

*For employers contributing to the IUOE Local 12 Trust Fund*

## Portal Administrator Authorization

The Portal Administrator should be someone within your company who will be responsible for the security and implementation of adding authorized users within your company. This Portal Administrator will receive an email with an invitation code to access the employer self-service portal.

EMPLOYER INFORMATION		
Employer Name:	Employer ID:	Company Tax ID No:
Company Address-City-State-Zip:		
Portal Administrator Name:	Portal Administrator Title:	
Portal Administrator Email:	Portal Administrator Phone:	Portal Administrator Fax:

I hereby authorize the above named Portal Administrator to access the employer self-service portal for purpose of submitting monthly employer remittances to the IUOE Local 12 Trust Fund.

Signature: \_\_\_\_\_  
Authorized Company Officer Title Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Officer's Email

\_\_\_\_\_  
Officer's Telephone

Please note: Remittance reports filed through the employer self-service portal that are not funded by the 1st of the following month the report was due will be posted by the Employer Accounting Department as unfunded reports. You will be responsible for payment of any delinquent contributions and assessments associated to the unfunded reports.

Please return the completed form to Felicia Alcaez at [Falcaez@oefi.org](mailto:Falcaez@oefi.org) (626) 356-1000 x8823