State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
P. O. BOX 295
TRENTON, NEW JERSEY 08625-0295

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

FORD M. SCUDDER
Acting State Treasurer

FLORENCE J. SHEPPARD
Acting Director

Telephone (609) 292-7524 / Facsimile (609) 943-5845
TRS 711 (609) 292-6683 / E-mail: *Pensions.NJ@treas.nj.gov*
www.nj.gov/treasury/pensions

June 2016

TO: Certifying Officers, All Funds

FROM: New Jersey Division of Pensions and Benefits

SUBJECT: **New Processes and Procedures for Updating or Adding Certifying Officers and Supervising Certifying Officers in EPIC**

This Certifying Officer letter contains important information concerning changes to how your employing location must update the Certifying Officer (CO) or Supervising Certifying Officer (SCO) in the Employer Pensions and Benefits Information Connection (EPIC). Updates will no longer be completed via the **Demographic Changes** button in EPIC Security.

Effective June 1, 2016:

- The existing Demographic Changes button in EPIC will be used for updating addresses only. The name of the Demographic Changes button will now be **Address Changes.**
- Adding a new CO/SCO will be completed via the **Add New User** button in EPIC Security.
- Modifying an existing user will be completed via the **Search/Modify Users** button in EPIC Security.

EMPLOYER RESPONSIBILITIES

The existing CO/SCO at each location will be responsible for adding any new CO/SCO to their location.

- If the CO/SCO is an existing EPIC or MBOS user, the change will occur instantly.
- If the new CO/SCO is a new EPIC user they will receive an e-mail with instructions on how to set up their EPIC and myNewJersey accounts.

FOR ADDITIONAL INFORMATION

Should you have any questions or need additional assistance, please contact the Division's Employer Education Unit at (609) 292-7524 or send an e-mail to *pensions.nj@treas.nj.gov*