

Employer Contacts must be updated when a change occurs within your location or at least every six (6) months. As a measure of security there is only one (1) main contact at each location that can enter and/or edit contact information. The main contact will receive an email reminder from LOPFI staff in addition to a notice through the Employer Reporting Portal each February and August. If you are the main contact with these permissions, please complete the following steps to **add a contact**:

Select 'Manage Contacts & Users', then select the add icon

Employer Reporting - Manage Contacts & Users

- Home
- Membership Application
- Wage Reporting
- e-Payment
- Manage Contacts & Users
- Settings



- To add a Contact select the Add (+) icon.
- To delete a contact select the Delete (X) Icon in the row containing the Contact.
- Check all appropriate contact types. For example, if an individual is both "Main" and "Police" contact, check both boxes.
- If an individual is an "Alternate" contact, no other contact type can be selected.
- A new Employer Reporting User must be a Contact. To add a new Employer Reporting User, create a contact, enter a user name and assign the appropriate user permissions.
- All changes must be saved and you must select the "Submit/Verify Contact Information" button in order to submit changes to LOPFI. If you leave the page without selecting the "Submit/Verify Contact Information" button, all changes will be lost.

Contacts/Users



	Contact Name	Contact Type	User Name	Wage Reporting	ePayment	Member Application	Manage Contacts & Users	Locked	Note	
			Fire			Fire		No		
			Main	Yes	Yes	All	Yes	No		
			Jane Doe	Yes	Yes	All		No		

Enter additional comments for LOPFI here:

Submit/Verify Contact Information

Enter Contact's information, please note that under "User Permissions", you must enter their email address, Select the user permission(s):

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Contacts/Users  

Title: Other **Address 1:** 123 Main Street

Print Title in Front: **Address 2:**

First Name: Joe **City:** Anywhere

Middle Name: **State:** Arkansas

Last Name: Doe **Region:** Arkansas County

Name Suffix: **Zip Code:** 72201

Gender: Male **Email Address:** joe.doe@test.com

Main Phone: 5015551234 **Additional Email 1:**

Main Fax: **Additional Email 2:**

Contact Types: Main Alternate Police Fire PRB

User Permissions: **User Name:** joe.doe@test.com

Member App All Wage Reporting All Employer Manage Contacts & Users

Member App Fire Reporting History Only e-Payment

Member App Police

Note: Back up for Jane Doe

	Contact Name	Contact Type	User Name	Wage Reporting	ePayment	Member Application	Manage Contacts & Users	Locked	Note	
		Fire				Fire		No		
		Main		Yes	Yes	All	Yes	No		
	Jane Doe	Alternate	jane.doe@test.com	Yes	Yes	All		No		

Enter additional comments for LOPFI here:

Backup

Once all information is accurate select 'Save'.

Definition of Permissions:

Membership App: Gives the user access to the Membership Application list and ability to create and submit new applications. (If you want to limit the user to enter applications for Fire only, select “Fire”; for Police only, select “Police”; or if the user will be allowed access to all, select “All”)

Wage Reporting (All): Gives the user access to view all reporting histories and submit monthly/corrected reports.

Reporting History Only: Gives the user access to view all reporting histories.

e-Payment: Gives the user access to create and submit e-Payments to LOPFI as well as the ability to add/edit financial information to the wallet.

If the information was entered correctly, you will receive a ‘Warning’ notifying you that “After **all** changes have been made, you **must** select the ‘Submit/Verify Contact information’ button in order to submit changes to LOPFI. Once all edits, etc. have been entered, select the ‘Submit/Verify Contact information’ button.

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Warning

- After all changes have been made, you must select the Submit/Verify Contact Information button in order to submit changes to LOPFI.

Contacts/Users										
	Contact Name	Contact Type	User Name	Wage Reporting	ePayment	Member Application	Manage Contacts & Users	Locked	Note	
		<input type="checkbox"/> Fire		<input type="checkbox"/>	<input type="checkbox"/>	Fire	<input type="checkbox"/>	No	<input type="checkbox"/>	
		<input type="checkbox"/> Main		Yes	Yes	All	Yes	No		
	Jane Doe	Alternate	jane.doe@test.com	Yes	Yes	All		No		
	Joe Doe	Alternate	joe.doe@test.com	Yes		All		No	Back up for Jane Doe	

Enter additional comments for LOPFI here:

Backup for Jane Doe

Submit/Verify Contact Information

Select the ‘Submit/Verify Contact information’ button



- Thank you for verifying your Contact Information.
- Contact Information may be updated at any time from this screen.



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Contacts/Users  

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 		Main		Yes	Yes	All	Yes	No		
 	Jane Doe	Alternate	jane.doe@test.com	Yes	Yes	All		No		
 	Joe Doe	Alternate	joe.doe@test.com	Yes		All		No	Back up for Jane Doe	

Enter additional comments for LOPFI here:

Submit/Verify Contact Information

To **delete** User Permissions, complete the following steps:

Select the red **X** on the right of the User's information and respond to the confirmation pop-up and select the 'Submit/Verify Contact information' button

Employer Reporting - Manage Contacts & Users



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Contacts/Users + ↻

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				Yes	Yes	All	Yes	No		
	Jane Doe	Alternate	jane.doe@test.com	Yes	Yes	All		No		
	Joe Doe	Alternate	joe.doe@test.com	Yes		All		No	Back up for Jane Doe	

Enter additional comments for LOPFI here:

Submit/Verify Contact Information

Message from webpage ✕


Are you sure you want to delete this record?

OK
Cancel

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Contacts/Users + ↻

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		Main		Yes	Yes	All	Yes	No	

Enter additional comments for LOPFI here:

Submit/Verify Contact Information

If you are not the main contact and need this permission to make updates, please contact LOPFI staff by phone (501) 682-1745 or toll free (866) 859-1745 and request an *Employer Permissions Update* form.