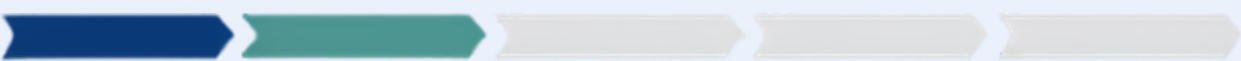




Employer Training Readiness Checklist

Complete these steps before your scheduled training session to ensure you're ready for hands-on learning.

Complete Before Training



1 Complete Authentication & Access the Employer Portal



- ☐ I have completed my PingID authentication setup.
- ☐ I can successfully log in to the Employer Portal using my email address.
- ☐ After logging in, I can access the Employer Portal home page.



Important
Your email address serves as your Employer Portal username. Complete your PingID authentication before attending training.

2 Prepare Your Equipment



- ☐ I will bring my laptop to training.
- ☐ My laptop can successfully access the Employer Portal.
- ☐ **If needed, I have** worked with my local IT department to resolve installation, firewall, or permission issues before training.

3 Be Ready to Participate



- ☐ I have reviewed the Employer Readiness communications.
- ☐ I have reviewed the webinar recordings and Frequently Asked Questions (FAQs).
- ☐ I have prepared any questions I would like answered during training.

4 What You'll Do During Training



- | | |
|---|--|
| ☒ Navigate the Employer Portal | ☒ Review validation messages |
| ☒ Submit Member Data Reports (MDR) | ☒ Complete corrections and payroll adjustment activities |
| ☒ Submit Work History Reports (WHR) | ☒ Explore payment functionality |

Training includes live demonstrations, guided practice, and hands-on exercises using the Employer Portal.

Need Help Before Training?

EmployerNPAS@op-f.org

Completing these steps before training will help you get the most from your hands-on training session and ensure you're ready to successfully use the new Employer Portal.