



# Illinois Municipal Retirement Fund

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Service Representatives 1-800-ASK-IMRF

[www.imrf.org](http://www.imrf.org)

## SPECIAL MEMORANDUM

**Number:** 291

**Date:** October 2005

**To:** Employers who do not have Employer Access Accounts

**Subject:** 2005 CD-Based Manual for Authorized Agents

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### Executive Summary

A CD-based 2005 IMRF Manual for Authorized Agents is enclosed. With the release of our new 2005 Web-based and CD-based Manual for Authorized Agents, **your existing paper-based Manual for Authorized Agents is obsolete.**

If you have Internet access, you should use the Web-based Authorized Agents Manual available at [www.imrf.org](http://www.imrf.org). To access the Web-based Manual, visit the Employer Publications area of the IMRF website.

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Dear Authorized Agent:

General Memorandum 537 announced the release of IMRF's revised 2005 Web-based edition of the Manual for Authorized Agents available at [www.imrf.org](http://www.imrf.org).

Our records indicate you do not have an Employer Access account (i.e., you do not have Internet access), or you applied for an account but never used it. Therefore, enclosed with this Memorandum is a CD-based 2005 Manual for Authorized Agents.

### **All you need is a computer with a CD drive**

To begin using the enclosed CD-based Manual, place the CD in your computer's CD drive. If you are using a:

- Windows-based PC, your Web browser (Internet Explorer) will automatically open and the Manual for Authorized Agents will be displayed.
- Macintosh computer, a window will appear and you will be prompted to click on IMRF's logo to open your Web browser.

The enclosed CD-based Manual for Authorized Agents provides many of the same features available in our Web-based Manual for Authorized Agents, such as the ability to search the Manual via keyword or index.

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With the release of our new 2005 Web-based and CD-based Manual for Authorized Agents, **your existing paper-based Manual for Authorized Agents is obsolete.**

We recommend that you dispose of the pages from your existing Authorized Agents Manual. You may want to keep the binder and tabs in the event you print the Manual from the CD or IMRF Website.

We realize that a few employers may be unable to access a computer with a CD drive. Therefore, we have printed a limited number of paper Authorized Agent Manuals. If you need a paper Manual, please contact IMRF at 1-800-ASK-IMRF (1-800-275-4673).

**If you have Internet access**

If you have Internet access I recommend that you use the Web-based Authorized Agents Manual. Simply visit the Employer Publications area of the IMRF website and click on the "Authorized Agent's Manual" link.

In addition to the search functions above, our Web-based Manual provides links to blank forms and other information on our website. One of the most important advantages of our new Manual is the ability to quickly update it. When you use our new Web-based Manual, you can be assured you will be accessing the most current information.

If you have Internet access but have not yet applied for an Employer Access account, I strongly encourage you to apply. Take a few minutes right now to visit [www.imrf.org](http://www.imrf.org) and click on the Employer Access link. You will be guided through the online sign-on process.

**Questions?**

If you have any questions, please call an IMRF Member Service Representative at 1-800-ASK-IMRF (1-800-275-4673) Monday through Friday, 7:30 a.m. to 5:30 p.m.

Sincerely,



Louis W. Kosiba  
Executive Director

Enclosure (1) CD-based Manual for Authorized Agents