

Reminder

A monthly guide about IMRF topics of interest.

Route to:

- Authorized Agent
- Asst. to AA
- Personnel/HR
- Data Processing
- Payroll Dept.
- Accounting/Finance
- Other

Maintaining Employer Access Accounts

Employer Access was designed to make your IMRF-related tasks as simple as possible. To ensure you are getting the maximum benefit from it, there are some things you should keep in mind:

Who is responsible for the accounts?

There are three types of Employer Access accounts:

- **Authorized Agent (AA) account:** Administers all accounts and has access to all Employer Access functions. The AA account is ultimately responsible for setting up and maintaining all other accounts.
- **Security Administrator account:** Set up by the AA, has access to all the functions of an AA account. This type of account is a good choice when the Authorized Agent at your employer would prefer someone else to handle the day-to-day administration of IMRF and Employer Access. There can be only one Security Administrator account for each employer.
- **Web Assistant account:** Set up and maintained by either the AA or Security Administrator. The ability to use Employer Access functions is limited by security permissions set up by the AA or Security Administrator.

Note: If you have a Web Assistant account and later become the AA at your employer, you must set up a new AA account for your use. You should not continue to use your Web Assistant account.

Create a separate account for each employee

Remember—your User ID functions as an electronic signature. **Each employee who submits information to IMRF through Employer Access should have his or her own Employer Access account.** Using another employee's account to submit information to IMRF is the same as signing that employee's name—instead of your own—on a form.

Keep contact information up-to-date

Keeping contact information, including email addresses, current in Employer Access accounts is extremely important. IMRF sends most employer communications electronically. We send these electronic communications to the email addresses in Employer Access. Each account owner should have his or her *own unique email address* entered into the contact information for the account.

It is also important to remember to log in to your Employer Access account at least every 60 days (especially AA accounts). This keeps the account active, and helps us make sure that you have up-to-date contact information. IMRF will begin steps to delete an account after it has been unused for 90 days.

Delete unused accounts

You should delete unused accounts as soon as they are no longer needed (for example, when an employee leaves). While IMRF will eventually delete unused accounts, from a security standpoint it is better if you delete an account as soon as you are aware that it is no longer necessary.



Employer Access, current forms, booklets, legislative information and more available at www.imrf.org

Mailing address: 221 I York Road, Suite 500, Oak Brook, IL 60523-2337

Member Services Representatives: 1-800-ASK-IMRF (1-800-275-4673) Monday through Friday 7:30 a.m. to 5:30 p.m.