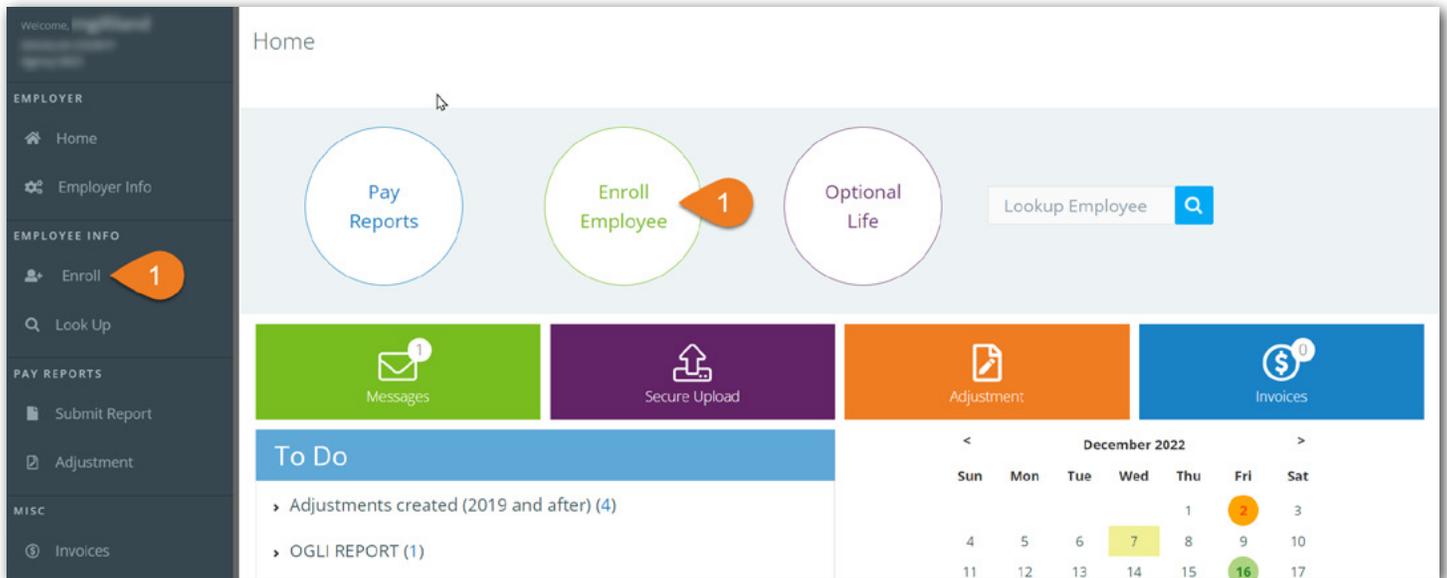
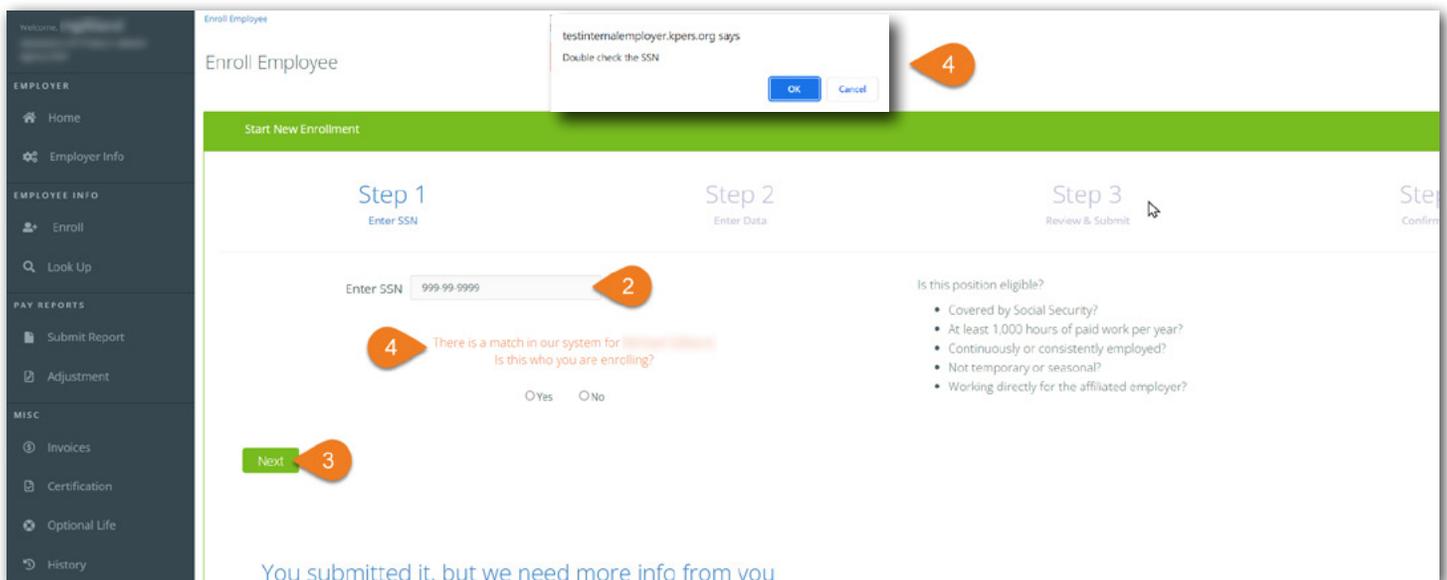


## Enrollments



[Login](#) to the employer web portal (EWP)

**Step 1.** Click **Enroll** under Employee Info in the side menu, or click the round **Enroll Employee** button at the top of the home page

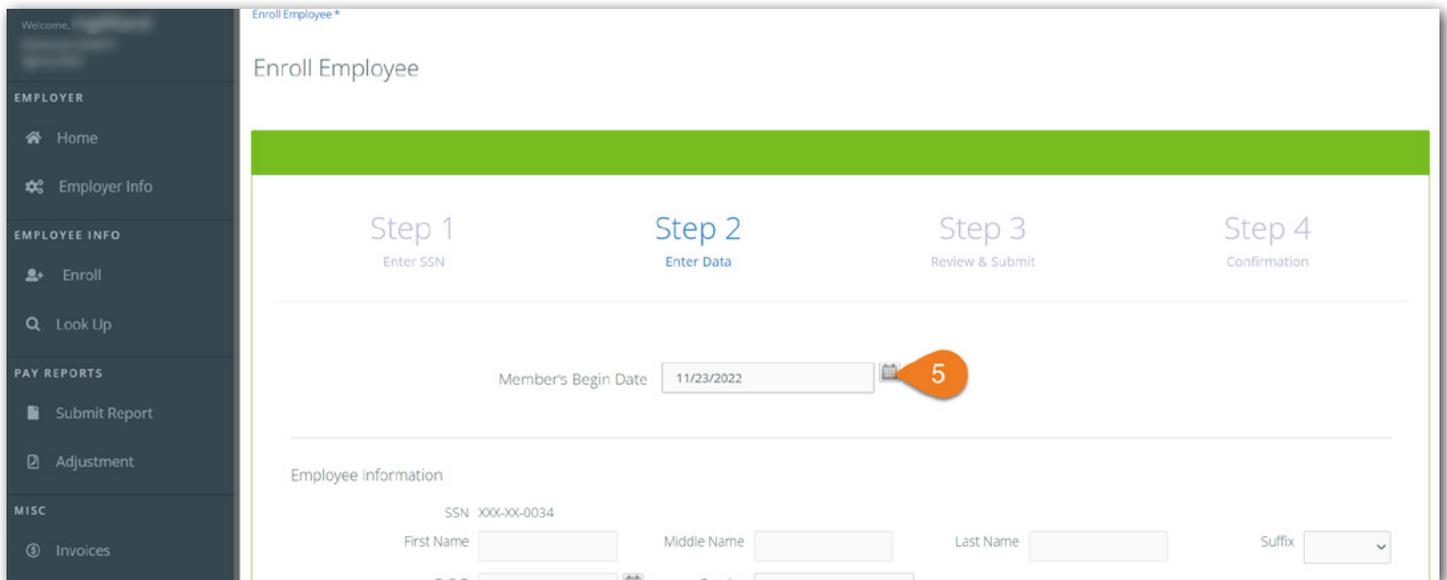


**Step 2.** Enter the new employee's **Social Security Number (SSN)**

**Step 3.** Click **Next**

**Step 4.** If the SSN is already in the system, you will see an orange message and be asked to confirm. Select an answer and click **Next**. If you select **No**, you'll be asked to **double-check** your SSN and re-enter (see pop-up). Click **Next** to continue enrollment. If you select **Yes**, you'll continue enrollment and employee will become **dual-employed** member in our system.

## Enrollments



Enroll Employee \*

### Enroll Employee

Step 1: Enter SSN | Step 2: Enter Data | Step 3: Review & Submit | Step 4: Confirmation

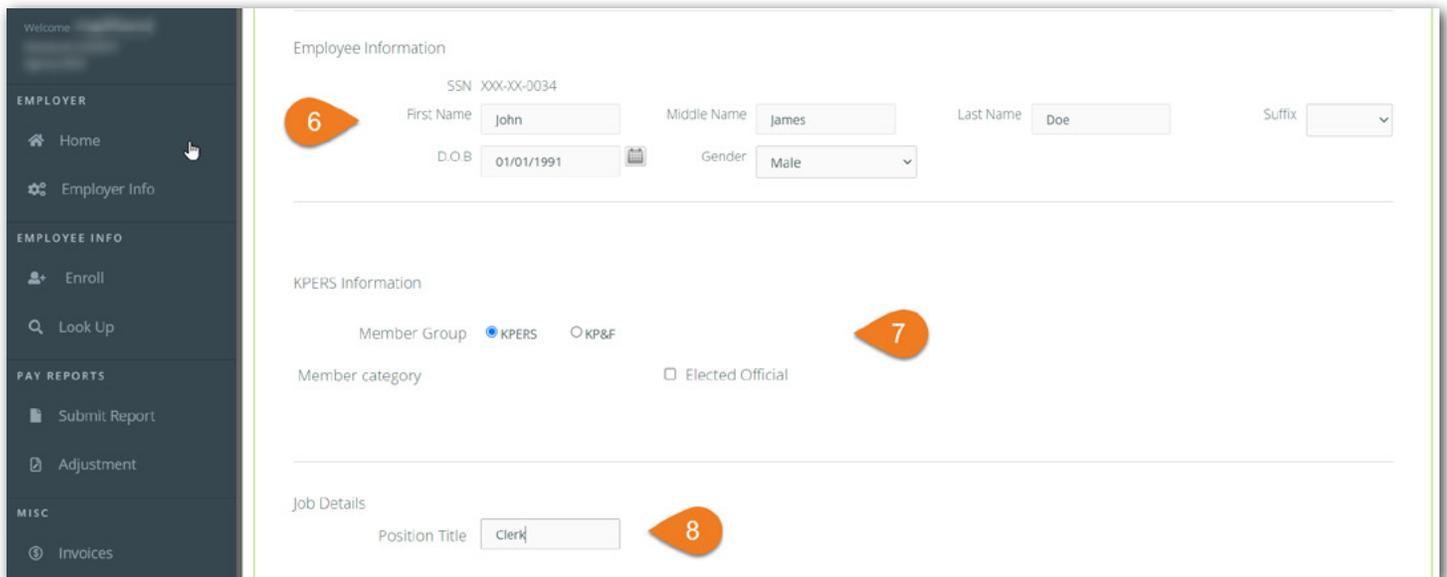
Member's Begin Date: 11/23/2022

Employee Information

SSN: XXX-XX-0034

First Name: | Middle Name: | Last Name: | Suffix: |

**Step 5.** Enter the **Member's Begin Date**. This is their first day on the job or their first day working in a covered position



Employee Information

SSN: XXX-XX-0034

First Name: John | Middle Name: James | Last Name: Doe | Suffix: |

D.O.B: 01/01/1991 | Gender: Male

KPERs Information

Member Group:  KPERs  KP&F

Member category:  Elected Official

Job Details

Position Title: Clerk

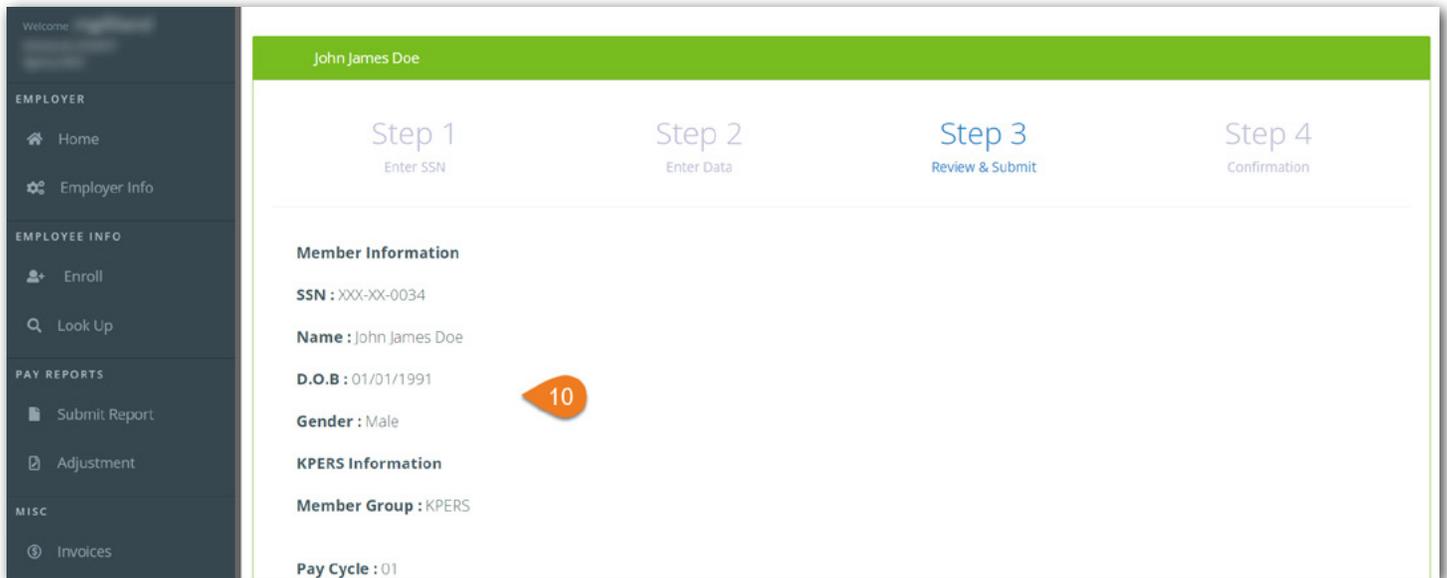
**Step 6.** Enter **Employee Information**, like name and DOB

**Step 7.** Enter **KPERs Information**, like member group or category. Note: If your employer has multiple departments, you'll be required to choose the correct pay cycle

**Step 8.** Enter **Job Details**, like position title

**Step 9.** Click **Next**

## Enrollments



John James Doe

Step 1: Enter SSN | Step 2: Enter Data | **Step 3: Review & Submit** | Step 4: Confirmation

**Member Information**

SSN : XXX-XX-0034

Name : John James Doe

D.O.B : 01/01/1991

Gender : Male

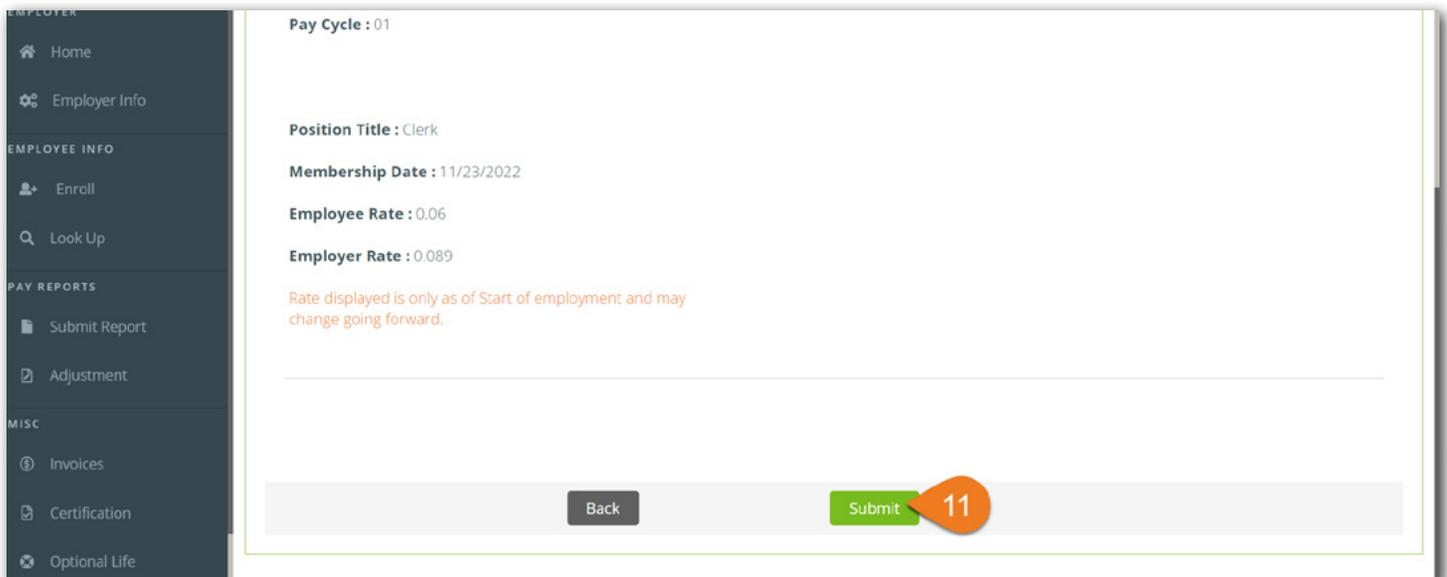
**KPERS Information**

Member Group : KPERS

Pay Cycle : 01

**10**

**Step 10.** Review Member and KPERS information.



Pay Cycle : 01

Position Title : Clerk

Membership Date : 11/23/2022

Employee Rate : 0.06

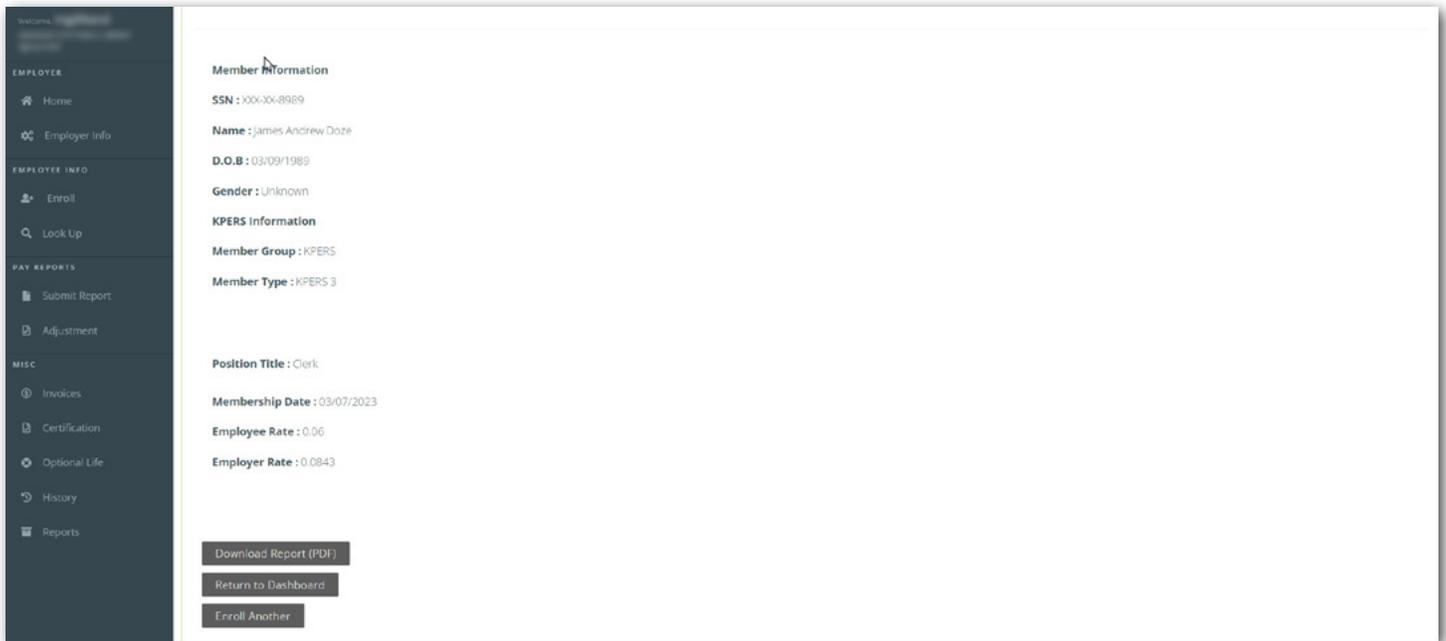
Employer Rate : 0.089

Rate displayed is only as of Start of employment and may change going forward.

Back | **Submit** | **11**

**Step 11.** If everything looks correct, click **Submit**. If not, click the **Back** button and make corrections.

## Enrollments



The screenshot shows a web application interface for KPER enrollment. On the left is a dark sidebar with navigation options: EMPLOYER (Home, Employer Info), EMPLOYEE INFO (Enroll, Look Up), PAY REPORTS (Submit Report, Adjustment), and MISC (Invoices, Certification, Optional Life, History, Reports). The main content area displays member information for James Andrew Doze, including SSN, D.O.B., Gender, and KPER details. At the bottom, there are three buttons: Download Report (PDF), Return to Dashboard, and Enroll Another.

**Member Information**

**SSN :** XXXXX-8989

**Name :** James Andrew Doze

**D.O.B :** 03/09/1989

**Gender :** Unknown

**KPERS information**

**Member Group :** KPERS

**Member Type :** KPERS 3

**Position Title :** Clerk

**Membership Date :** 03/07/2023

**Employee Rate :** 0.06

**Employer Rate :** 0.0843

[Download Report \(PDF\)](#)

[Return to Dashboard](#)

[Enroll Another](#)

Your confirmation screen also gives you the options to Download Report, Return to Dashboard or Enroll Another.