

# REMINDER

A monthly guide about IMRF topics of interest.

## ROUTE TO:

- |                                             |                                             |
|---------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Director           | <input type="checkbox"/> Personnel/HR       |
| <input type="checkbox"/> Manager            | <input type="checkbox"/> Data Processing    |
| <input type="checkbox"/> Department Head(s) | <input type="checkbox"/> Payroll Dept.      |
| <input type="checkbox"/> Authorized Agent   | <input type="checkbox"/> Accounting/Finance |
| <input type="checkbox"/> Assistant to AA    | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Web Assistant      |                                             |

## Using IMRF's Employer Access Secure Message Center

Employer Access Secure Message Center provides IMRF administrators a safe and convenient way to send confidential information to IMRF, submit questions specific to your employer, and receive private data from IMRF. The Secure Message Center is an efficient way to communicate with IMRF about your employer's account.

### How does the Secure Message Center work?

Essentially, a secure message is an electronic message sent to or from IMRF through the Secure Message Center, located in Employer Access. These electronic messages are private and protected since they're sent and received within the security of IMRF's website, [www.imrf.org](http://www.imrf.org). The secure [Employer Access area](#) of IMRF's website shields sensitive information — like Social Security numbers, addresses, and financial data — during transmission using SSL Encryption, the Internet standard in secure browser technology.

The Secure Message Center may be used to submit questions to IMRF specific to your employer, including: Member claim status; Employer account balances and payments; and Employer wage reports. Administrators may submit a question to IMRF any time through the Secure Message Center; an IMRF Member Services Representative will receive and respond to the message within two business days. Administrators may also send documents efficiently to IMRF using the Secure Message Center, including IMRF forms.

When IMRF sends a secure message through the Secure Message Center, a separate email is sent to the email address linked to the Employer Access account to alert the user that a new message has been sent and is awaiting review. To ensure important messages are not overlooked, IMRF will send administrators a separate email each week if there are any unread messages in your employer's Secure Message Center inbox.

### To learn more ...

[Visit the Employer Access area](#) of IMRF's website and log in to enter your employer's Secure Message Center. For questions, contact IMRF using the exclusive, *employer-only* phone number: 1-800-728-7971.