



Illinois Municipal Retirement Fund

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Member Services Representatives 1-800-ASK-IMRF

www.imrf.org

GENERAL MEMORANDUM

Number: 591

Date: December 16, 2009

To: All Authorized Agents

Subject: IMRF's policy: paper enrollment, termination, wage adjustment or member information changes are to be submitted electronically from employers with Internet access

Executive Summary

For almost a decade employers have been submitting information to IMRF electronically via Employer Access. You can access many IMRF functions online—from enrolling a member, through wage reporting and adjustments, member information changes and termination of participation.

Response from employers who use Employer Access has been very positive; online transactions are more accurate, more efficient, and faster than submitting member information to IMRF via paper forms.

Because of the advantages Employer Access offers both employers and IMRF, it is IMRF policy that **member enrollments, terminations, wage adjustments, and member information changes be submitted electronically from employers with Internet access.**

Between now and March 1, 2010, IMRF will monitor compliance with this policy. **After March 1, 2010, IMRF will institute a \$25 processing fee for employers with Internet access that do not comply with this policy.**

If your employer has Internet access but 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.

For almost a decade employers have been submitting information to IMRF electronically via Employer Access: online terminations since 2000, web wage reports since 2006, and online enrollments since 2008.

You can access many IMRF functions online—from enrolling a member, through wage reporting and adjustments, member information changes and termination of participation. In November 2009, more than 90 percent of enrollments and terminations were submitted via Employer Access.

Response from employers who use Employer Access has been very positive; online transactions are more accurate, more efficient, and faster than submitting member information to IMRF via paper forms. For example:

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- **Accurate member records**

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

- **Pre-populated forms**

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.

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.

- **Submitting revised termination information**

If you need to revise termination information you submitted previously, you can submit those changes via the online termination function.

Document archive

A confirmation page links to an image (a PDF file) of the electronic form you submitted which—if desired—you can print and keep for your files.

You can also view and print copies of documents and correspondence you've received from IMRF via the Document Archive, e.g., employer copies of Member Statements.

No paper 6.10, 6.20, 6.41, or 3.20

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Employees who administer IMRF should have access to online functions

Your Employer Access 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.

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Once an employer establishes an Employer Access account, IMRF strongly recommends the employer create a Security Administrator and/or one or more Web Assistants.

1. A Security Administrator has the same permissions as the Authorized Agent and can use all Employer Access functions, including creating Web Assistant accounts.
2. A Web Assistant is given specific permissions by the Authorized Agent (or Security Administrator) to perform certain tasks for the Authorized Agent using Employer Access.

When setting up a Web Assistant account, the Authorized Agent (or Security Administrator), determines which function(s) the Web Assistant will be able to use, e.g., enrollment, termination, wage reporting, wage adjustments and/or member information changes.

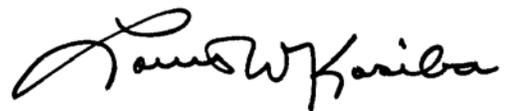
Web Assistants also have access to your employer's online account information, but they cannot create additional Web Assistant accounts.

Questions?

Whether submitting member information, reading or sending secure email, viewing your employer account, or downloading your employer rate, reserve or funding information from the Document Archive, Employer Access offers employers the tools to administer the IMRF plan quickly, securely and accurately.

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