
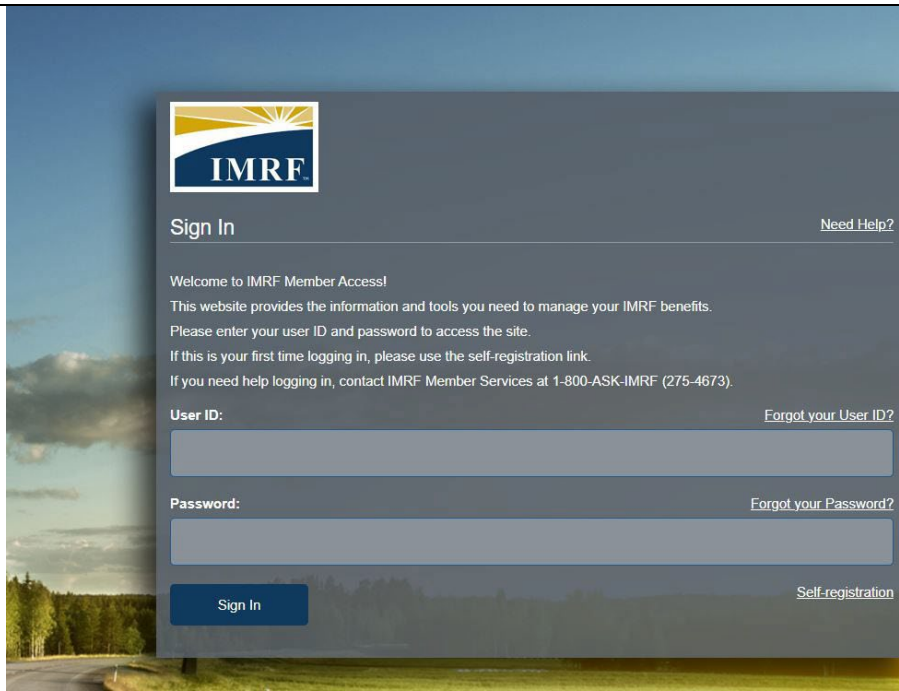


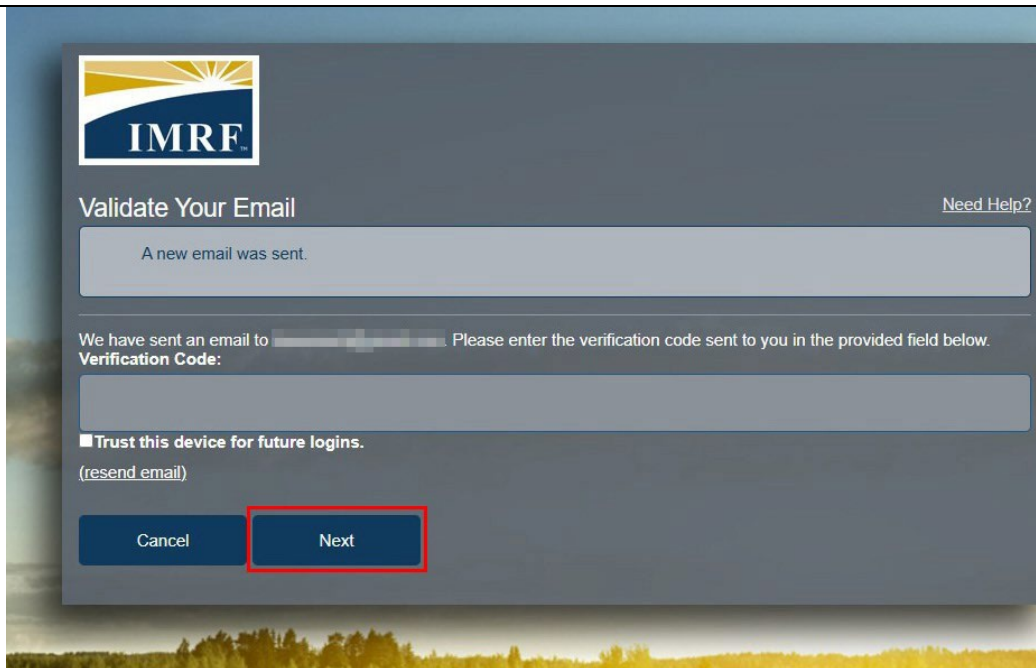
# Member Access – How to Apply for Retirement with an Early Retirement Incentive (ERI)



Image	Description
 <p>The screenshot shows the IMRF website home page. At the top right, there is a search bar and two buttons: 'MEMBER LOGIN' (highlighted with a red box and a red arrow pointing to it) and 'EMPLOYER LOGIN'. Below the navigation bar, there is a main banner for 'MEMBER ACCESS' with a 'CLICK HERE FOR MORE INFORMATION' button. In the 'Quick Links' section at the bottom right, there is a button labeled 'CREATE A MEMBER ACCESS ACCOUNT' (highlighted with a red box and a red arrow pointing to it).</p>	<p>To log in to Member Access, go to <a href="http://www.imrf.org">www.imrf.org</a> and click on the “MEMBER LOGIN” button in the upper right corner.</p> <p><b>If this is your first time logging in to Member Access since March 4, 2024, you will need to set up a new Member Access account.</b></p> <p>You can read more information on how to create your new Member Access account by clicking on the “CREATE A MEMBER ACCESS ACCOUNT” button on the home page of <a href="http://www.imrf.org">www.imrf.org</a>.</p>



Once you are at the Member Access Sign In screen, enter your User ID and Password to log in to Member Access.

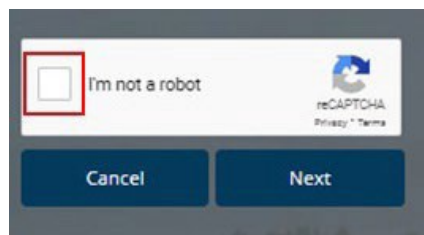


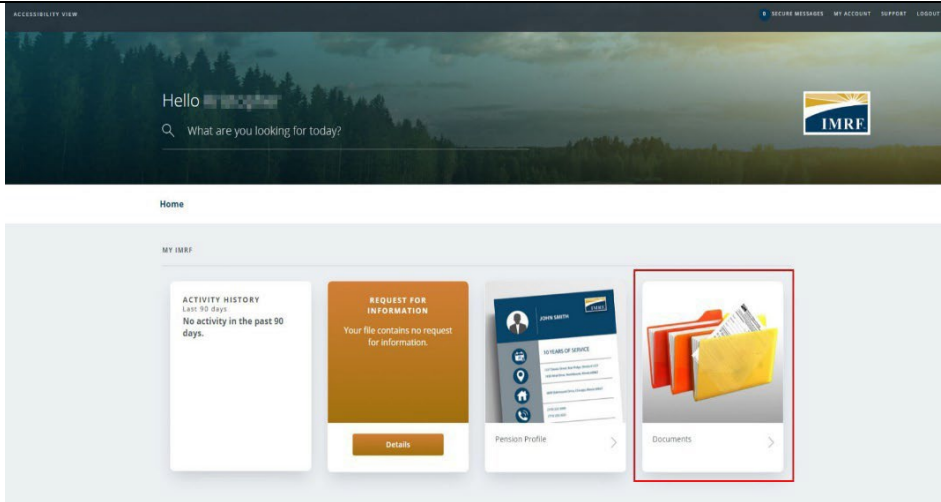
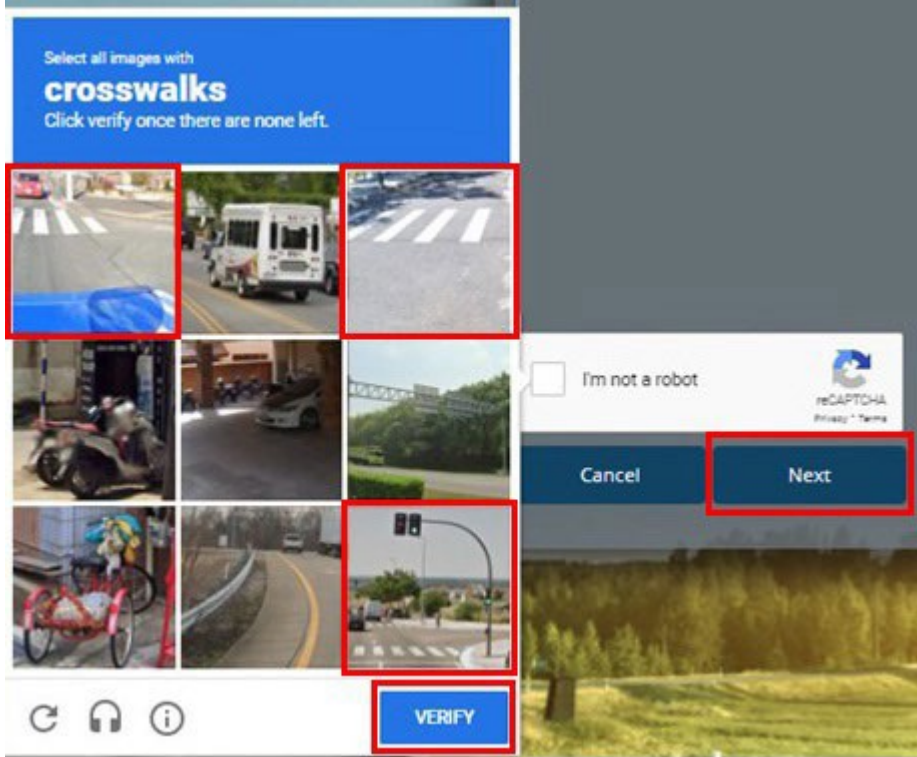
After you've entered your User ID and Password, either:

A verification code will be sent to your email on file (or cell phone if you chose to receive text message notifications). Enter the verification code here and then click "Next."

OR

A CAPTCHA box will first appear. If this happens, click checkbox next to "I'M NOT A ROBOT". Click the verification boxes, click "VERIFY", and then click "NEXT."





After logging into Member Access, click the "Documents" widget.

Annual Benefit Statements

**Other Documents**

Click on a document to open it.

[Refresh](#)

Name	Type	From	Date
<a href="#">Application for Direct Deposit</a>	Form	IMRF	10/1/2020
<a href="#">Application for IMRF Pension</a>	Retirement form	IMRF	10/1/2020
<a href="#">Statement of IMRF Pension Account Information</a>	Statement	IMRF	10/1/2020
Package	Package	Member	10/1/2020
<a href="#">Statement of IMRF Pension Account Information</a>	Form	Member	10/1/2020
<a href="#">Statement of IMRF Pension Account Information</a>	Form	Member	10/1/2020

Choose the “Other Documents” tab on the left-hand side of the screen.

**Produce a document**

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

Select [Produce](#)

Scroll to the bottom of the page to the section where you can “Produce a document.”

Click on the drop-down menu. To generate your retirement application, click on “Application for IMRF Pension – Portal.”

The system will generate an individualized “Application for IMRF Pension” and “Application for Direct Deposit.”

Annual Benefit Statements

**Other Documents**

Click on a document to open it.

[Refresh](#)

Name	Type	From	Date
<a href="#">Application for Direct Deposit</a>	Form	IMRF	10/1/2020
<a href="#">Application for IMRF Pension</a>	Retirement form	IMRF	10/1/2020
<a href="#">Statement of IMRF Pension Account Information</a>	Statement	IMRF	10/1/2020
Package	Package	Member	10/1/2020
<a href="#">Statement of IMRF Pension Account Information</a>	Form	Member	10/1/2020
<a href="#">Statement of IMRF Pension Account Information</a>	Form	Member	10/1/2020

It may take a little bit of time for both forms to be created.

When they are available, you will be notified.

Log in to your Member Access Account, select the “Documents” widget, and the “Other Documents” tab to view your forms.

Print both of these forms

Are you planning to retire under the IMRF Early Retirement Incentive (ERI)?  Yes  No

**Note:** To retire under ERI, your employer must have adopted this program and you must meet ERI eligibility requirements (see [www.imrf.org](http://www.imrf.org) or ask your employer for details).

On the second page of your retirement application, there is a question about if you are applying under the IMRF Early Retirement Incentive (ERI).

Select “Yes” if this is true.

ACCESSIBILITY  
VIEW

0 SECURE MESSAGES MY ACCOUNT SUPPORT LOGOUT

Hello

What are you looking for today?



Once both the “Application for IMRF Pension” and “Application for Direct Deposit” are completed, send them to IMRF

The fastest way to get the documents to IMRF is to scan and send through secure message.

Log into your IMRF account again. On the homepage, click “Secure Messages” in the top right-hand corner

Secure Messages

New Message

Inbox  
Archived

Inbox

<input type="checkbox"/>		Topic	Subject	Date	Status
<input type="checkbox"/>					Received

0 selected / 1 total

Click on “New Message” on the left-hand side of the screen.

New Message

- Inbox
- Archived

## New Message

Topic \*

Subject \*

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and a dropdown menu labeled "FORMAT". Below the toolbar is a large text input area.

Attachment (optional)

Select files from your computer

Cancel Send

Attach the scanned “Application for IMRF Pension” and “Application for Direct Deposit” to the message, choose a topic (Retirement) and subject.

Press “Send” to transmit the documents to IMRF.

You may also mail the applications to IMRF, but sending the documents through the mail may add to the time it takes to process your application.