

## System requirements

The recommended minimum computer desktop and network configuration for EDX is:

- Internet Explorer 5.5 or higher
- Internet connection: 56k or higher
- Firewall/router port 443 enabled for HTTPS communication

## Overview

EDX is a Web-based, self-service system used to report payroll and employment information to PERS on a payroll cycle basis. Using EDX, you will be able to:

- submit, review, and correct the status of Wage and Contribution Reports that include employee wage, contribution, and/or demographic information;
- review employer contribution remittance statements and account balances;
- view and update employer contact information;
- access employee information; and
- maintain your Web accounts.

Advantages of this easy-to-use, Web-based reporting tool include:

- Reduced paperwork—EDX allows you to either enter report information manually or upload it as part of an electronic report data file.
- Lower media costs and faster transit times—No packaging, sending, and tracking of disk, tape, or old paper forms in the mail.
- Data validation—EDX validates report data you submit and returns error messages/reports within a day of submitting (*releasing*) the report. This enables you to make timely corrections without waiting for mailed error reports.
- Encryption—Data you submit through EDX is secure using an encrypted communications link between your computer and EDX.
- Reduction in paper forms—EDX allow you to make adjustments to previously reported wage and contribution information electronically rather than using paper forms and mail.
- Statements—Automatic calculation of employer contributions each payroll cycle with the ability to provide statements for both member contributions and employer liability. Statements are readily accessible via EDX.

EDX allows you to report the following employee information:

- wages, hours of service, and contributions;
- status changes (new hire, leave, name, SSN, address, termination, and death); and
- contact information.

**In compliance with the Americans with Disabilities Act, PERS will provide this document in an alternate format upon request. To request this, contact PERS at 888-320-7377 or TTY 503-603-7766.**

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