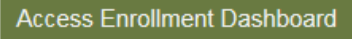


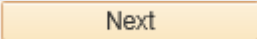





Enroll a Member



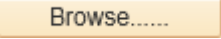
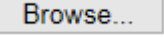




This quick guide shows you (as a personnel contact for a participating employer) how to enroll a member. To begin the enrollment, use the information provided on the completed membership application. For optional members, you will also need to upload the application to *Retirement Online*. Only applications in Portable Document Formats (PDFs) already saved on your device can be uploaded to *Retirement Online* at time of enrollment.

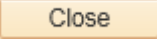
Step	Action
1	On your <i>Retirement Online Account Homepage</i> , click the Access Enrollment Dashboard button. 
2	The <i>Enter Employer Details</i> page will appear.
3	Next to the Location Code field, click the Look Up Location Code icon. 
4	The Look Up Location Code pop-up will appear.
5	Click the appropriate Location Code link.
6	The <i>Enter Employer Details</i> page will appear.
7	Click the Look Up Retirement System icon next to the Retirement System field. 
8	The Look Up Retirement System pop-up will appear. You will have a choice between ERS (Employees' Retirement System) and PFRS (Police and Fire Retirement System).
9	Click the appropriate Business Unit link.
10	The <i>Enter Employer Details</i> page will appear.
11	Click the Next button. 
12	The <i>Enter Personal Information</i> page will appear.
13	Select the Name Prefix drop-down to choose the employee's name prefix. 
14	Select an option from the list.

Step	Action
15	Click in the First Name field. <input data-bbox="646 184 961 220" type="text"/>
16	Enter the employee's first name.
17	Click in the Last Name field. <input data-bbox="646 394 961 430" type="text"/>
18	Enter the employee's last name.
19	Click in the Date of Birth field. <input data-bbox="669 604 984 640" type="text"/>
20	Enter the employee's date of birth. Please use the format MM/DD/YYYY.
21	Use the Gender drop-down to select the employee's gender. <input data-bbox="1029 814 1344 850" type="text" value="Unknown"/> 
22	Select an option from the list.
23	Click in the SSN field. <input data-bbox="558 1024 873 1060" type="text"/>
24	Enter the employee's Social Security number.
25	Click in the Address Line 1 field. <input data-bbox="695 1234 1010 1270" type="text"/>
26	Enter the employee's address listed on the application.
27	Click in the City field. <input data-bbox="552 1444 867 1480" type="text"/>
28	Enter the employee's city.
29	Click in the State field. <input data-bbox="571 1654 886 1690" type="text"/>
30	Enter the employee's state. Please use the two-letter state abbreviation.
31	Click in the Postal Code field. <input data-bbox="662 1864 977 1900" type="text"/>

Step	Action
32	Enter the employee's ZIP code. Within <i>Retirement Online</i> , Postal Code refers to your ZIP code for US addresses.
33	Click the Next button. 
34	A Message pop-up will appear. It will present the address in the format used by the United States Postal Service (USPS) for your approval. If you click Yes , <i>Retirement Online</i> will update the address to the suggested USPS version. If you click No , the address will stay as entered. Either selection will bring you to the next step.
35	Click an option.
36	The <i>Enter Job Information</i> page will appear.
37	Click in the Hire Date field. <input data-bbox="623 793 943 835" type="text"/>
38	Enter the employee's hire date. This is the date the employee began their employment. Please use the format MM/DD/YYYY.
39	For optional members, the Date of Full-Time Permanent Appointment field will be left blank. (This field will only display for ERS members.)
40	Click the Look Up Job Code icon next to the Job Code field. 
41	The Look Up Job Code pop-up will appear. All job codes associated with the Retirement System that you selected earlier — in this example, ERS — will appear. Scroll Down if you need to, and click the Job Code link associated with the employee's position.
42	Click the Job Code link.
43	Select the Regular/Temporary drop-down to choose the employee's type of work. <input data-bbox="289 1524 613 1566" type="text"/>
44	Select an option from the list.
45	Select the Full/Part Time drop-down field to choose the employee's schedule type. <input data-bbox="289 1759 613 1801" type="text"/>
46	Select an option from the list.

Step	Action
47	Employee Classification refers to the length and/or duration of the employee's work year. Select the Employee Classification drop-down field to choose the employee's classification. <input data-bbox="289 247 623 281" type="text"/>
48	Select an option from the list.
49	Select the Payroll Frequency drop-down to choose the frequency of payment. <input data-bbox="289 487 623 520" type="text"/>
50	Select an option from the list.
51	Click in the Standard Work Day field. <input data-bbox="756 688 1073 722" type="text"/>
52	Enter the employee's standard work day.
53	Click in the Projected Annualized Wage field. <input data-bbox="862 898 1179 932" type="text"/>
54	Enter the employee's projected annualized wage.
55	Click in the Annual Compensation Rate field. <input data-bbox="862 1108 1179 1142" type="text"/> (This field will only display for PFRS members.)
56	Enter the employee's annual compensation rate.
57	Once you've completed the required fields, click the Next button. <input data-bbox="1081 1346 1295 1379" type="button" value="Next"/>
58	The <i>Review Membership Details</i> page will appear.
59	Review the information. Scroll down until you see the Submit button.
60	If all the information shown is correct, click the Submit button. For Optional Members, continue with step 66. <input data-bbox="846 1688 1084 1722" type="button" value="Submit"/>
61	The <i>Enrollment Results</i> page will appear. The member's information will be processed.
62	An Enrollment Confirmation message will appear. This message contains enrollment information for the new member. Be sure to retain this information for your records.

Step	Action
63	If you have no other employees to enroll, click the Close button. 
<i>For Optional Members</i>	
64	<p>The Optional Membership message will appear.</p> <p>To enroll an optional member, you must upload and submit the completed membership application at this time. To proceed, click Enroll-Upload Form.</p> <p>To hire an employee for reporting purposes only, click Hire Optional. This will take you directly to the Confirmation page.</p>
65	Click the Enroll – Upload Form button. 
66	The Upload Membership Form message will appear.
67	Click the Browse... button. 
68	The File Attachment pop-up box will appear.
69	Click the Browse... button to search your device for the membership application file. 
70	The Choose File to Upload window will appear.
71	<p>Locate the file on your device to upload. Click the file name of the document.</p> <p> Membership Application.pdf</p>
72	Click Open . 
73	You will return to the File Attachment pop-up.
74	Click the Upload button to upload the document. 
75	You will return to the Upload Membership Form message.
76	Click the Next >> button to continue. 
77	The <i>Enrollment Results</i> page will appear. The member's information will be processed.

Step	Action
78	An Enrollment Confirmation message will appear. This message contains enrollment information for the new member. Be sure to retain this information for your records.
79	If you have no other employees to enroll, click the Close button. 
80	You have successfully completed enrolling an optional member. <i>End of Procedure.</i>