



Illinois Municipal Retirement Fund

2211 York Road Suite 500 Oak Brook IL 60523-2337

Service Representatives 1-800-ASK-IMRF

www.imrf.org

SPECIAL MEMORANDUM

Number: 303

Date: May 2007

To: Employers without Employer Access accounts

Subject: 2007 CD-Based Manual for Authorized Agents

Executive Summary

A revised CD-based 2007 IMRF *Manual for Authorized Agents* is enclosed. With the release of our revised 2007 *Manual for Authorized Agents*, your 2005 CD-based Manual and any existing paper-based Manual is obsolete.

If you have Internet access, you should use the Web-based *Manual for Authorized Agents* available at www.imrf.org. The Web-based Manual has been updated since the CD-based Manual was finalized. To access the Web-based Manual, visit the Employer Publications area of the IMRF website.

Dear Authorized Agent:

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 2007 *Manual for Authorized Agents*.

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

With the release of our revised 2007 CD-based *Manual for Authorized Agents*, your 2005 CD-based Manual and any existing paper-based Manual is obsolete.

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 *Manual for Authorized Agents*. If you need a paper Manual, please contact IMRF at 1-800-ASK-IMRF (1-800-275-4673).

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If you have Internet access

If you have Internet access I recommend that you use the Web-based *Manual for Authorized Agents*. 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, our Web-based Manual provides links to blank forms and other information on our website.

One of the most important advantages of our Web-based Manual is the ability to quickly update it. In fact, while the enclosed CD-based Manual was being duplicated, updates were made to the 2007 Web-based Manual. Therefore, if possible, we recommend that you refer to the Web-based *Manual for Authorized Agents*.

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,

A handwritten signature in black ink, appearing to read "Louis W. Kosiba". The signature is fluid and cursive, with the first name being the most prominent.

Louis W. Kosiba
Executive Director

Enclosure (1) 2007 CD-based *Manual for Authorized Agents*