

**Purpose:** Below are the common employer user roles for the myAPERS portal. We assign roles when you register based on your user type (AASIS or non-AASIS) and the functions you will perform.

### AASIS Employer User

- Verify prior membership
- View member and roster information
- Complete employer reporting processes
- Run reports
- Upload and download documents
- Receive and send secure messages

### AASIS Employer Administrator

- Create and maintain ESS users
- Maintain employer information, such as address and contact information
- Verify prior membership
- View member and roster information
- Complete employer reporting processes
- Run reports
- Upload and download documents
- Receive and send secure messages

### Human Resource User

- Enroll new members
- Verify prior membership
- Maintain demographic information for employees
- View member and roster information
- Run reports
- Upload and download documents
- Receive and send secure messages

### Payroll User

- Enter banking information for EFT payments
- Complete employer reporting and payment processes
- View member and roster information
- Run reports
- Upload and download documents
- Receive and send secure messages

### HR/Payroll User

- Enroll new members
- Verify prior membership
- Maintain demographic information for employees
- Enter banking information for EFT payments
- Complete employer reporting and payment processes
- View member and roster information
- Run reports
- Upload and download documents
- Receive and send secure messages

### Employer Administrator

- Create and maintain ESS users
- Maintain employer information, such as address and contact information
- Verify prior membership
- View member and roster information
- Enter banking information for EFT payments
- Complete employer reporting and payment processes
- View member and roster information
- Enroll new members
- Maintain demographic information for employees
- Run reports
- Upload and download documents
- Receive and send secure messages