

**621—16.14(20) Secure upload PERB (suPERB) registration, username, and password.** SuPERB is the document management system used to upload and file documentation related to elections, internal conduct of employee organizations, contracts, impasse requests, and other documents as prescribed by the agency.

**16.14(1) Registration.**

*a. Registration required.* Employers, certified employee organizations, and bargaining units must ensure the necessary individuals representing their interest at the agency are registered and their information updated appropriately. Every individual filing documents or downloading filed documents must register as a registered user of suPERB.

*b. How to register.* To register, a user must request the creation of an account from the agency.

*c. Registration complete.* When the registration process is completed, the registered user will be assigned a username and password and the registered user may utilize suPERB.

*d. Changing passwords.* Once registered, the user may change the user's password. If the registered user believes the security of an existing password has been compromised, the registered user must change the password immediately. The agency may require password changes periodically.

*e. Changes in registered user's contact information.* If a registered user's email address, mailing address, or telephone number changes, the user must promptly make the necessary changes to the registered user's information contained in suPERB. The registered user shall promptly give notice of changes in contact information to any nonregistered party in every active proceeding in which the registered user is a party.

*f. Duties of registered user.* Each registered user shall ensure that the user's email account information is current, that the account is monitored regularly, and that email notices sent to the account are timely opened.

*g. Agency-initiated registration.* The agency may complete the registration process on behalf of an individual in certain instances and email the username and password to the user. When the agency completes the registration process, the user is required to promptly log in and change the password. Following initial notification regarding account registration, the user is required to promptly update and maintain accurate contact information for a suPERB account.

**16.14(2) Use of username and password.** A registered user is responsible for all documents filed with the user's username and password unless proven by clear and convincing evidence that the registered user did not make or authorize the filing.

**16.14(3) Username and password security.** If a username or password is lost, misappropriated, misused, or compromised, the registered user of that username/password shall notify the agency promptly.

**16.14(4) Denial of access.** The agency may refuse to allow an individual to electronically file or download information in suPERB due to misuse, fraud or other good cause.

**16.14(5) Public access.** All documents publicly available and contained within suPERB will not require a user account to access. The public-facing search portal provides access to public documents and is searchable free of charge.

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