



EPC CHURCH BENEFIT ADMINISTRATOR SET UP

Required Information: In order to receive your Administrator RetaEnroll/MyEnroll.com User ID and Password, the new administrator must provide the information requested below. Upon receipt of this completed form, we will verify your information. Once your submission is verified completely, your new administrator User ID and Password will be issued in two separate e-mails coming from Security@MyEnroll.com, respectively. PLEASE PRINT or TYPE BELOW. All fields are required.

Church Name _____

Church Federal Tax ID Number (FEIN) _____ **Church Benefit ID #** _____

Administrator's Name _____ **DOB*** _____

Administrator's Title/Position _____

Administrator's Email _____ **Phone #** _____

Billing Address _____

Duties needing Access: Full Administrator Edit Access Read/View Only Invoice Access

Is the Billing Address the same as the church physical address? Yes No

- I understand that I am requesting to be set up with administrative access to church employee information in the benefits portal provided by the Evangelical Presbyterian Church Benefits Resources, Inc.
- I understand that this access includes personal identifiable information and must be maintained in strict confidence.
- I understand that once I have a username and password to access the portal, it is not to be shared among other employees of the church. If other employees of the church require access to the portal in an administrative function, they will receive their own secure credentials.

Signature _____ **Date** _____

If Church supervisory authorization is required, please sign below.

Signature _____ **Date** _____

Print Name and Title/ Position _____

One form must be completed for each person needing administrative access. Please email completed forms to benefits@epc.org. If access to more than one location is required, please list locations on a separate page.

BRI Approval: _____ **Date:** _____

**DOB required for verification for password security.*