



# 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:** 322

**Date:** October 2011

**To:** Employers without Employer Access accounts

**Subject:** 2011 CD-Based Manual for Authorized Agents

Our records indicate you do not have an Employer Access account (i.e., you do not have Internet access), or you applied for an account but never used it. Therefore, enclosed with this Memorandum is a CD-based 2011 *Manual for Authorized Agents*.

The enclosed CD-based *Manual for Authorized Agents* provides many of the same features available in our Web-based Manual, such as the ability to search the Manual via keyword or index.

With the release of our revised 2011 CD-based *Manual for Authorized Agents*, your 2010 CD-based Manual and any existing paper-based Manual is obsolete.

We realize that a few employers may be unable to access a computer with a CD drive. Therefore, we have printed a limited number of paper *Manual for Authorized Agents*. If you need a paper Manual, please contact IMRF at 1-800-ASK-IMRF (1-800-275-4673).

### **If you have Internet access**

If you have Internet access, I recommend that you use the Web-based *Manual for Authorized Agents*. Simply visit the Employer Publications area of the IMRF website and click on the "Authorized Agent's Manual" link. In addition to the search functions, our Web-based Manual provides links to blank forms and other information on our website.

One of the most important advantages of our Web-based Manual is the ability to quickly update it. In fact, while the enclosed CD-based Manual was being duplicated, updates were made to the 2011 Web-based Manual. Therefore, if possible, we recommend that you refer to the Web-based *Manual for Authorized Agents*.

### **Questions?**

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

Sincerely,

Louis W. Kosiba  
Executive Director