Form G-117A, Designation of Contact Officials

Form G-117A is used by employers to add, update and remove individuals from their Contact Official Listing.

Viewing Contact Official Listing on ERSNet

Individuals approved to access the G-117A on ERSNet can do so by opening the Account Management menu and selecting Manage Contact Officials.

Manage Contact Official Screen

All individuals in an employer's Contact Official Listing will be displayed on this screen. Each Contact Official Panel will display the following information:

- Name
- Title
- All Areas the Contact Official is responsible for
- Street Address
- City, State or Province, ZIP Code or Postal Code
- Email
- Phone Number and Extension
- Fax Number

To add a new Contact Official, users should click the +Add New button at the bottom of the screen.

To update contact information for an existing Contact Official, users should click the Edit button on the appropriate Contact Official Panel.

To delete an existing Contact Official, users should first note of all the Areas of Responsibility that individual is responsible for. At least one other Contact Official must exist for each of those Areas of Responsibility before the G-117A will allow the Contact Official to be deleted. After verifying that replacement Contact Officials exist, users should click the Delete button on the appropriate Contact Official Panel. If appropriate replacements are not available on the listing, users will be shown an error message indicating which types of Contact Officials must be added before the delete can occur.

New Contact Official Screen

Users will enter contact information for New Contact Officials on this screen. Details for each field are listed below:

- First Name – Required
- Last Name – Required

- Title – Required
- Areas Of Responsibility – At least one check box must be completed. Click on the information icon for more detailed descriptions about what each type of Contact Official is responsible for.
- Email – Required
- Country – Required
- Address Line 1 - Required
- Address Line 2 - Optional
- City – Required for US Addresses
- State – Required for US Addresses
- ZIP – Required for US Addresses
- ZIP+4 Code – Optional
- City, State/Province, Postal Code – Required for Foreign Addresses
- Phone Number - Required
- Extension - Optional
- Fax Number - Optional

After providing all the required information, users should click on the Submit button to add the new Contact Official. If any required fields were not completed or if any fields were improperly formatted, users will be shown an error message indicating which field needs to be corrected. Clicking on the Cancel Changes button will discard any entered information and take the user back to the Manage Contact Official screen.

Edit Contact Official Screen

This screen is identical to the New Contact Official Screen; however, the Contact Official's current information will prefill into the fields. Existing Contact Official profiles may omit fields that are now required – Please update these profiles with all required information. When finished updating the profile, users should click on the Submit button to submit their changes. The Cancel Changes button can be used to discard any entered information and take the user back to the Manage Contact Official screen.

Area of Responsibility Description Screen

On the Add and Edit Contact Official Screens, users can click on the information icon next to the Areas of Responsibility section to learn more about each type of Contact Official. This screen provides a brief description of what each Contact Official is responsible for, along with the reports they are responsible for filing and the forms they should expect to receive from the RRB.