

EMPLOYER ONLINE ACCESS APPLICATION

Instructions

- ▶ Use this form to appoint or amend the users from your organization who are authorized to upload PDF files and/or pension contribution files to the CSS Pension Plan website (myCSSPEN). Return the completed form to the mailing address, fax number or email address above.
- ▶ The CSS Pension Plan will send any new users a personal username by email.

Employer information	
Employer name:	
Employer #:	
Authorized users	
Person authorized to add or make changes to authorized users:	
(E.g: Board President, Plant Manager, General Manager, CEO, etc. This person cannot be the same as the Authorized User.)	
Name (first and last) and title:	
Email address:	
Direct telephone number (including area code):	
User additions/changes authorized by:	
Signature: 	Date:
Authorized User:	
<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Update	
Name (first and last) and title:	
Business mailing address:	
Business email address:	
Direct telephone number (including area code):	
Authorization level:	
<input type="checkbox"/> Contribution files <input type="checkbox"/> Non-contribution files	
Authorized User:	
<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Update	
Name (first and last) and title:	
Business mailing address:	
Business email address:	
Direct telephone number (including area code):	
Authorization level:	
<input type="checkbox"/> Contribution files <input type="checkbox"/> Non-contribution files	

To name additional Authorized Users, please complete an additional sheet(s).