



# EMPLOYER NOTICE

## ECS Security Enhancement

### WHO SHOULD READ THIS NOTICE

Fiscal Officers, HR contacts and any OPERS employer contact using the Employer Contribution System (ECS).

### SITUATION OVERVIEW

The password reset function within ECS is being enhanced to require entry of the first four digits of the main employer code in addition to the user ID and answer to a challenge question. Requiring double authentication will provide an additional level of security when accessing the system.

Information submitted through ECS is protected by 128-bit encryption Secure Socket Layer (SSL) while it is in transit, which is the industry standard used by financial institutions. The addition of requiring the main employer code provides an extra layer of security so only the individuals you have identified as authorized will have access to your data.

The change to the password reset process will become effective April 25, 2017.

### WHAT YOU NEED TO DO

Communicate the change in the password reset process to any ECS users at your organization. The main employer code for your organization is visible on ECS on the payment and forms screens.

Ensure ECS access is part of your employment separation checklist. Your delegated administrator, or primary ECS user, has access to this information and can add new users and disable individuals who no longer require access to the system due to a change in employment or role.

## WHY THIS IS IMPORTANT

OPERS is committed to ensuring your sensitive data is protected. Adding a secondary validation to the password reset function within ECS further increases the level of security.

## CHANGES TO THE *EMPLOYER MANUAL*

There are no *Employer Manual* changes resulting from the information contained in this *Employer Notice*.

## WHOM TO CONTACT FOR MORE INFORMATION

After you review this *Employer Notice*, contact your Employer Outreach representative with questions or comments at (888) 400-0965, or by email at [employeroutreach@opers.org](mailto:employeroutreach@opers.org).

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