

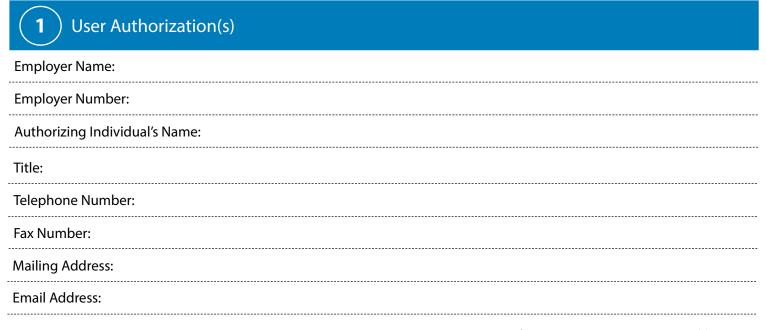
1000 - 1801 Hamilton Street Regina, SK S4P 4W3 Phone: (306) 787-2684 Toll Free: 1-877-506-6377 Fax: 306-787-0244 Email: mepp@peba.gov.sk.ca



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 acces 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.



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

PLANet User Name:			
Telephone Number:	Fax Number:		
Mailing Address:			
Email Address:			
Security Level:	Payroll & HR Forms	Payroll only	HR Forms only
		nize the importance of sec ntials given to me will be ke	uring personal information of our ept private.
Signature of User	Date (dd/mm/yyyy)		
SIAM ALL AL			
PLANet User Name:			
Telephone Number:	Fax Number:		
Mailing Address:			
Email Address:			
Security Level:	Payroll & HR Forms	Payroll only	HR Forms only
	. ,	nize the importance of sec ntials given to me will be ke	uring personal information of our ept private.
Signature of User	Date (dd/mm/yyyy)		
PLANet User Name:			
Telephone Number:	Fax Number:		
Mailing Address:			
Email Address:			
Security Level:	Payroll & HR Forms	Payroll only	HR Forms only
		gnize the importance of sec ntials given to me will be ke	curing personal information of our ept private.
Signature of User		Date (dd/mm/yyyy)	
3 Authorizi	ng Individual's Signati	ure	
I certify the above in	nformation to be correct a	nd will contact MEPP if an	y of the information changes in the future
Signature of Authoriz	zing Individual	Date (dd/mm/y	/yyy)

2 User(s) Information

2 March 2019