

Email message – April 9, 2024

**TO:** All Certifying Officers  
**FROM:** New Jersey Division of Pensions & Benefits (NJDPB)  
**SUBJECT: Maintaining Current CO/SCO Information in EPIC**

This notification serves as a reminder of the importance of keeping information for the Certifying Officer (CO) and Supervising Certifying Officer (SCO) up to date in the Employer Pensions and Benefits Information Connection (EPIC).

It is the responsibility of the CO and SCO to update and maintain all employer demographic information (address, phone numbers, titles, etc.) to ensure the accurate and timely delivery of important information. Step-by-step instructions can be found on the EPIC Security System page of our website: <https://www.nj.gov/treasury/pensions/epic-security.shtml>

The NJDPB offers regular training opportunities to provide support for employers within the roles of CO and SCO. "How to Update the Certifying Officer/Supervising Certifying Officer" is an educational webinar presented quarterly which employers can register for through our Employer Training page: <https://www.nj.gov/treasury/pensions/employer-training.shtml>

Step-by-step instructions for updating the CO/SCO can also be found on the Pension Information for Employers page of our website within the "Resources" section: <https://www.nj.gov/treasury/pensions/documents/pdf/Updating-CO-SCO.pdf>

We appreciate your attention to this important requirement.

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