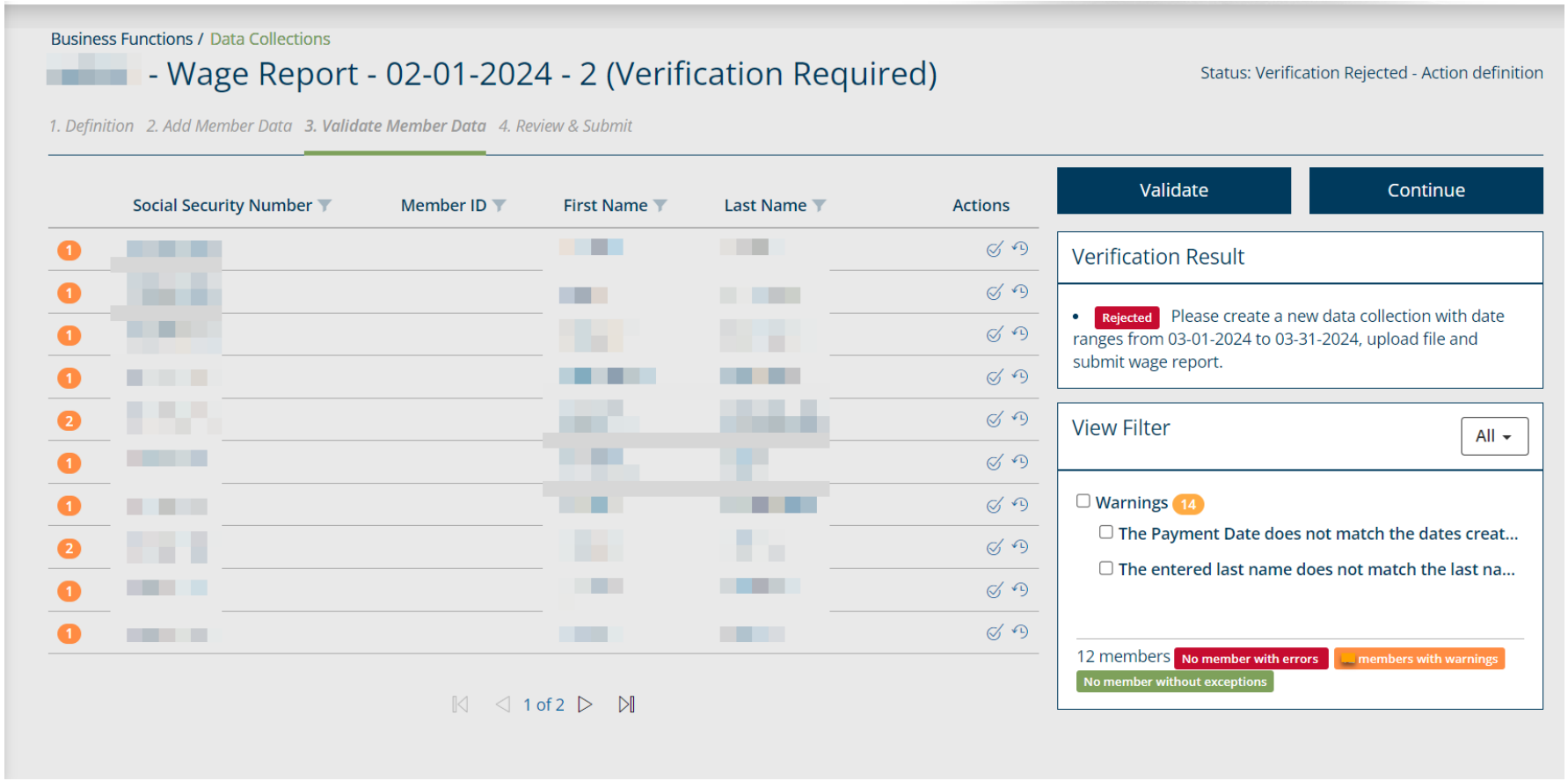
Resubmitting rejected verification

1. Find the rejected data collection and select “view/edit data collection” to open it.

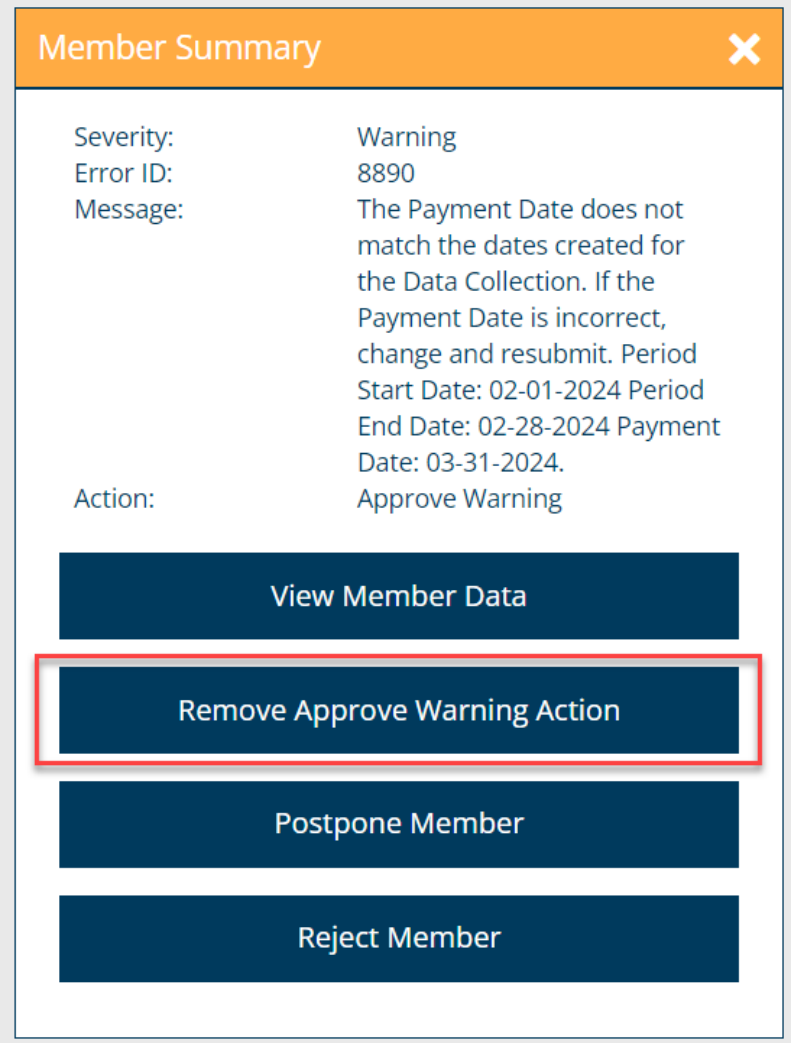
2. In the Verification Result box to the right review the note that IMRF has provided as feedback to why the verification was rejected.



3. Select one member from your list.

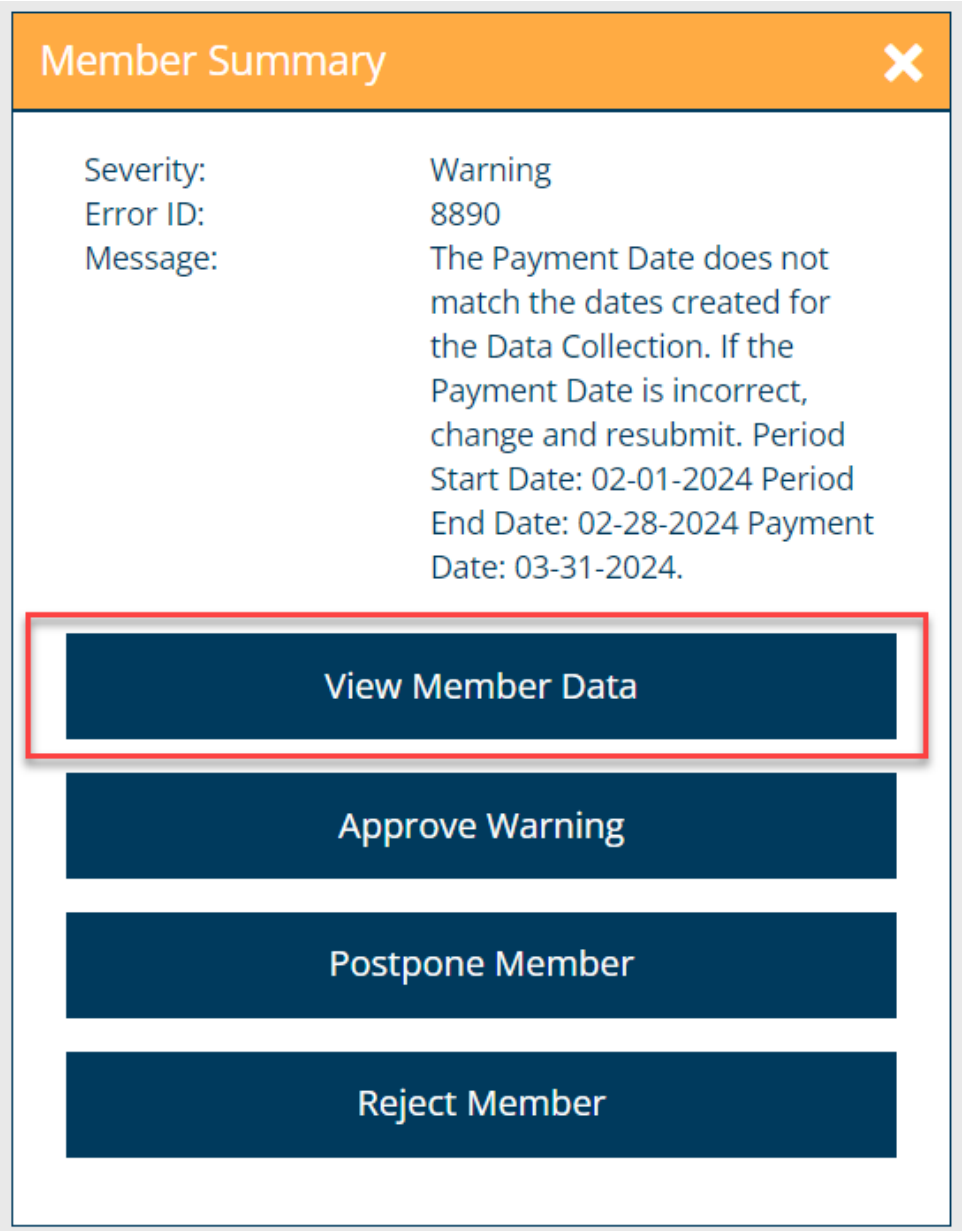
4. Select the “Remove Approve Warning Action” option.

5. Repeat this for all the members on the data collection.

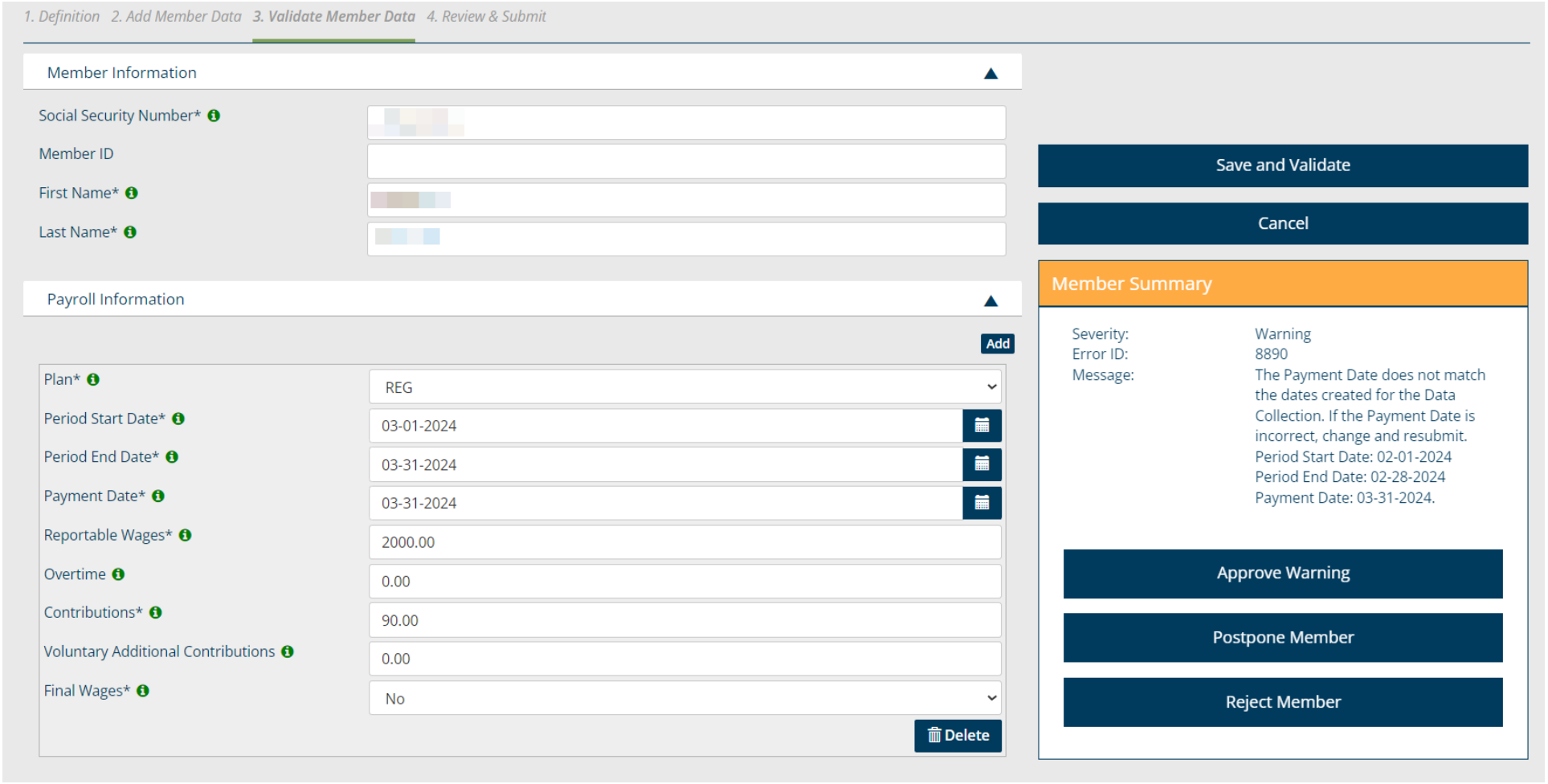


6. Once all the members have had their warning removed, select a member.

7. Select the “View member data” option.



8. Make the necessary edits in the member's information per the feedback in the Verification Result field. If you are unsure of what changes need to be made, please call IMRF's Employer Services at 800-728-7971.

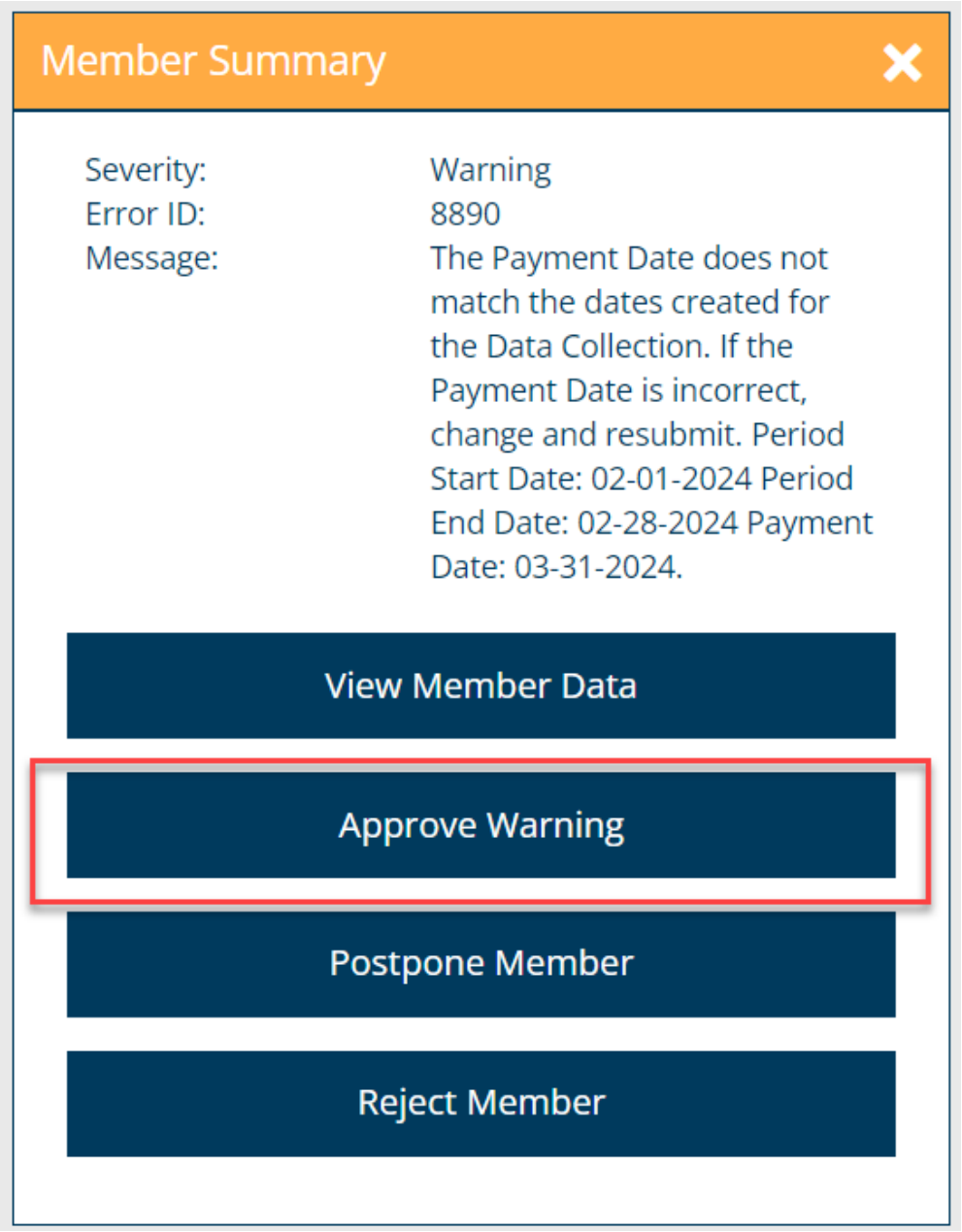


9. Select the "Save and Validate" option.

10. Continue this for all the members.

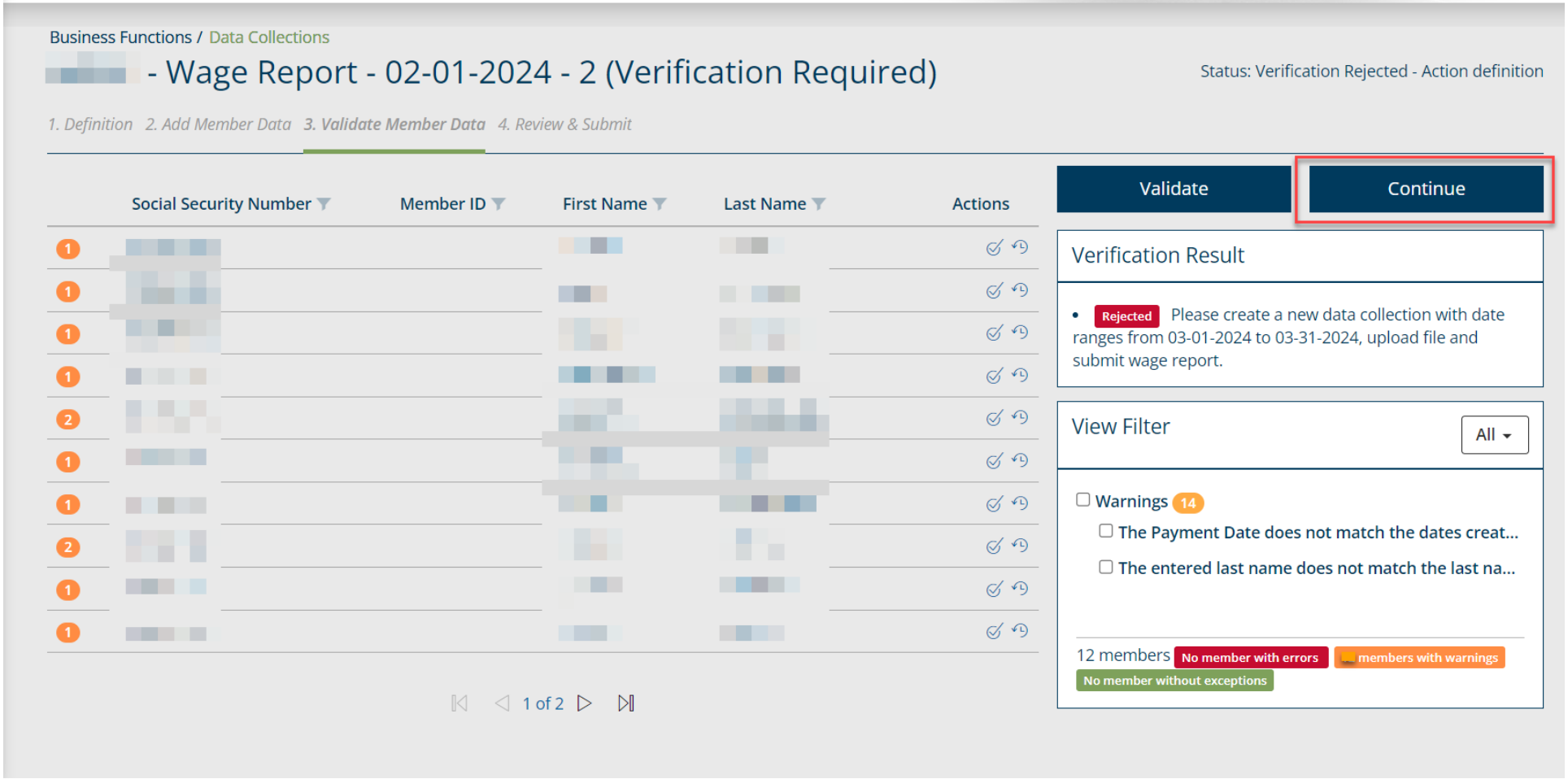
11. Once all the edits are made to the members information, select a member.

12. Select the “Approve Warning” option.



13. Continue this until all the members have their warnings approved.

14. Once everyone is approved, you'll notice the warnings will still show. But as long as the data has been changed, you will select the continue option and be able to resubmit.



15. You will then submit as normal. Please note the verification may need to be done again. Please allow 24-48 hours for the verification to be approved or rejected again.