

Granting System Access for Business Partner Health Contracts and Maintaining the Employer Identification Number

Introduction The purpose of this guide is to assist a my|CalPERS System Access Administrator (SAA) grant the Business Partner Health Contracts role and provide the steps to edit the EIN used for minimum essential coverage (MEC) reporting purposes.

Please note that a my|CalPERS user is required to have the Business Partner Health Contracts role to be able to edit the EIN used for MEC reporting in my|CalPERS. The my|CalPERS System Access Administration and Establish Business Partner Relationship guide is available [online](#) for help on adding or updating user roles in the system.

Granting System Access for Business Partner Health Contracts

Designate a contact with the Business Partner Health Contracts role, by following the steps below.

Step	Action	Result
1	Select "Profile" global navigation tab.	Business Partner Summary page displays.
2	Within the Contacts section, select the Contact Type link for the contact responsible for MEC reporting. See Figure 1-1.	Business Partner Contact Detail page displays.
3	Within the Maintain Contact Details section, select the "Allow System Access" box. See Figure 1-2	System Access link appears.
4	Select the System Access link.	Maintain Contact page displays.
5	Within the Assign Roles section, select the box for the "Business Partner Health Contracts" role. See Figure 1-3	Assign Roles
6	Select the "Save" button. See Figure 1-3	The Business Partner Health Contract role is assigned.

Figure 1-1
Summary and
Contacts

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myCalPERS

Home Profile Reporting Person Information Education

Summary

Common Tasks

Menu

Contacts

View Service Relationships

Summary

Profile

Request Update

CalPERS ID: 0000000000 Status: Active
Federal Tax ID: 00-0000000 Name: Hall of Justice
Category: Public Agency Regional Office:
County: Washington Governing Body:
Division Of: Transit Workers: No
Merged Agency: No

Addresses

Physical: 1234 HALL OF JUSTICE Mailing: 1234 JUSTICE AVENUE
WASHINGTON, D.C. 12345-6789 WASHINGTON, D.C. 12345-6789
Undeliverable: No Undeliverable:

Communication Information

Preferred Communication: Email
Primary Email: CLARKKENT@calpers.ca.gov Primary Phone Number:

Contacts Add New View More Actions»

Contact Type	Name	System Admin	Primary	Phone Number
Agency Election Officer	PETER PARKER	Y	Y	(000)867-5309
Health Benefit Officer	BRUCE WAYNE	Y	N	(000)867-5309
Health Benefit Officer	OSWALD COBBLEPOT	Y	Y	(000)867-5309
General	DIANA PRINCE	Y	Y	(000)867-5309
Contract Services	JAMES HOWLETT	Y	Y	(000)867-5309
Contract Services	SCOTT SUMMERS	Y	N	(000)867-5309
Executive	MAX EISENHARDT	Y	N	(000)867-5309
Payroll	CHARLES XAVIER	Y	Y	(000)867-5309

Figure 1-2
Maintain
Contact
Details

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Name: Hall of Justice CalPERS ID: 0000000000 *Required Fields

Maintain Contact Details

By indicating that this contact is a Primary Contact, you are specifying that they should be reached for communication purposes. They will also receive automated correspondence sent to contacts based upon contact type.

Contact Type: * Health Benefit Officer

Deactivation Date: [calendar icon]

Programs Supported: CalPERS Health - Medical Medicare

Entity: CalPERS ID: 0000000000 Contact Name: OSWALD COBBLEPOT
 Other: [text input]

Allow System Access Make Contact Viewable to Other Organizations Primary Contact

System Access

Delete

Figure 1-3
Assign Roles

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myCalPERS

Home Profile Reporting Person Information Education

Summary

Common Tasks **Name:** Hall of Justice **CalPERS ID:** 0000000000

Menu

Contacts
View Service Relationships

Assigned Username [Reset Password](#)

Contact Name: OSWALD COBBLEPOT
Contact Username: Abcd1234
 Prevent the user from accessing the site

Assign Roles

[Select All](#)

Role
<input type="checkbox"/> Authorized Personal Loan Representative
<input type="checkbox"/> Business Partner AR/Billing
<input type="checkbox"/> Business Partner AR/Billing RO
<input type="checkbox"/> Business Partner Appointment Management - Non-Pers and CalSTRS
<input type="checkbox"/> Business Partner Direct Authorization
<input type="checkbox"/> Business Partner Direct Authorization Agreements
<input checked="" type="checkbox"/> Business Partner Employer Inquiry
<input type="checkbox"/> Business Partner Employer Maintenance
<input checked="" type="checkbox"/> Business Partner Health Contracts
<input type="checkbox"/> Business Partner Health Enrollment
<input type="checkbox"/> Business Partner Health Enrollment RO
<input type="checkbox"/> Business Partner IME/JA
<input type="checkbox"/> Business Partner Limited
<input type="checkbox"/> Business Partner PA Billing
<input type="checkbox"/> Business Partner Payroll
<input type="checkbox"/> Business Partner Payroll RO
<input type="checkbox"/> Business Partner Reciprocal
<input type="checkbox"/> Business Partner Retirement Contracts
<input type="checkbox"/> Business Partner Retirement Enrollment
<input type="checkbox"/> Business Partner Retirement Enrollment RO
<input type="checkbox"/> Business Partner SCP Certification
<input type="checkbox"/> Business Partner Supplemental Income Plan
<input type="checkbox"/> Carrier
<input type="checkbox"/> GASB Contact
<input checked="" type="checkbox"/> System Access Administrator

[Select All](#)

Employer Identification Number (EIN) for Minimum Essential Coverage (MEC)

Enter and maintain the EIN used for MEC purposes here.

Step	Action	Result
1	Select the "Profile" global navigation tab. See Figure 2-1	Business Partner Summary page displays.
2	Select the "Health Contract" local navigation tab. See Figure 2-1	Health Contract page displays.
3	In the Minimum Essential Coverage section, select the "Edit" button and enter the EIN used for MEC reporting purposes here. See Figure 2-1	Entry box for EIN appears.
4	Select the "Save" button. See Figure 2-2	The EIN used for MEC reporting is saved.

**Figure 2-1
Health Contract**

The screenshot shows the myCalPERS interface. At the top, there is a navigation bar with links for Home, Profile, Reporting, Person Information, Education, and Other Organizations. Below this is a sub-navigation bar with tabs for Summary, Payments, Receivables, Retirement Contract, Health Contract (highlighted with a red box), Agreements, and Mergers and Reorganizations. The main content area is titled "Summary" and "Profile". It displays various fields: CalPERS ID: 0000000000, Federal Tax ID: 00-0000000, Status: Active, Name: Hall of Justice, Category: Public Agency, Regional Office, County: Washington, Governing Body, Division Of, Transit Workers: No, Merged Agency: No. There are sections for "Addresses" (Physical and Mailing) and "Communication Information" (Preferred Communication: Email, Primary Email: CLARKKENT@calpers.ca.gov, Primary Phone Number). A "Request Update" link is visible in the top right of the profile section.

The screenshot shows the myCalPERS interface. At the top, there is a navigation bar with links for Home, Participant, Business Partner, Reporting, Admin, Workflow, and my Toolbox. Below this is a sub-navigation bar with tabs for Summary, Financials, Retirement Contract, Health Contract (highlighted with a red box), Agreements, Mergers and Reorganizations, and Reports. The main content area is titled "Select Health Contract" and displays a table with columns for Health Contract, Status, and Effective Date. The table lists two contracts: PEMHCA CalPERS Health Contract (Amended, 02/28/2002) and PEMHCA Non-CalPERS Health Contract (Amended, 01/01/1995). Below the table is a section titled "Minimum Essential Coverage" with a field for "Employer Identification Number:" and an "Edit" button highlighted with a red box.

Figure 2-2
Minimum
Essential
Coverage

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my|CalPERS

Home Profile Reporting Person Information Education Other Organizations

Summary Payments Receivables Retirement Contract Health Contract Agreements Mergers and Reorganizations

Common Tasks

Select Health Contract

Health Contract	Status	Effective Date
PEMHCA CalPERS Health Contract	Amended	01/01/2014
PEMHCA Non-CalPERS Health Contract	Initial	11/01/2009

Minimum Essential Coverage

Employer Identification Number: Save Cancel