



PLANet User Information and Authorization

The Municipal Employees’ Pension Plan (MEPP) requires employer authorization for all user profiles to be created under their PLANet account. Please have an authorizing individual (supervisor, director, etc.) fill out all applicable fields.

- At least one PLANet user is required for each organization.
- The Authorizing Individual can also be a PLANet user. However, a user cannot authorize the creation of their own profile if they will be the only user of PLANet for their organization. If you will be the sole user, please have a supervisor or manager authorize your use of PLANet.
- You must choose a security level for each PLANet user:
 1. Payroll and HR Forms — this user will have all capabilities (both Payroll and HR)
 2. Payroll — this user will only have access to remit payroll files
 3. HR Forms — this user will only have access to remit HR Form files (i.e. enrolments, termination, etc.)
- Submission of the form with electronic signatures is allowed.
- The form **must** be emailed to mepp@peba.gov.sk.ca or faxed to 306-787-0244 from the authorizing individual to comply with pension policy. All other forms will not be accepted.
- If your organization will have more than three PLANet Users, please completely fill out a second form.

*All required fields are outlined in red.

1 User Authorization(s)

Employer Name:

Employer Number:

Authorizing Individual’s Name:

Title:

Telephone Number:

Fax Number:

Mailing Address:

Email Address:

I authorize the Municipal Employees’ Pension Plan to establish user accounts for the below named person(s) in PLANet. As an Authorizing Individual for MEPP Employer PLANet, I recognize the importance of securing the personal information of our employees. I will ensure that the user credentials given to the below User(s) will be kept private.

I will also be a User for our organization’s PLANet account. (If checked, do not repeat your information below.)

Security Level:	Payroll & HR Forms	Payroll only	HR Forms only
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2 User(s) Information

PLANet User Name: _____

Telephone Number: _____ Fax Number: _____

Mailing Address: _____

Email Address: _____

Security Level: Payroll & HR Forms Payroll only HR Forms only

As a user of MEPP Employer PLANet, I recognize the importance of securing personal information of our employees. I will ensure that the user credentials given to me will be kept private.

Signature of User _____ Date (dd/mm/yyyy) _____

PLANet User Name:

PLANet User Name: _____

Telephone Number: _____ Fax Number: _____

Mailing Address: _____

Email Address: _____

Security Level: Payroll & HR Forms Payroll only HR Forms only

As a user of MEPP Employer PLANet, I recognize the importance of securing personal information of our employees. I will ensure that the user credentials given to me will be kept private.

Signature of User _____ Date (dd/mm/yyyy) _____

PLANet User Name:

PLANet User Name: _____

Telephone Number: _____ Fax Number: _____

Mailing Address: _____

Email Address: _____

Security Level: Payroll & HR Forms Payroll only HR Forms only

As a user of MEPP Employer PLANet, I recognize the importance of securing personal information of our employees. I will ensure that the user credentials given to me will be kept private.

Signature of User _____ Date (dd/mm/yyyy) _____

3 Authorizing Individual's Signature

I certify the above information to be correct and will contact MEPP if any of the information changes in the future.

Signature of Authorizing Individual _____ Date (dd/mm/yyyy) _____