

# INDEPENDENT LEA- CALSTRS SEW PERMISSIONS

PLEASE DO NOT SEND FORMS TO CALSTRS. COMPLETED FORMS MUST BE EMAILED TO MELISA WADLEY AT [mwadley@rcoe.us](mailto:mwadley@rcoe.us) OR FAXED TO DISTRICT FISCAL SERVICES (951) 826-6961.

District Number: \_\_\_\_\_ Employee Number: \_\_\_\_\_

District Name: \_\_\_\_\_ Employee Name: \_\_\_\_\_

**Please specify the SEW permissions for the user by checking the appropriate boxes below**

## Permissions

### Upload and Transmit Files

- Address File
- Match File (Fast Track)
- MR87 (Fast Track)
- Partial Monthly Report (F496) – Upload Only
- Partial Supplemental Report (F496) – Upload Only
- Accounts Receivable

### View Reports

- Account Receivable Reports
- Account Statistical Reports
- Address Reports
- F496 Contribution Report
- Variance Reports

### REAP Access

- Query
- Query and Update

### Online Corrections

- Partial Monthly Report (F496)
- Partial Supplemental Report (F496)

### Employer Approved Edits

- Approve Edits

### Penalties and Interest

- View Penalty and Dispute Detail
- Display Account Detail
- Create or Update Disputes)

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
RCOE Review and Approval

\_\_\_\_\_  
Date