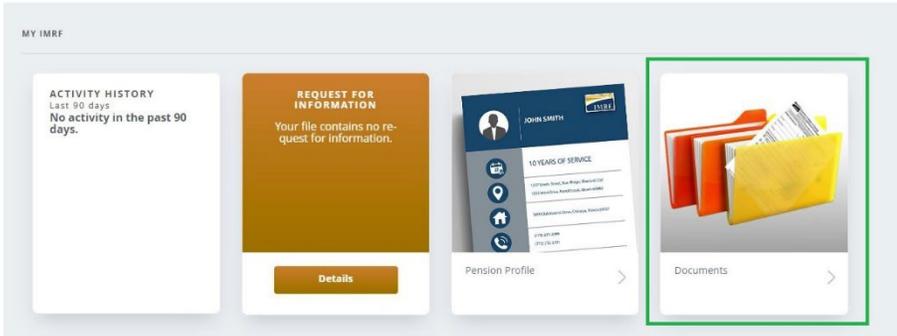
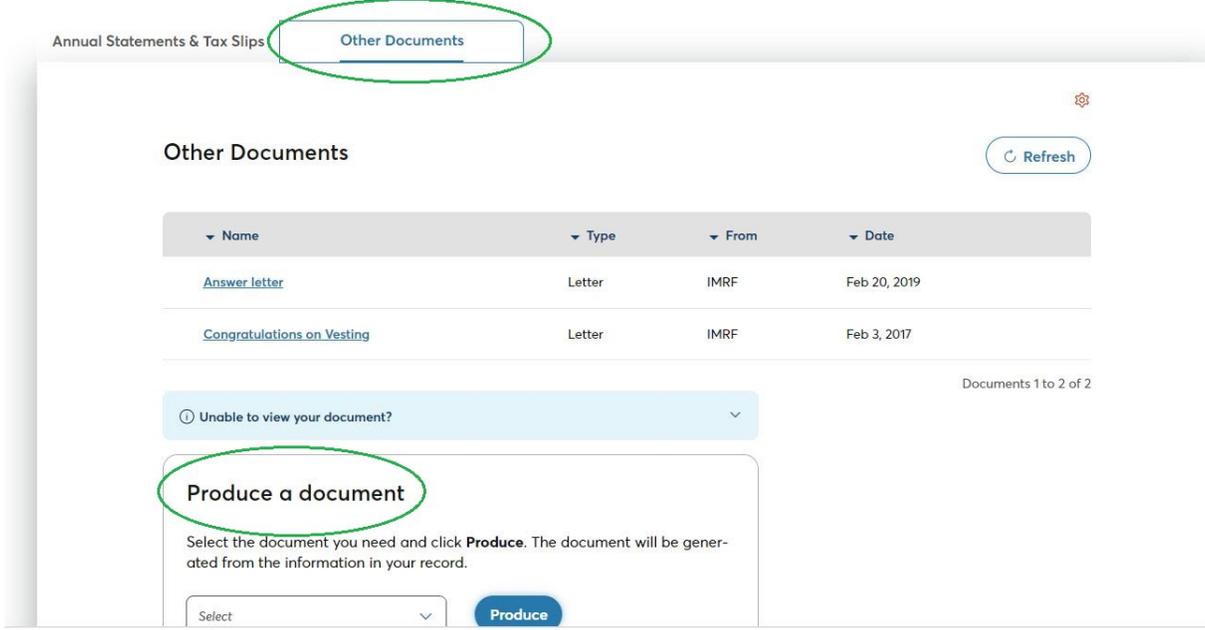
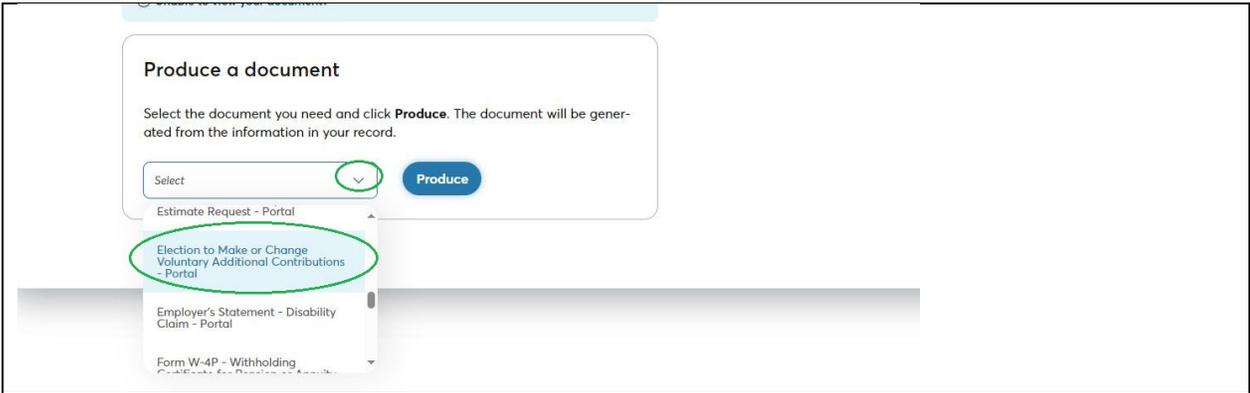


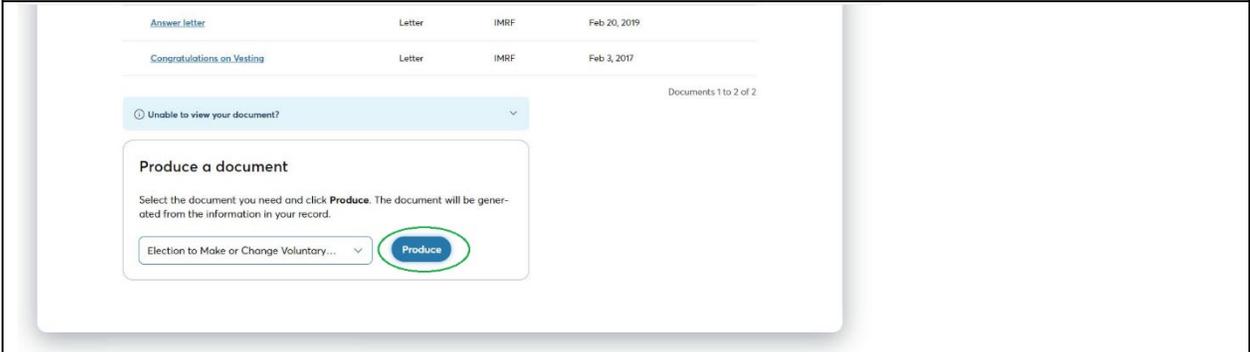
Member Access – How to Produce a Pre-populated Form



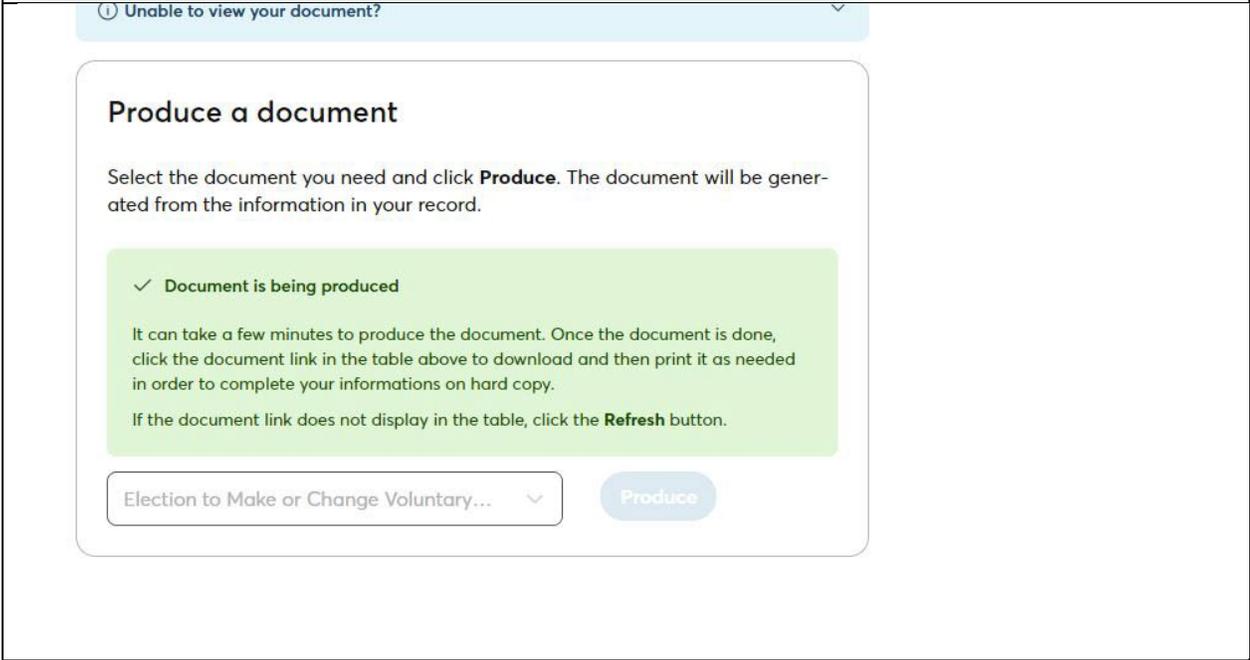
Image	Description												
<p>Home</p>  <p>MY IMRF</p> <p>ACTIVITY HISTORY Last 90 days No activity in the past 90 days.</p> <p>REQUEST FOR INFORMATION Your file contains no request for information. Details</p> <p>JOHN SMITH 10 YEARS OF SERVICE Pension Profile</p> <p>Documents</p>	<p>After logging into Member Access, click the “Documents” widget.</p>												
<p>Communication Center</p>  <p>Annual Statements & Tax Slips Other Documents</p> <p>Other Documents Refresh</p> <table border="1"><thead><tr><th>Name</th><th>Type</th><th>From</th><th>Date</th></tr></thead><tbody><tr><td>Answer Letter</td><td>Letter</td><td>IMRF</td><td>Feb 20, 2019</td></tr><tr><td>Congratulations on Vesting</td><td>Letter</td><td>IMRF</td><td>Feb 3, 2017</td></tr></tbody></table> <p>Documents 1 to 2 of 2</p> <p>Unable to view your document?</p> <p>Produce a document</p> <p>Select the document you need and click Produce. The document will be generated from the information in your record.</p> <p>Select Produce</p>	Name	Type	From	Date	Answer Letter	Letter	IMRF	Feb 20, 2019	Congratulations on Vesting	Letter	IMRF	Feb 3, 2017	<p>Under the “Other Documents” tab you will see the “Produce a document” section at the bottom of the screen.</p>
Name	Type	From	Date										
Answer Letter	Letter	IMRF	Feb 20, 2019										
Congratulations on Vesting	Letter	IMRF	Feb 3, 2017										



Select the name of the form you want from the dropdown.



Once you've selected your form, click the "Produce" button.



You will see a message that your pre-populated form is being produced.

Other Documents

Refresh

Name	Type	From	Date
Election to Make or Change Voluntary Additional Contributions <small>New</small>	Form	IMRF	July 26, 2024
Answer letter	Letter	IMRF	Feb 20, 2019
Congratulations on Vesting	Letter	IMRF	Feb 3, 2017

Documents 1 to 3 of 3

Unable to view your document?

Produce a document

Select the document you need and click **Produce**. The document will be generated from the information in your record.

Once it is produced, your pre-populated form will appear in the document list at the top of your screen. Click on the form name to open the PDF of your form.

If you do not see the name of the form you are looking for in the dropdown list, please request the form from IMRF by sending us a secure message through Member Access, or by calling us at 1-800-275-4673.