

Complete this form and email it to [mwadley@rcoe.us](mailto:mwadley@rcoe.us).  
We will review it and forward it to CalSTRS.



**PLEASE DO NOT SEND THE FORM TO CALSTRS.**

## Secure Employer Web Site Access Request

In order to complete your request for access to the Secure Employer Web site, you must complete this form and fax to **916.414.6963** Attention: "Service Desk". You will receive an email when your account has been activated by CalSTRS.

### SEW Users Information

Name: First:	MI:	Last:
Primary SEW Username:		
Additional SEW Username(s): (Please indicate whether each username is for DB, CB or DB/CB). <b>DB</b>		
Email:		
Phone:	Ext.:	
Address:		
County:		
Report Source Code:		
School District:		
Report Unit Code:		