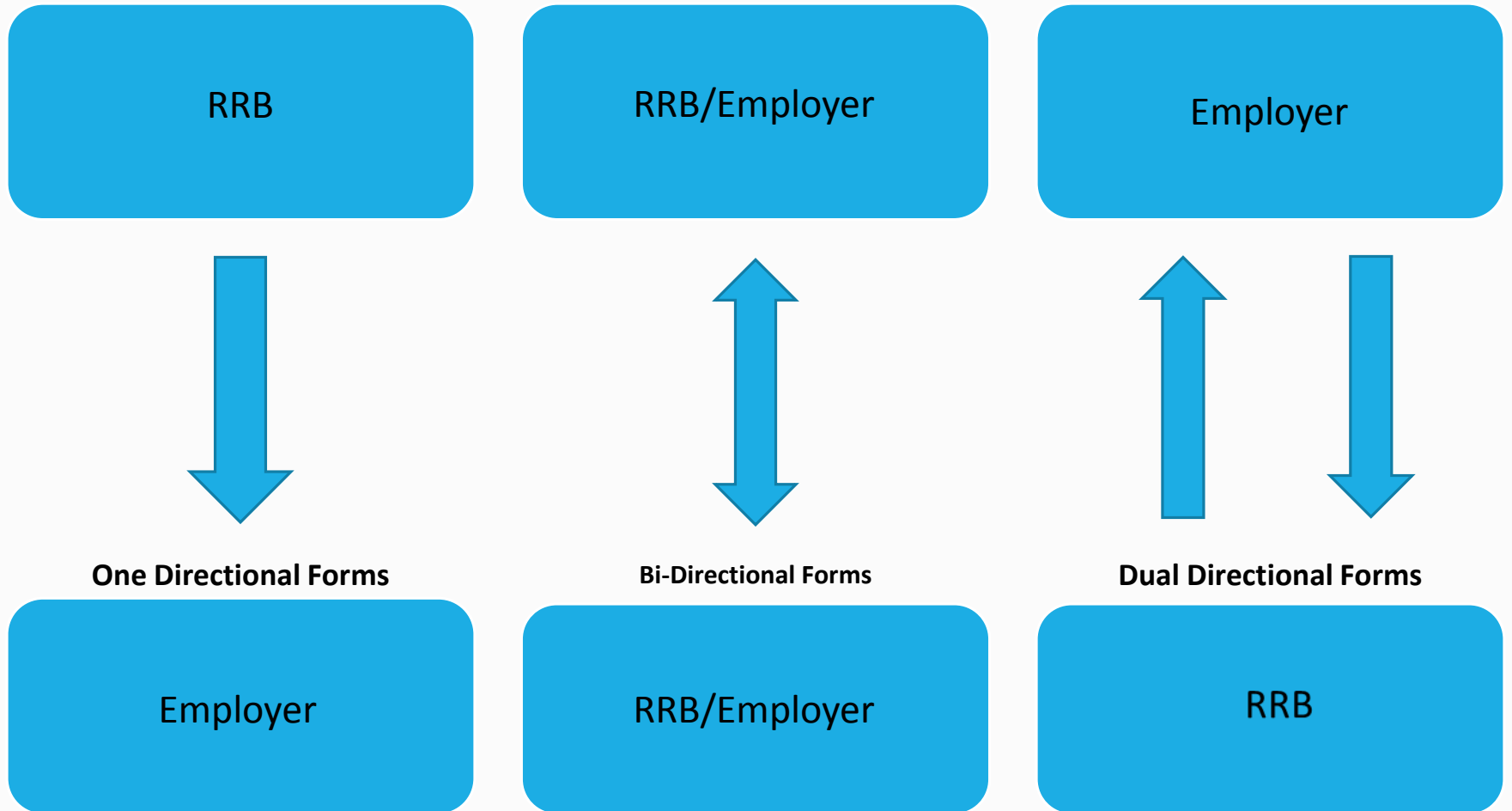
Update Access Level (UP)

Approval Access Level (AP)

Administrative Level (Admin/RRB Only)

Multiple Users Access Level (MU)\*

# Data Transmission Types





# User Requirements

- ❑ Covered Employer under RRA/RUIA; and
- ❑ Designated Contact Official; or
- ❑ Authorized Agent of Covered Employer.





# Security Guidelines

## Security Transmission

- <https://secure.rrb.gov/ERSNet/login.aspx>

## User Authentication

## PC Security

## Password

- Security
- Lockout
- Termination

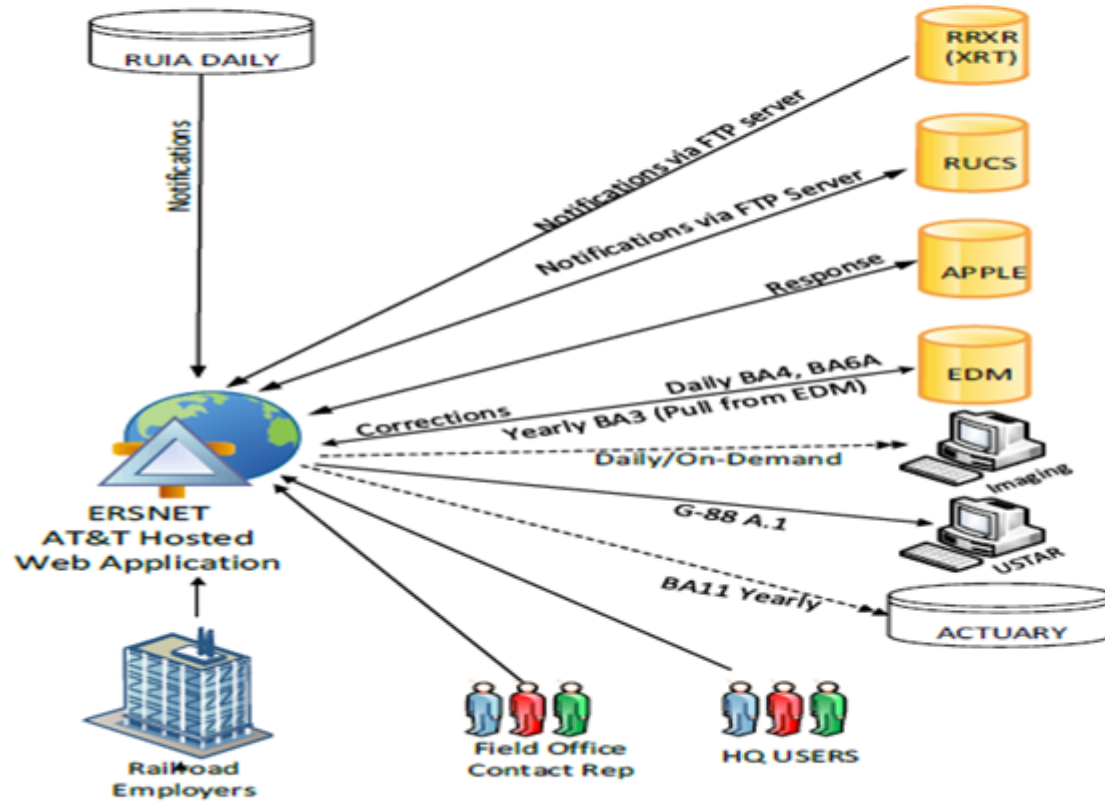
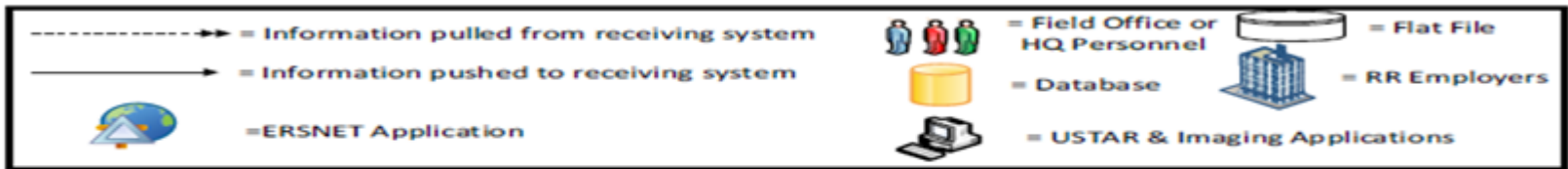
# Forms & System Interface

## 20 Forms/Notices

## 9 Systems

Form BA-3	Form ID-3u	APPLE
Form BA- 4	Form ID-4E	Daisy/CHICO (FY17)
Form BA-6a	Form ID – 4K	Employee Data Maintenance System (EDM)
Form BA-11	Form ID – 6	RUIA Daily
Form G-88A.1	Form ID – 6Y	RUIA Experience Rating
Form G-88a.2	Form ID - 30B	RUIA Tax
Form G-88P	Form ID – 40Q	RUCS
Form GL-129	Form ID-40R/S	Imaging
Form ID-3s	Form SI-5F (SUP)	Universal Star
Form GL-4 *		

# DETAILED DIAGRAM OF MAINFRAME SYSTEMS/APPLICATIONS INPUTS/OUTPUTS



**ERSNET**  
as of 12.19.14

# ERSNet System Demo

ERS

United States  
Railroad Retirement Board

## \*\*\* WARNING\*\*\*

You are accessing a United States Government, Railroad Retirement Board (RRB) computer system, which is restricted to authorized users only. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030 and may subject the individual(s) to criminal and civil penalties pursuant to Title 26, United States Code, Sections 7213(a) 7431 and other appropriate laws.

This system may be monitored for all lawful purposes, including ensuring use is authorized for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized RRB entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes.

Only RRB approved and licensed hardware and software that has been scanned for viruses will be permitted on this network. Use of this RRB system, authorized or unauthorized, constitutes consent to monitoring. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030 and may subject the individual(s) to criminal penalties pursuant to that statute, as well as criminal and civil penalties pursuant to Title 26, United States Code, Sections 7213(a), 7431, and other appropriate laws.

Agree

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U.S. Railroad Retirement Board  
844 North Rush Street  
Chicago Illinois, 60611-1275  
Telephone: (312) 751-7139 TTY: (312) 751-4701  
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# Step-by-Step Application Process

- Select Appropriate Employee Staff
- Determine Appropriate Forms & Access Level
- Obtain an Application Form BA-12
  - <https://www.rrb.gov/sites/default/files/2017-12/BA-12.pdf>
- Complete Form BA-12
- Authorize & Certify Form BA-12
- Mail Form BA-12 to agency

<b>Section A</b>	<b>Employer Information</b>
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In this section, enter the BA number, name, and address of the employer whose reports will be accessed online.

**Special Instructions to Request Access on Behalf of Multiple Employers** – If you are requesting the **same level of access** for the employee listed in Section B on behalf of multiple employers, list all affected BA numbers in Item 1. If you are requesting **different levels of access** for this employee for different employers, file a separate application for each level of access.

**1. BA Number(s):**

**2. Name and Address of Employer** – *If you are requesting access on behalf of multiple employers, provide only the name and address of the employer serving as primary contact for this account.*

<b>Section B</b>	<b>Employee Information</b>
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1. Name:

2. Title

3. Telephone Number

(      )

4. E-Mail Address

5. I have read the document "*Security Guidelines*" and agree to comply with these guidelines. I understand that my logon, if used to file forms, has the same status as my signature on a paper document. I also understand that providing false or fraudulent information through the RRB Employer Reporting System is a violation of federal law punishable by fine, imprisonment, or both.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Section C</b>	<b>Group or Section E-Mail Address to Receive Notices</b>
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Complete this section only if you prefer to designate a group or section e-mail address as the default address for RRB work notices, rather than the e-mail address listed in Section B above.

**1. Default E-Mail Address:**

- 2.** If you have more than one group or section e-mail address, number each address and specify here which forms or group of forms are associated with each address.



**Section D Requested Action and Level of Access**

1. **Action** (*check appropriate box*)       **Add New User**       **Modify Access**       **Terminate Access**

2. **Explanation of the Levels of Access Used in Section F on the next page.**

<b>R</b>	Reader	User can only view the forms. Restricts access to “read only.”
<b>U</b>	Updater	User has access to complete or “update” a form that changes the RRB’s record of service and compensation. User cannot submit the form to the RRB without authorization.
<b>A</b>	Approver	User has access to approve, update, certify and submit forms to the RRB. Level “ <b>A</b> ” access is appropriate for personnel who work independently and supervisory approval is not needed.
<b>X</b>	Terminate	User is prohibited from access to ERSNet or a particular form.

For additional information on levels of access, see *Part VIII, Chapter 2 of the Reporting Instructions*.

**Section E Certification of Authority to Approve Access**

The form must be signed by an official with signature authority to sign RRB forms for the employer(s) listed in Section A. Signatures of two individuals are not required if the employee listed in Section B has authority to sign RRB forms. The head of the company and those persons designated on Form G-117A, *Designation of Contact Official*, have signature authority. A contact official may assign signature authority to a designee, but the RRB will verify with the contact official any signatures other than those of a contact official.

<b>1. Name (Print)</b>	<b>2. Title</b>	<b>3. Telephone Number</b> (    )
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**4.** I have signature authority to approve this request and authorize the RRB to grant access as indicated above. I understand that I am responsible for notifying the RRB if, in the future, this individual's access should be terminated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Questions?** Please contact the System Administrator at (312) 751-4961 or the Quality Reporting Service Center at (312) 751-4992.

**Mail this completed application to:**  
Quality Reporting Service Center  
Railroad Retirement Board  
844 N. Rush Street  
Chicago, IL 60611-1275

**For RRB Use:** Access \_\_\_\_\_ Reviewed by: \_\_\_\_\_

**Section F**      **Forms and Levels of Access**

Check one box for each form. **Note:** Employee's level of access **will apply for all employers** listed in Section A. 1.

<b>Form BA-3, Annual Report of Creditable Compensation</b>	<input type="checkbox"/> R	<input type="checkbox"/> U	<input type="checkbox"/> A	<input type="checkbox"/> X
<b>Form BA-4, Report of Creditable Compensation Adjustments</b>	<input type="checkbox"/> R	<input type="checkbox"/> U	<input type="checkbox"/> A	<input type="checkbox"/> X
<b>Form BA-6a, Form BA-6 Address Report</b>			<input type="checkbox"/> A	<input type="checkbox"/> X
<b>Form BA-11, Report of Gross Earnings</b>	<input type="checkbox"/> R	<input type="checkbox"/> U	<input type="checkbox"/> A	<input type="checkbox"/> X
<b>Form G-73a.1, Notice of Death of Railroad Retirement Annuitant</b>	<input type="checkbox"/> R			<input type="checkbox"/> X
<b>Form G-88A.1, Request for Verification of Last Date Carried on Payroll</b>	<input type="checkbox"/> R	<input type="checkbox"/> U	<input type="checkbox"/> A	<input type="checkbox"/> X
<b>Form G-88A.2, Notice of Retirement and Request for Service Needed for Eligibility</b>	<input type="checkbox"/> R	<input type="checkbox"/> U	<input type="checkbox"/> A	<input type="checkbox"/> X
<b>Form G-88P, Employer's Supplemental Pension Report</b>	<input type="checkbox"/> R	<input type="checkbox"/> U	<input type="checkbox"/> A	<input type="checkbox"/> X
<b>Form GL-129a, Record of Employer Determination on Employee Protest of Service and Compensation</b>			<input type="checkbox"/> A	<input type="checkbox"/> X
<b>Form ID-3s, Request for Lien Information; Report of Settlement</b>			<input type="checkbox"/> A	<input type="checkbox"/> X
<b>Form ID-3u, Request for Section 2(f) Information</b>			<input type="checkbox"/> A	<input type="checkbox"/> X
<b>Form ID-4E, Notice of RUIA Claim Determinations</b>	<input type="checkbox"/> R		<input type="checkbox"/> A	<input type="checkbox"/> X
<b>Form ID-4K, Prepayment Notice of Employees' Applications and Claims for Benefits under RUIA</b>	<input type="checkbox"/> R		<input type="checkbox"/> A	<input type="checkbox"/> X
<b>Form ID-6, Report of Tier I Tax Transactions</b>	<input type="checkbox"/> R			<input type="checkbox"/> X
<b>Form ID-6Y, Annual Summary of Tier I Tax Transactions</b>	<input type="checkbox"/> R			<input type="checkbox"/> X
<b>Form ID-30b, Notice of Lien</b>	<input type="checkbox"/> R			<input type="checkbox"/> X
<b>Form ID-40Q, Quarterly Notice to Employers – Railroad Unemployment Insurance Act</b>	<input type="checkbox"/> R			<input type="checkbox"/> X
<b>Form ID-40R/S, Annual Notice to Employers – Railroad Unemployment Insurance Act and Annual Proclamation</b>	<input type="checkbox"/> R			<input type="checkbox"/> X
<b>Form RL-5a, Notice to Employer of Annuity Award</b>	<input type="checkbox"/> R			<input type="checkbox"/> X
<b>Form SI-5F (SUP), Status Report – Personal Injury Claims</b>	<input type="checkbox"/> R		<input type="checkbox"/> A	<input type="checkbox"/> X

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1. <b>Name</b> ( <i>Print</i> )	2. <b>Title</b>	3. <b>Telephone Number</b> (    )
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4. I have signature authority to approve this request and authorize the RRB to grant access as indicated above. I understand that I am responsible for notifying the RRB if, in the future, this individual's access should be terminated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Questions?** Please contact the System Administrator at (312) 751-4961 or the Quality Reporting Service Center at (312) 751-4992.

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**For RRB Use:** Access \_\_\_\_\_ Reviewed by: \_\_\_\_\_

# “Getting Started” Packet

**Logon ID and Password**

**“Getting Started” Instructions**

**Explanation of Access Levels**

**Security Guidelines**

**Business Card**

# Initial Sign-on Demo

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# Reset Password Demo

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# Employer ERSNet Instructions

Introduction

General Instructions for accessing and using the ERSNet System;

How to Initiate a service and compensation report to RRB;

How to Reply to a form request from RRB;

Informational Notices to employers (RESERVED);

Email: Notices to employers and employer comments to RRB;

Summary reports of compensation processed using this system; and

Guidelines for Access and Security

[https://www.rrb.gov/index.php/RERI Part VIII Employer Reporting System ERS Internet User Instructions](https://www.rrb.gov/index.php/RERI_Part_VIII_Employer_Reporting_System_ERS_Internet_User_Instructions)



# Available Services

- All available forms as listed on the Form BA-12, Application for Employer Reporting Internet Access

<b>Section F Forms and Levels of Access</b>				
<i>Check one box for each form. Note: Employee's level of access will apply for all employers listed in Section A. 1.</i>				
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# Recent/Future Services

- ❑ G-73a.1, Notice of Death of Railroad Retirement Annuitant
- ❑ RL-5a, Notice to Employer of Annuity Award
- ❑ Form GL-4, Reject and/or Error Referral Listings (FY 2019)



# For Further Assistance

## Quality Reporting Services Center

TELEPHONE: 312-751-4992

FAX: 312-751-7123

EMAIL: [QRSC@RRB.GOV](mailto:QRSC@RRB.GOV)