



## New Jersey Division of Pensions & Benefits

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### UPDATING THE CERTIFYING OFFICER OR THE SUPERVISING CERTIFYING OFFICER

Only the Certifying Officer (CO) and Supervising Certifying Officer (SCO) can authorize security changes on EPIC including adding a new CO or SCO. These individuals are the only EPIC users who can have access to the “Security” button located on your organization’s EPIC Home Page.

**PAPER FORMS ARE GENERALLY NO LONGER ACCEPTED** for these changes. There is one exception: if both the CO and SCO have left the organization and **no one** has access to make the necessary security changes on EPIC. If a form is needed, it must be provided to you from the NJDPB. Any older forms you may have should be destroyed as they are outdated.

### ADDING A NEW CO/SCO WHO HAS NEVER HAD EPIC ACCESS AT YOUR LOCATION:

1. Please log in as the CO or the SCO.
2. Click on the “Security” button located on the left side of the EPIC homepage.
3. To add a new CO or SCO who has NEVER had EPIC access at your location, select the button labeled “Add New User”.
4. Use the drop down menu located at the top labeled “Location” to select the location number you wish to assign to the new CO/SCO. (If this CO/SCO requires access to any additional location numbers assigned to your organization, you will have to complete this task for each location number.)
5. Enter the individual’s name, Social Security number, pension membership number (if applicable) **OR** retirement number (if applicable), phone number, e-mail address, and title. **Be sure NOT to include any punctuation or symbols in the individual’s name or title; appropriate punctuation/symbols will be accepted in the individual’s e-mail address.** (If the CO/SCO is not a member of a New Jersey pension fund, they will be granted temporary access which will need to be renewed every three months.)
6. Next, assign the appropriate security level from the drop-down menu: Certifying Officer or Supervising Certifying Officer.
7. A question will appear asking if the previous CO or SCO should still have access to EPIC. If yes, they will be granted “Employer” level status. If no, they will be removed as an EPIC user from your organization’s account.
8. You will need to assign applications to the new CO/SCO’s account. To do so, click on the button labeled “Add/Delete Apps” located at the bottom of the window.

9. Because a CO and SCO will need access to ALL applications, they will be pre-populated in the “Selected Apps” column when you get to the new window. Click the “Update” button to assign them.
10. You will return to the previous window. Select “Add User” to create the user’s account. The question "Are You Sure You Want To Add This Record?" will appear. Selecting "OK" will complete the process. The message "Record Created Successfully" will appear and will give you the option to "Add Another New User" or “Add Another Location.”
11. Selecting “Add Another Location” will allow you to assign the same individual to a different location number. The individual’s personal data will be pre-populated. You will need to assign the individual’s security level (CO or SCO) and applications; follow the instructions listed above.

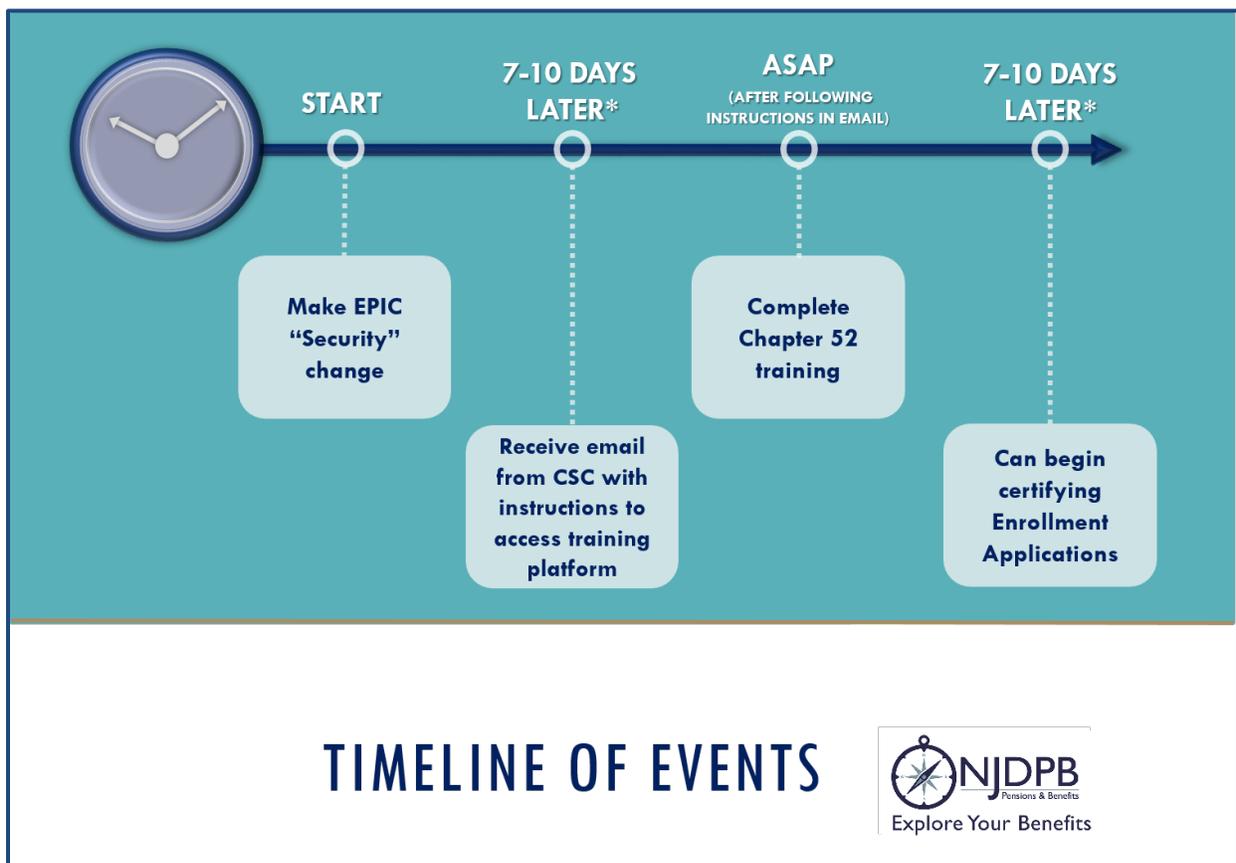
### **MODIFYING AN EXISTING USER’S ACCOUNT TO ASSIGN THEM AS THE NEW CO/SCO:**

1. Log in as the CO or SCO.
2. Click the “Security” button located to the left of the EPIC home page.
3. To modify an existing user’s account, click the “Search/Modify” button.
4. A new window will appear with a number of search fields. You can search by name, membership number, and location. It is easiest to search by location. Simply choose the location number from the drop box and click “Search.”
5. A list of all the EPIC users under that location will appear; find the person whose account you wish to modify, and click on their name. (Similar to the “Add New User” feature, you will only be able to modify someone’s account one location at a time.)
6. The user’s name, Social Security number and membership number will be “grayed out”; you cannot make changes to this information. You can update the person’s telephone number, e-mail, and title if need be. If the current user will be the new CO or SCO, simply select the title from the “Security” drop-down menu and make the appropriate change.
7. A question will appear asking if the previous CO or SCO should still have access to EPIC. If yes, they will be granted “Employer” level status. If no, they will be removed as an EPIC user from your organization’s account.
8. You must modify the applications assigned to the user. Click the “Add/Delete Apps” button at the bottom of the window. Because a CO and SCO will need access to ALL applications, they will be pre-populated in the “Selected Apps” column when you get to the new window. Click the “Update” button to assign them.

9. You will return to the previous window. Select "Modify" to save the changes made to the user's account. The question "Are You Sure You Want Update This Record?" will appear. Selecting "OK" will update the record and the message "Record Updated Successfully" will appear.

10. Repeat steps 1-9 for each subsequent location where this employee will be the new CO or SCO.

### TIMELINE OF EVENTS (General Approximations):



*\*Business Days*

### CSC-CLIPeLEARNING E-MAIL (Sample):

Approximately 7-10 business days after EPIC security changes have been made, the new CO/SCO will receive an e-mail with instructions to set up "eLearning" and access the training platform. This type of training is run through the Civil Service Commission (CSC) not the Division of Pensions & Benefits.

Each eLearning account is created for the individual person and cannot be shared.

From: [CSC-CLIPelearning](#)  
Sent: Tuesday, June 13, 2020 9:29 AM  
To: Johnson, John  
Subject: NJ eLearning LMS Account Creation

Dear John Johnson,

Thank you for your interest in the NJ LMS. Your account has been created. Please click on the self-registration link and complete the registration steps in order to place the eLearning link on your MyNJ Portal account and access the LMS. This will allow you to complete your assigned Pension training.

**An eLearning account has been arranged in your name; please use your NS999ABC123 (User ID) to complete the self-registration.**

[https://nj-dotnet.state.nj.us/NJ\\_ePar\\_Reg/SelfRegistration.aspx](https://nj-dotnet.state.nj.us/NJ_ePar_Reg/SelfRegistration.aspx)

Please be aware that this e-mail is sometimes filtered to your junk or spam folder instead of your regular inbox. The e-mail sender will be "CSC-CLIPeLearning" and the subject will be labeled "NJ eLearning LMS Account Creation."

Follow the instructions provided in the body of the email to establish your "eLearning" account.

Once it's been established, you can access your Chapter 52 Enrollment Training in the "Me" section at the top of the "eLearning" page.

**\*\*\*STATE LOCATIONS who use LMS for their ethics trainings, etc. will not receive the CSC-CLIPeLearning email . This is because the "eLearning" content has already been established on your myNewJersey homepage. You will be able to access your Chapter 52 Enrollment Training in "eLearning" approximately 7-10 business days after you were assigned as the new CO/SCO.**

**PREVIOUSLY A CO OR SCO AT A DIFFERENT LOCATION:**

If you were **EVER** a CO or a SCO at a different location and **have already completed the initial Chapter 52 Enrollment Training**, you will not need to take it again so you will not receive the CSC-CLIPeLearning



e-mail. You will immediately have access to EPIC once you have been assigned as the CO or SCO and can immediately begin certifying Enrollment Applications. Depending on the time of year, you may be required to complete the Chapter 52 Annual Certification prior to being able to certify applications.

**If you have questions or require assistance, please call the EPIC hotline at (609) 292-7524, select the “Employer” prompt or send an e-mail to [pensions.nj@treas.nj.gov](mailto:pensions.nj@treas.nj.gov).**