

REMINDER

A monthly guide about IMRF topics of interest.

Using Employer Access Secure Message Center

ROUTE TO:

- Authorized Agent
- Asst. to AA
- Personnel/HR
- Data Processing
- Payroll Dept.
- Accounting/Finance
- Other

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?

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 because they're sent and received within the security of IMRF's website, 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
- Employer wage reports

Administrators can submit a question to IMRF any time through the Secure Message Center; an IMRF Member Services Representative will receive and respond to the message. 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.

Employer Access, current forms, booklets, legislative information and more is available at www.imrf.org.

Mailing address: 2211 York Road, Suite 500, Oak Brook, IL 60523-2337

Member-only Phone Number: 1-800-ASK-IMRF (275-4673) Monday - Friday, 7:30 AM-5:30 PM (CST)

Employer-only Phone Number: 1-800-728-7971

