



EMPLOYER ACCESS WORKSHOPS

WELCOME

Thank you for joining us!

Please put any questions you
have in the chat for our team to answer
during the webinar.

Agenda

- Essential Resources
- Processing a Member Information Change
Data Collection
- What can I change online?
- What can I not change online?
- Closing remarks
- Questions

Essential resources



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MEMBERS
RETIREES
EMPLOYERS
INVESTMENTS
ABOUT IMRF
PUBLICATIONS AND ARCHIVE

FOR AUTHORIZED AGENTS

- Authorized Agents Manual
- Employer Access Learning Center
- New Authorized Agent Information

EMPLOYERS MUST KNOW

- IMRF Employer Representatives
- Employer Workshops and Materials
- Monthly Wage Reporting
- Understanding Financial Documents
- GASB 68 Resources
- Employer Rates
- Reports for Employers
- Considering Participation in IMRF
- Early Retirement Incentive
- Employees with Reciprocal Service
- FMLA
- Appeal Procedures
- IMRF Employer Compliance Review
- Converting Military Service
- Hiring IMRF Retirees - Cautions
- Pay Increases - Know the Costs
- NCPERS Group Life Insurance
- 2026 Employer Rate Webinar
- Employer Cost and Participation
- Helping Members with Forms
- Evaluating IMRF Positions
- Minimum Monthly Contributions

Preliminary Rates for 2027
Your 2027 Preliminary Rate information is available now in Employer Access! Learn how to access your rate information [here](#).

Essential resources



Employer Access Management: In this section, you will find all functions to set up or remove your staff's (team member's) Employer Access.



Wage Report Procedures: This section includes all information to assist in creating and submitting your monthly wage report.



Wage Adjustment Procedures: Here, you will find all information to make individual or bulk wage adjustments in current/ prior years.



Data Collections: Learn about how to find, update, and delete Postponed Data Collections



Manage Member Events: Please refer to this section for instructions on how to enroll, terminate, or update a member's information, view a member's profile, or file for disability.



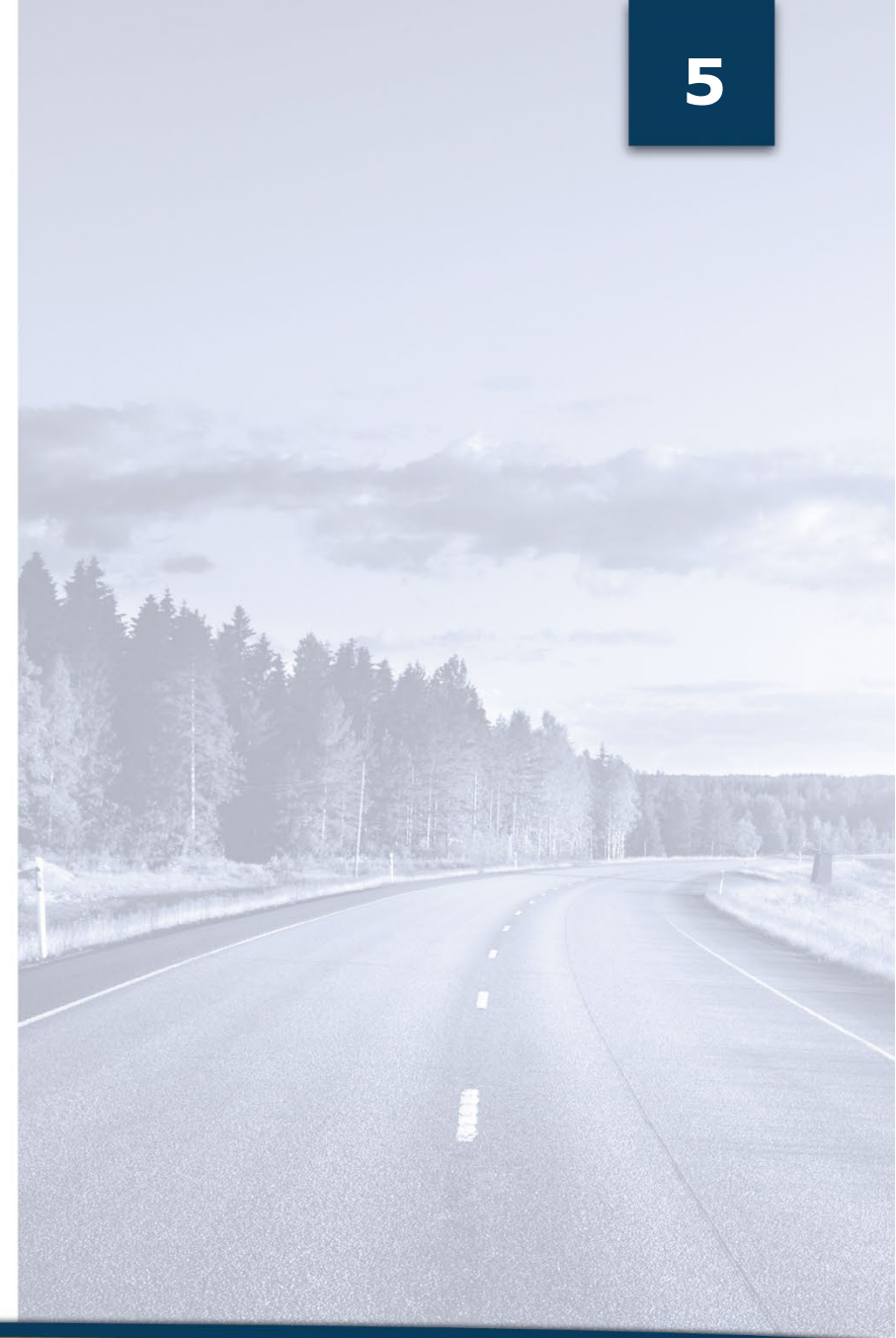
Document and Reports: In this section, you will learn how to search for and view documents and generate reports.

Essential resources

Type of Data Collection	+ Add Record Format			Upload Specifications & Template Format	
Disability Return to Work	PDF	PPT		PDF	CSV
Employer Disability Certification	PDF	PPT	VIDEO	PDF	CSV
Enrollments	PDF	PPT	VIDEO	PDF	CSV
Insurance and Union Deductions	PDF	PPT	VIDEO Revise VIDEO Terminate	PDF	CSV
Member Information Changes	PDF	PPT	VIDEO	PDF	CSV



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Welcome to the Partner Portal

Data Collections 4062

Account Summary

Partner Services

Regional Manager ()
Mandy Beedie-Powers

Regional Manager ()
Christine Fine

Regional Manager ()
Brian Glover

Regional Manager ()

MEMBER EVENTS 2947

Disability Return To Work	2	▼
Employer Disability Certification	272	▼
Enrollments	0	
Member Information Changes	0	
Reciprocal Certification	275	▼

[View All..](#)

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Business Functions / Data Collections

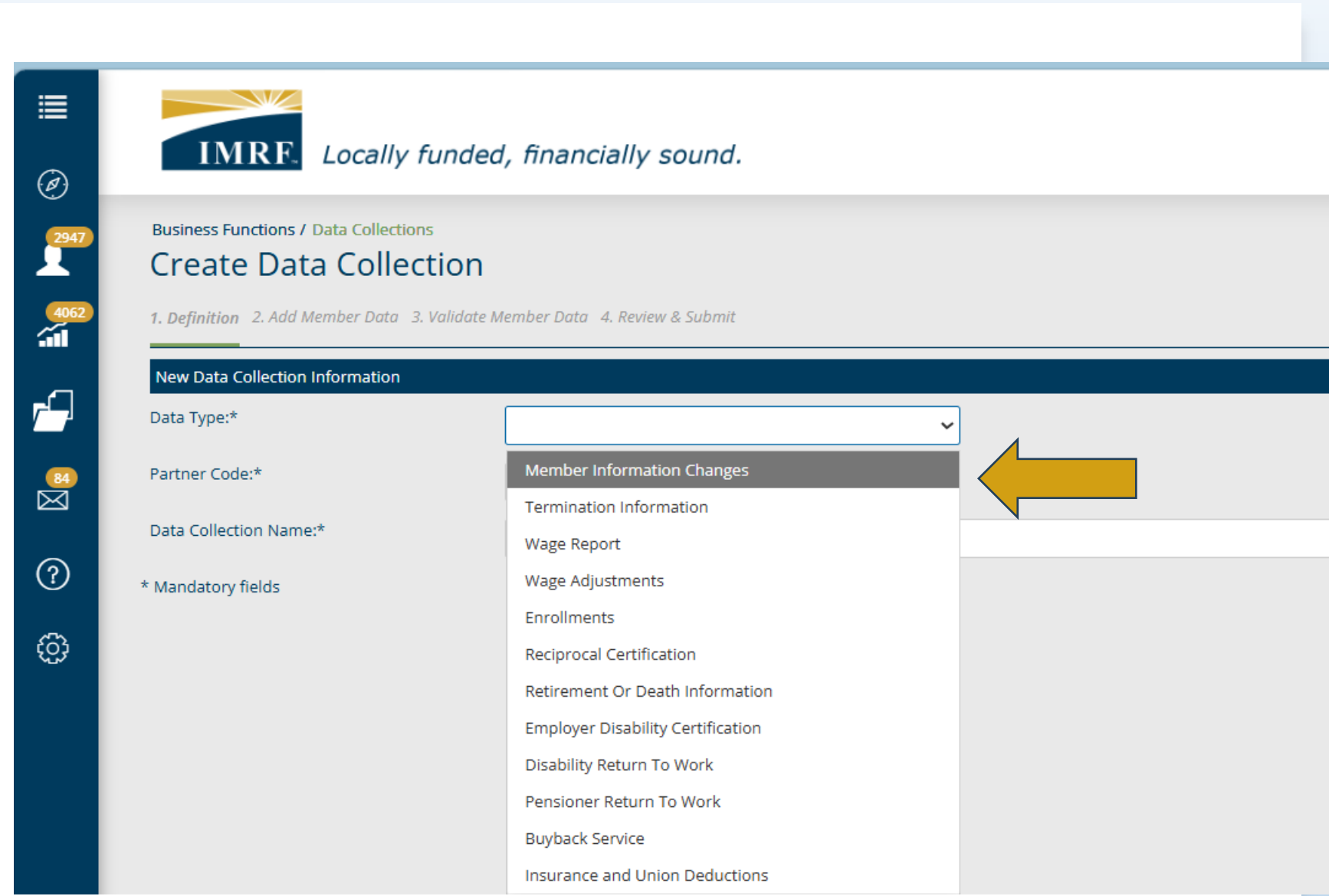
My Data Collections

Create Data Collection

View: In Progress ▾

Partner Code ▾	Data Type ▾	Data Collection Name ▾	Status
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IMRF portal



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Business Functions / Data Collections

Create Data Collection

1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit

New Data Collection Information

Data Type:*

Partner Code:*

Data Collection Name:*

* Mandatory fields

- Member Information Changes
- Termination Information
- Wage Report
- Wage Adjustments
- Enrollments
- Reciprocal Certification
- Retirement Or Death Information
- Employer Disability Certification
- Disability Return To Work
- Pensioner Return To Work
- Buyback Service
- Insurance and Union Deductions

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Business Functions / Data Collections

Create Data Collection

1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit

New Data Collection Information

Data Type:*

Partner Code:*

Effective Date:*

Data Collection Name:*

* Mandatory fields

Cancel

Progress Summary

Next steps

2. Add member data: Upload a file or enter data manually. Validate and correct any input level exceptions.
3. Validate member data: Validate the data and resolve any member data exceptions.

IMRF portal

IMRF portal

07-14-2026



02222 - Member Information Changes - 07-14-2026 - 1 Mickey Mouse

1. Do not change the date

2. Add member's name

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1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit

There is currently no data in this data collection. Add data for one member via the Add Reco



+ Add Record

Upload File

CurrentSSN ▼

MemberID ▼

First N

No Results Found.

IMRF portal

1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit

Member Information

Current Social Security Number* 

Correct Social Security Number* 

Member ID 

First Name* 

Last Name* 

Maiden Name 

Middle Name

Name Suffix 

Birth Date 

Gender 

Marital Status 

Phone Number 

Mobile Phone Number 

Email

Residential Address

Effective Date 

Address Line 1

Address Line 2

City

State

Zip Code

Mailing Address

Effective Date 

Address Line 1

Mandatory Fields:

1. Social security number
2. First and last name



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What can I change online?



Name



Social security
number



Phone number



email



Address



Marital status

Changing social security number

**Will need to send a copy of
the social security card or an
I 9 form**

**Also send copy of their ID:
driver's license, passport, or
state ID**

What is not a member change data collection?



Effective date of Participation



Change in position



Plan change

Effective Date of Participation

Please send a secure message with the following:

1. Name and member id number
2. New effective date of participation

Change in position

Please send a secure message with the following information:

1. Name of member and member id number
2. Effective date of new position
3. New position title
 - most positions are labeled
general/common law employee

Position Choices:

General/common law employee
Teacher's aide/paraprofessional
Appointed-governing body
City hospital worker
Elected office and title
Fire department employee – no fire duties
Fire fighter
Police department employee – no police duties
Police department employee-performs police duties
Police officer
School coach-person does not perform teaching duties
School treasurer
Part time police chief
Part time fire chief

Plan change

Change from REG to SLEP

Must follow these steps in order

1. Term member in REG plan by completing a termination information data collection
2. Wait until the next day and complete an enrollment data collection for SLEP plan

ALL other plan changes

Send a secure message with the following information:

1. member's name and member id number
2. effective date in new plan
3. new plan name

Closing Remarks

Questions?