EMPLOYER
REMINDER
Information and tips to aid administrators in standard IMRF procedures.

IMRF's Employer Access: What you should know

IMRF frequently reminds employers to log in to Employer Access to retrieve documents, register for workshops, and conduct transactions. Designed to provide IMRF employers with account-specific information, Employer Access is a secure, dedicated area of IMRF's website, www.imrf.org, and offers its users convenient access to complete required tasks.

Employer Access account types

There are three types of Employer Access accounts. Each account owner should have his or her own unique email address entered into the contact information for the account (*IMRF cannot enter these email addresses*):

- **Authorized Agent (AA) account:** Each IMRF employer **_must_** have an active, **_updated_** Authorized Agent account. The AA account administers all other accounts and provides access to Employer Access functions. There can be only one Authorized Agent account for each employer.

- **Security Administrator account:** This account has access to all the functions of an Authorized Agent account and is useful if the Authorized Agent would prefer someone else handle the day-to-day administration of IMRF. The account is created by the Authorized Agent. There can be only one Security Administrator account for each employer.

- **Web Assistant account:** This account is created and maintained by either the Authorized Agent or Security Administrator. The ability to use Employer Access functions and see information is limited by security permissions established by the Authorized Agent or Security Administrator.

Each account owner must log in to his or her Employer Access account at least once every 60 days, especially Authorized Agents. For security reasons, delete all unused accounts as soon as they are no longer necessary (for example, when an employee leaves). *IMRF will delete all inactive accounts after 90 days.*

Employer Access functions

In addition to administrative account functions, Employer Access also provides:

- **Current employer account functions,** which includes viewing employer contribution rates, updating wage report information and member information, transmitting monthly wage reports, and securely uploading documents to IMRF.
- **Secure online transactions.** Employers are required to use Employer Access to submit the following reports and forms to IMRF: monthly wage and contribution reports, wage and contribution adjustments, Notice of Enrollment, Member Employment Change, Member Information Change, and Termination of IMRF Participation.

For more information

To establish or maintain an Employer Access account, visit the secure log in page on IMRF's website.

Visit www.imrf.org for publications, forms, booklets, legislative updates, video tutorials, and Employer Access login.
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