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The information provided in this publication is for your convenience and reference as a general guide only and cannot be relied upon as an authoritative source for the law, practices, or policies of CalPERS. While CalPERS tries to include only accurate, timely and complete information in its publications, summaries, guidelines and other advisory printed materials, sometimes information provided in printed materials may be or become inaccurate, untimely, incomplete, unclear or misleading. In all instances, the law then in effect, not this publication, controls the application of the Public Employees' Retirement Law. It is the reader's responsibility to independently verify the accuracy of the information contained in this publication before engaging in a course of action.
**CALPERS WEB SERVICES**

**MY | CALPERS**
The myCALPERS system is a self-service, web-based platform developed for employers, business partners, and members to conduct business with CalPERS. myCALPERS offers robust services by providing faster and more reliable service to all CalPERS customers, while ensuring that all business transactions with CalPERS are quick, easy, and secure.

You can find specific information about this system by accessing the myCALPERS for Employers pages on the CalPERS Website at: [myCALPERS for Employers](#)

On July 30, 2012, CalPERS launched an enhanced version of myCALPERS for members to access their real-time account information. This enhancement allows members to see the information submitted on their behalf by their employers, including appointment, payroll, and service credit information.

Therefore, it is critical to stay current with information reported to CalPERS on behalf of your employees. Employer accuracy and promptness will alleviate future concerns or questions members may have with their CalPERS account and the information provided by your agency.

**SYSTEM ACCESS ADMINISTRATION**
An agency’s myCALPERS system access administrator (SAA) is a key point of contact. The person is accountable for providing myCALPERS access to any additional users. This involves utilizing system administrator pages in myCALPERS to associate predefined access roles to each contact and assign the user a unique username and password. In addition, they have the responsibility to reset a user’s password, lock a user’s access rights to myCALPERS and change a user’s access role(s).

You can find specific information about SAA on the CalPERS Website at: [System Access Administration](#)

**CALPERS ON-LINE**
CalPERS On-Line provides instant access to general CalPERS information for employers, members, and the public.

CalPERS On-Line at [www.calpers.ca.gov](http://www.calpers.ca.gov) highlights information about CalPERS retirement plans, health benefit programs, and pension fund investments. Please refer to the comprehensive “Employer Information” area to find the following information:

- Actuarial Information
- CalPERS Retirement Calculation Information
- Circular Letters
- Elected Official Toolkit
- Employer Education
- Employer Forms & Publications
- Employer Rates
- Health Benefits Information
- Membership, Payroll and Compensation Information

The Employer Information section also provides information about how to contact CalPERS.

CalPERS strives to provide useful information to employers, members and the public in a quick, easily accessible format through the website. CalPERS On-Line supplements the existing telephone and in-person services at our headquarters and Regional Offices.

If you have any comments or suggestions for the Employer Information section of the website, please e-mail CalPERS through the online “Contact Us” service or call the CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377).
**CalPERS Employer Bulletin**

CalPERS Employer Bulletins provide the latest news and information regarding Circular Letters, Board of Administration information, and other communications, tailored specifically for employers via email. Agency personnel (i.e., accounting and payroll staff, health benefits officers, city managers, etc.), administrators, and other interested parties can all benefit from this service by receiving CalPERS Employer Bulletins directly in their email box as soon as news is released. Each CalPERS Employer Bulletin comes in a plain text format for easy viewing and email retrieval and contains direct links to the actual employer information on the CalPERS Website.

You can sign up for CalPERS Employer Bulletins on the CalPERS Website at [www.calpers.ca.gov](http://www.calpers.ca.gov).

**Circular Letters**

Circular Letters are a uniform method of communicating with State, Schools, and Public Agencies. CalPERS uses Circular Letters to keep employers informed of changes to CalPERS policies and procedures, as well as to share important information and announcements. These letters provide important documentation to reference when working on CalPERS issues. Circular Letters are mailed to employers, but you can also receive an email informing you of the release of a new letter by subscribing to CalPERS Employer Bulletins.

*CalPERS On-Line* has an archive of letters going back to 1996. You can search by date or key word to find the information you need.

**Subscriptions Services**

*CalPERS On-Line* Subscriptions are your direct link to the latest CalPERS news and information by email. Available subscriptions include:

- Employer Bulletins
- CalPERS Agenda Alerts
- CalPERS News
- CalPERS News Feeds
- Press Alerts

Employer Bulletins are the latest employer-related news and information sent directly to your email box.
ORDERING FORMS & PUBLICATIONS

Forms & Publications are available through my|CalPERS, CalPERS On-Line, or email.

VIA my|CalPERS
You can order Forms & Publications via the my|CalPERS system by selecting the “request” link from the my|CalPERS home page.

VIA CalPERS On-Line
CalPERS Forms & Publications are available for download from CalPERS On-Line. They are also available in hardcopy.

- Access CalPERS On-Line at www.calpers.ca.gov
- Select the “Forms & Publication Center” box
- Select the Employer, General information, Members, or CalPERS Reports links.

VIA EMAIL
To order supplies in bulk, please email: Public_Agency_Requests@calpers.ca.gov.

Please include your agency name, agency address, agency telephone number (with area code) and CalPERS identification number for shipping purposes. Also include the form or publication number, title, number of units ordered and unit of measure for each item ordered, with each request.

SIZE OF ORDER
When ordering supplies, please limit your order to a six-month supply. my|CalPERS keeps a record of the supply needs of each agency. If an excess number of forms or publications are ordered, the Supply Section will reduce the order to the maximum allowed for your agency.

OTHER PUBLICATIONS
To find the PERL, Elected Official Toolkit, and Workplace Wellness Resources, please select the following link:
http://www.calpers.ca.gov/index.jsp?bc=/about/forms-pubs/er-pubs/misc-pubs/home.xml

If you need assistance, please call the CalPERS Customer Contact Center 888 CalPERS (or 888-225-7377).
## LIST OF CALPERS MEMBER PUBLICATIONS

The following member publications may help you convey CalPERS benefit information to your employees. All publications are available in the [Forms & Publications Center](#) on CalPERS On-Line.

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