



Illinois Municipal Retirement Fund

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Member Services Representatives 1-800-ASK-IMRF

www.imrf.org

GENERAL MEMORANDUM

Number: 574

Date: July 11, 2008

To: All Authorized Agents

Subject: Online Enrollment and Online Terminations required effective August 1, 2008

Executive Summary

In 2000, employers began submitting member terminations online via Employer Access. In 2005, IMRF announced new Employer Access; the new site included enhanced Web Wage Reporting and email confirmations. On May 6, 2008, IMRF implemented the newest Employer Access application, Online Enrollment.

Online Enrollment brings your whole IMRF member process online—from enrolling a member, through wage reporting and adjustments, member information changes, and termination of participation. Response from employers who use Employer Access applications has been very positive; online transactions are more accurate, more efficient, and faster than submitting member information to IMRF via paper forms.

Therefore, **effective August 1, 2008, all IMRF employers that have Internet access will be required to submit member enrollments and terminations via Employer Access.**

If you designated an employee as a Web Assistant and wish to give him or her access to the Online Enrollment function, you or your Security Administrator would need to change the Web Assistant's permissions.

On March 15, 2000, IMRF employers began submitting member terminations via Employer Access. On May 15, 2005, new Employer Access went live. Changes included enhanced Web Wage Reporting, email confirmation of online transactions, and direct updates to IMRF's mainframe computer systems.

Newest application: Online Enrollment

On May 7, 2008, IMRF released the newest function in Employer Access: Online Enrollment. An Online Enrollment function was the application most requested by employers. Online Enrollment brings your whole IMRF member process online—from enrolling a member, through wage reporting and adjustments, member information changes and termination of participation.

Employer response to the Online Enrollment function has been very positive. IMRF employers have said that Online Enrollment makes enrolling members a “straightforward task that can easily be accomplished.”

The Online Enrollment application has been designed to guide users through the enrollment process and, if you need help, you can read help text on each page or watch self-paced video tutorials. For one-on-one assistance, you can call an IMRF Member Services Representative (1-800-ASK-IMRF) who will help you through the Online Enrollment steps.

Simpler, faster, and more convenient

Online Enrollment is more accurate, more efficient, and faster than paper enrollment:

- 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. Moreover, you do not need to provide a copy of the member’s Social Security card or obtain the member’s signature.
- Once you complete an Online Enrollment, IMRF mails a partially pre-populated beneficiary form to the member—and follows up directly with the member to ensure he or she submits the beneficiary form to IMRF.
- 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.

Online Enrollment and Online Termination required effective August 1, 2008

Because of the advantages Online Enrollment and Online Termination offers employers and IMRF, effective August 1, 2008, all employers that have Internet access will be required to submit member enrollments and terminations via Employer Access.

If you don’t have an Employer Access account, you can register for an account online—no paper form to complete. Visit www.imrf.org, click on the “Employer Access” link on the left side of the page, and click on the “Register Here” link.

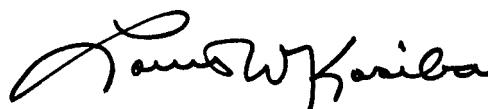
Update Web Assistant permissions

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

Questions?

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,



Louis W. Kosiba
Executive Director