



# Quick Guide: How to **Activate and Login** to your New MSRA Employer Portal User Account

## Step 1: Activate Account

You will receive an <b>activation email</b> with the subject “Action Required for your password reset request” from <a href="mailto:msraapplication@sra.state.md.us">msraapplication@sra.state.md.us</a> . Click the link that says <a href="#">Click to activate your account</a> .	Click <b>Link</b>
“Reset Password” window comes up. Enter a “New Password” and “Confirm Password”. The system will let you know how “strong” it is.	Click <b>Submit</b>
New page with message “Password is changed successfully”. You will be redirected to the SRA Employer Portal login page now.	Wait for User Login Page to Open
<b>Step 2: User Login to MSRA Employer Portal</b>	
In the “User Login” window, enter your new <b>Username</b> (this is the email address where you received the <b>activation email</b> ).	Press <b>Tab</b> key
Enter the <b>password</b> you made up.	Press <b>Tab</b> key
The <b>Log-in</b> button will be enabled.	Click Log-In
A new “Request One Time Passcode (OTP)” window opens. Confirm the <b>email address</b> .	Click <b>Send</b>
A new “One Time Passcode (OTP) Verification window opens. Enter the 6 digit <b>OTP code</b> that was sent to your email. The Verify button will be enabled.	Click <b>Verify</b>
You will receive a <b>password reset confirmation email</b> with the subject “Your password changed” from <a href="mailto:msraapplication@sra.state.md.us">msraapplication@sra.state.md.us</a> .	No Action Required

**Congratulations!** You’ve activated your MSRA Employer User Account. You have also logged into the new MSRA Employer Portal.



## Logging Back into the MSRA Employer Portal.

When you want to log back into the MSRA Employer Portal, It's ready for you. We have added the Employer Portal link to the SRA Public Website for your convenience:

Type in your **Username** (your work email address).

Press the **TAB** key.

Type in the **Password** you created for the Employer Portal.

Click **Login**.

The system will send you a **One-Time Passcode (OTP)**.

Check your **email** for the OTP.

Type in the **OTP** when that screen comes up.

You're in!

*Login problems/questions?* Contact your Employer Portal Administrator or contact us at 410-625-5531.

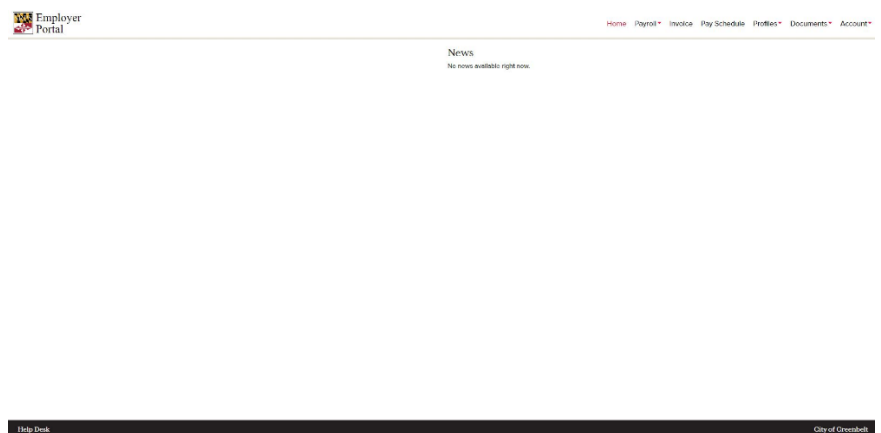
## Once you're on the Employer Portal Home Page...

In the body of the page you'll see your **News and Secure Messages (not in Sandbox)**.

Look at the top right on the page. There's a menu of Tabs across the top: You can click on any of those to get more info. Some Tabs have multiple features to access.

- ❖ **Home:** Secure messages and News Stories
- ❖ **Payroll:** View, upload, fix errors, and submit Payroll reports
- ❖ **Invoice:** View and Pay Invoices
- ❖ **Pay Schedule:** View your Payroll Schedules
- ❖ **Profiles:** View and edit Profiles
- ❖ **Documents:** View and manage Employer and Member documents
- ❖ **Account:** verify or change your contact and security info
- ❖ **Help:** Links to How to Videos and Guides

At the bottom of the page you will see the **Employer** account name.



### Done?

Just click the **Log Out** button under the Account Tab, at the top right of your screen.

### Questions? Need help using MSRA Employer Portal?

Call us at 410-625-5531.

