AUTHORIZATION OF ADMINISTRATIVE CONTACTS

VIRGINIA RETIREMENT SYSTEM
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Employer Name and Code(s): (Enter all that apply)

Complete this form to identify administrative contacts who will manage VRS contacts for the employer identified above. The contacts identified on this form have access (online and by phone) to VRS member information. Use this form to update the three required contacts as needed. Information about each contact role is provided at the end of the form.

Note: Complete this form in its entirety; this form supersedes all VRS-67A forms previously submitted to VRS.

PART A. PRIMARY ADMINISTRATIVE AUTHORITY (Please print clearly or type)

Name (First, Middle Initial, Last)

VRS Customer ID: _____

Business Mailing Address: _____

City: _____ State: _____ ZIP+4: _____

* Start Date: _____ * End Date: _____

Work Phone: _____ Mobile Phone: _____

I prefer to be reached using: ❑ Work ❑ Mobile   Fax: _____

Job Title: _____

Work Email: _____

Organization's Website: _____

For communications from VRS (Choose one):

❑ Send to me *and* the Primary VRS Administrator   ❑ Send to the Primary VRS Administrator only

I certify that I am the administrative contact named above, that I am responsible for the oversight of this organization, I have the authority to designate the staff of this organization to be VRS contacts, and I authorize such staff to access VRS member records, including online access to VRS information. I recognize that VRS is authorized to provide this information pursuant to *Code of Virginia* § 2.2-3803(C), and I agree to take full responsibility for any use of this information that violates Virginia or federal law, including without limitation the Virginia Government Data Collection and Dissemination Practices Act.

I certify the administrative contacts designated on this form are authorized to obtain information from VRS about members within the organization identified above. Additionally, I certify the contacts are authorized to access VRS member records using myVRS Navigator.

I understand that I and the administrative contacts identified on the following page are responsible for updating contact information in a timely manner. I also certify that I have the authority to designate administrative contacts and that it is my responsibility to notify VRS of any changes to the contacts listed on this form.

Indicate Signer's VRS Role: ❑ PAA ❑ VRS Admin

_____
Authorized Signature and VRS Role

_____
Date

Total Number of Pages in Request: _____

PART B. PRIMARY ADMINISTRATIVE CONTACT DESIGNATIONS

Your organization is required to have a primary VRS Administrator and primary Security Administrator. Additional contacts may be authorized as secondary contacts in Part C.

Primary VRS Administrator

Name   (First, Middle Initial, Last)

VRS Customer ID: _____

Business Mailing Address: _____

_____

City: _____   State: _____   ZIP+4: _____

* Start Date: _____   * End Date: _____

Work Phone: _____   Mobile Phone: _____

I prefer to be reached using: ❑ Work ❑ Mobile   Fax: _____

Job Title: _____

Work Email: _____

Primary Security Administrator

Name   (First, Middle Initial, Last)

VRS Customer ID: _____

Business Mailing Address: _____

_____

City: _____   State: _____   ZIP+4: _____

* Start Date: _____   * End Date: _____

Work Phone: _____   Mobile Phone: _____

I prefer to be reached using: ❑ Work ❑ Mobile   Fax: _____

Job Title: _____

Work Email: _____

* The start date of the contact's access is the date the information is entered into myVRS Navigator, unless a future date is specified. An end date is not required; however, selecting an end date allows VRS to automatically end access on that date.

PART C. SECONDARY ADMINISTRATIVE CONTACT DESIGNATIONS

Copy this page as needed to designate secondary contacts for either role listed below.

Secondary VRS Administrator

Name (First, Middle Initial, Last)

VRS Customer ID: _____

Business Mailing Address: _____

_____

City: _____ State: _____ ZIP+4: _____

* Start Date: _____ * End Date: _____

Work Phone: _____ Mobile Phone: _____

I prefer to be reached using: ❑ Work ❑ Mobile Fax: _____

Job Title: _____

Work Email: _____

Secondary Security Administrator

Name (First, Middle Initial, Last)

VRS Customer ID: _____

Business Mailing Address: _____

_____

City: _____ State: _____ ZIP+4: _____

* Start Date: _____ * End Date: _____

Work Phone: _____ Mobile Phone: _____

I prefer to be reached using: ❑ Work ❑ Mobile Fax: _____

Job Title: _____

Work Email: _____

* The start date of the contact's access is the date the information is entered into myVRS Navigator, unless a future date is specified. An end date is not required; however, selecting an end date allows VRS to automatically end access on that date.

ABOUT THE CONTACTS AND THEIR ROLES

An individual can be assigned one or more roles based on the structure and needs of the organization. Each role is assigned a security profile that provides access to information in myVRS Navigator. The contact's role defines the data that may be viewed, created, and updated. As an example, all roles may access the myVRS Navigator dashboard and consolidated view; however, some information on the pages differ according to contact's specified role. NOTE: Sharing of usernames and passwords is strictly prohibited by VRS and the Commonwealth of Virginia.

Persons in the roles listed below must be in positions covered by VRS and enrolled in myVRS Navigator before VRS can create their contact records.

About the Primary Administrative Authority (PAA)

The primary administrative authority for VRS purposes must be the highest-level decision maker with oversight of the organization. VRS accepts employees with the following job titles as primary administrative authority:

School Boards:	School Superintendent, Executive Director
State Agency:	Executive Director, Director, Deputy Director, Commissioner, Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Clerk of the Senate/House of Delegates, Lt. Governor, Adjutant General, Auditor of Public Accounts, Chief Information Officer, Attorney General, State Treasurer, Superintendent, Tax Commissioner, Secretary of Transportation, State Librarian, President of College or University, Chancellor, State Forester
County/City/Town:	Mayor, Manager, County Administrator, County Executive, Superintendent, Director of Budget/Finance, Executive Director
Commissions/Authorities:	Executive Officer, Chief Financial Officer, Director of Finance

The PAA can choose to have the primary VRS administrator be the only contact for communications and notifications, or the PAA can choose to receive these notifications along with the primary VRS administrator. However, the PAA is the only authorized individual to receive a monthly summary of activities performed on member records by authorized contacts and a quarterly communication listing contacts who made changes to their own record.

VRS requires the PAA and the security administrator to complete a security review that certifies all contact information. The PAA and the security administrator are required to receive communications about this review.

About the VRS Administrator

The VRS administrator is appointed by the primary administrative authority. One person must be designated as primary VRS administrator. If you choose to designate more than one VRS administrator, enter those persons in Part C as secondary VRS administrators. If the VRS Administrator needs to access myVRS Navigator, the necessary roles must be assigned.

About the Security Administrator

The security administrator is the administrative contact who adds other contacts and manages access to myVRS Navigator by assigning the appropriate security roles to those contacts. The security administrator automatically has most employer roles in myVRS Navigator, allowing access to the system and its processes. One security administrator must be designated as the primary security administrator. If you choose to designate more than one security administrator, enter those persons in Part C as secondary security administrators. The primary security administrator coordinates with the PAA to complete the security review.