

# ACCG Retirement Services Secure Web Access Change Form

Jurisdiction Name: Effingham County

This form is to be used if a user needs to be disabled and a new user needs to be added. Please complete the appropriate boxes that the changes need to be applied to. All current users will remain the same at this time.

Provide the name and email address for each employee who should have access to the ACCG Retirement Services Secure Web, the permissions they should have, as well as whether or not they should receive email notifications for activity under each of the folders to which they should have access. See the descriptions of the available folders and the permission levels below for more information. Please use additional pages as needed.

<b>Disable Users Listed</b>						
Employee Name	Job Title	Employee E-Mail Address				
Vicki Dunn	HR Director	vdunn@effinghamcounty.org				
Christy Carpenter	Finance Director	ccarpenter@effinghamcounty.org				

<b>Add Users to Payroll Folder</b>						
Employee Name	Job Title	Employee E-Mail Address	Permissions		Notifications	
			Read Only	All	Yes	No
<b>Example:</b> Jane Doe	Finance Director	JaneDoe@county.com		X	X	
See Attached						

<b>Add Users to Census Folder - DB Only</b>						
Employee Name	Job Title	Employee E-Mail Address	Permissions		Notifications	
			Read Only	All	Yes	No
See Attached						

<b>Add Users to Completed Forms Folder</b>						
Employee Name	Job Title	Employee E-Mail Address	Permissions		Notifications	
			Read Only	All	Yes	No
See Attached						

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Add Users to Hardships Folder- DC Only						
Employee Name	Job Title	Employee E-Mail Address	Permissions		Notifications	
			Read Only	All	Yes	No
See Attached						

Add Users to ACCG Returned Forms Folder						
Employee Name	Job Title	Employee E-Mail Address	Permissions		Notifications	
			Read Only	All	Yes	No
See Attached						

**FOLDER DESCRIPTIONS:**

- Payroll – use to submit your payroll information related to your 401(a) Defined Contribution Plan, 457 Deferred Compensation Plan, and Defined Benefit Plan on a per pay period basis.
- Census – use to receive and submit your annual census files, and other information related to the DB census, for your Defined Benefit Plan, if applicable.
- Completed Forms – use to submit any completed forms that may contain sensitive, personal information (e.g. Enrollment Forms, Beneficiary Forms, DB Calculation Request, Notice of Retirement, Data Change Request, 401(a) / 457(b) Distributions, etc.).
- Hardships – If applicable, ACCG Retirement Services will use this folder to send Hardship Notifications to you to let you know when to suspend and reactivate contributions for employees who have taken 457(b) Unforeseeable Emergency (Hardship) Distributions.
- ACCG Returned Forms- this folder will be used to return forms that you have requested such as calculation requests, death packages, and forms that are incomplete and need to be completed by the Jurisdiction and or Participant.

**PERMISSIONS LEVELS:**

- Read only – allows the employee to view and download files from the Secure Website.
- All – same permissions as read only, plus allows the employee to upload files to the Secure Website.

**Jurisdiction Management Approval**

Print Name: Wesley Corbitt

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

Title: Chairman