



Employer and Retirement Coordinator Updates

515-202-23
A

Complete this form to update and verify employer and OPERS retirement coordinator information and request access to the [OPERS employer portal](https://connect.opers.state.ok.us) (https://connect.opers.state.ok.us). The main retirement coordinator may submit this form; however, if the main retirement coordinator changes, this form must be signed by their supervisor.

PART 1 –EMPLOYER INFORMATION

Employer name

Employer number

Mailing address (Street or P.O. Box, City, State, Zip+4)

Phone number

Fax number

PART 2 –RETIREMENT COORDINATOR CHANGE INFORMATION

Only one main coordinator can be named for each employer. If selecting a new main coordinator, the current main coordinator will be changed to an alternate. You must submit another form to remove them.

OPERS/Pathfinder coordinator: Main coordinator Alternate coordinator Remove

SoonerSave coordinator (if applicable): Main coordinator Alternate coordinator Remove

Retirement coordinator’s name

Email address

Phone number

PART 3 –OPERS EMPLOYER PORTAL ACCESS

Use the check boxes to indicate the level of access to the employer portal requested for the retirement coordinator named above.

No portal access **OR** Enrollments Retirement certifications
 Payroll reporting Address changes

PART 4 – EMPLOYER APPROVAL

I certify the above information is true and correct to the best of my knowledge. I certify I am authorized to make the changes above.

Name

Title

Email

Phone

Signature

Date