



Illinois Municipal Retirement Fund

2211 York Road Suite 500 Oak Brook IL 60523-2337

Member Services Representatives 1-800-ASK-IMRF

www.imrf.org

SPECIAL MEMORANDUM

Number: 305

Date: May 7, 2008

To: Authorized Agents with Employer Access accounts

Subject: Online Enrollment now available

Executive Summary

Online Enrollment is now available. This addition to Employer Access brings your whole IMRF member process online—from enrolling, through wage reporting and adjustments, to terminating participation.

Authorized Agents and Security Administrators are able to use Online Enrollment immediately. If you have Web Assistants, you or your Security Administrator will have to change the Web Assistant's permissions to give him or her access to Online Enrollment.

We know employers enjoy the convenience of being able to terminate a member's IMRF participation online via Employer Access. Employers have been asking IMRF to also create a function in Employer Access that would allow them to enroll employees in IMRF online.

I am happy to announce that Online Enrollment is now available.

Online Enrollment brings your whole IMRF member process online—from enrolling a member, through wage reporting and adjustments, to termination of participation.

Simpler, faster, more convenient

Online Enrollment is more accurate, more efficient, and faster than paper enrollment. Its advantages include:

- **Accurate member records**
Member information (such as name, Social Security number, birthdate and address) is validated in real-time; information is correct the first time a member is enrolled.

- **Pre-populated forms**

In the few cases where an additional enrollment form is required (such as a 6.21 for elected officials or 6.22 for police chiefs enrolling in SLEP), Online Enrollment creates a partially pre-filled form for you to print and have the member sign.

- **Document archive**

The Online Enrollment confirmation page links to a pdf of the enrollment form (Form 6.10), which—if desired—you can print and keep for your files.

- **Environmentally friendly**

Online enrollment is “green.” It’s completely paperless for most member enrollments. And you’ll never use an outdated form again.

Beneficiary forms automatically mailed to members

When you enroll a member in IMRF using Online Enrollment, you do not have to “chase down” a member for his or her beneficiary form. Once you complete an Online Enrollment, IMRF will mail a partially pre-populated beneficiary form to the member—and follow up directly with the member to ensure he or she submits the beneficiary form to IMRF.

Self-paced video tutorials

Although Online Enrollment has been designed to make the enrollment process as easy as possible, IMRF developed a series of self-paced video tutorials to guide you through the process:

- Getting Started with Online Enrollment
- How to... Enter Employee Information
- How to... Enter Position Description Information
- How to... Plan Selection
- How to... Review Enrollment
- How to... Send Enrollment

For one-on-one assistance, IMRF Member Services Representatives (1-800-ASK-IMRF) are available to help you through any of the Online Enrollment steps.

To begin using Online Enrollment

Authorized Agents and any employee the Authorized Agent designated as the Security Administrator are able to use Online Enrollment immediately. However, if you designated an employee as a Web Assistant, you or your Security Administrator will have to **change the Web Assistant’s permissions to give him or her access to Online Enrollment.**

To do so,

1. Select "Manage Web Assistants" under "Web Account" on the Employer Access home page.
2. Select the Web Assistant account you wish to modify.
3. Click on "Change Permissions."
4. Click the "Online Enrollment" function.
5. Click the "Change" button.

Questions?

We believe you will find Online Enrollment a useful addition to Employer Access and encourage you to switch from paper enrollment forms to Online Enrollment.

If you have any questions, please call an IMRF Member Services Representative at 1-800-ASK-IMRF (1-800-275-4673) 7:30 A.M. to 5:30 P.M., Monday through Friday.

Sincerely,

A handwritten signature in black ink, appearing to read "Louis W. Kosiba". The signature is fluid and cursive, with the first name being the most prominent.

Louis W. Kosiba
Executive Director