



Quick Guide: How to **Reset Your Password and Login** to your New MSRA Employer Portal User Account

Step 1: Reset Account Password

We have added the Employer Portal link to the SRA Public Website for your convenience: https://sra.maryland.gov/post/employer-portal-sandbox Click the link to the Employer Portal. Click Reset Password in the User Login window.	Click Reset Password
“Reset Password” window comes up. Enter a “New Password” and “Confirm Password”. The system will let you know how “strong” it is.	Click Submit
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
Step 2: User Login to MSRA Employer Portal	
In the “User Login” window, enter your Username (this is your email address).	Press Tab key
Enter the password you made up.	Press Tab key
The Log-in button will be enabled.	Click Log-In
A new “Request One Time Passcode (OTP)” window opens. Confirm the email address .	Click Send
A new “One Time Passcode (OTP) Verification window opens. Enter the 6 digit OTP code that was sent to your email. The Verify button will be enabled.	Click Verify
You will receive a password reset confirmation email with the subject “Your password changed” from msraapplication@sra.state.md.us .	No Action Required

Congratulations! You’ve reset your MSRA Employer User Account password. 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:

<https://sra.maryland.gov/post/employer-portal-sandbox>

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

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.

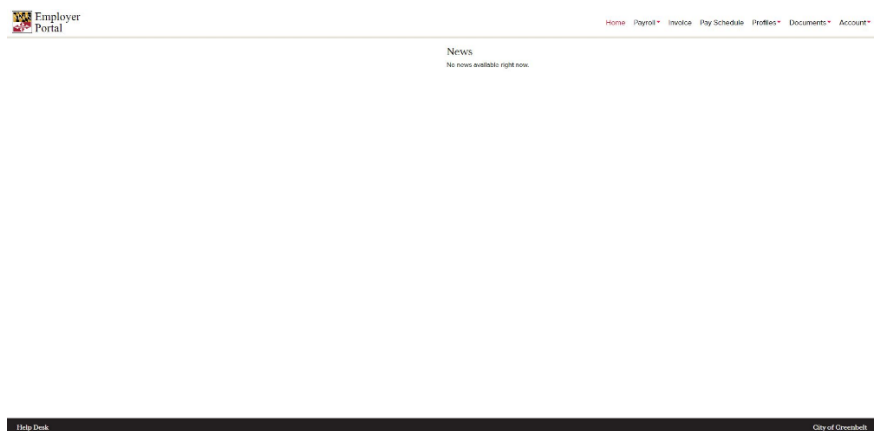
Once you're on the Employer Portal Home Page...

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.

