




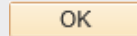



# Modifying an Employer Contact Using Retirement Online

This quick guide shows you (as a Contact Administrator) how to update an existing employer contact's contact information. You can update an employer contact's title, phone number, email address, and mailing address, but you cannot change their name or contact type. To change the name of an employer contact, you will need to [email the Employer Access Unit at NYSLRS Employer\\_Access@osc.ny.gov](mailto:Employer_Access@osc.ny.gov). To update the contact type, you must remove the existing contact then add the new contact.

Step	Action
1	On your <i>Retirement Online Account Homepage</i> , in the 'I want to...' section, click the <b>Manage Contact List</b> link. 
2	The <i>Employer List</i> page will appear. Click the <b>Employer</b> link of the employer contact you are adding.  <b>Note:</b> You may have more than one employer location listed if you work for multiple employers.
3	The <i>Contact Summary</i> page will appear. If necessary, <b>scroll down</b> until you see the <b>Edit</b> button. Click the <b>Edit</b> button. 
4	Next, click the <b>Name</b> of the employer contact for whom you are changing contact information. 
5	The 'Employer Contacts Edit' pop-up will appear. Make edits as necessary. All fields with an asterisk are required and must be populated.
6	Once you are finished entering the new contact information, click <b>OK</b> . 
7	A 'Message' pop-up will appear stating that the changes will not be saved until the <b>Save</b> button is clicked on the <i>Manage Employer Contacts</i> page. Click the <b>OK</b> button. 
8	The <i>Employer Contacts</i> page will appear. If necessary, scroll down until you see the <b>Save</b> button. Once you have completed changing the contact information, click the <b>Save</b> button. 
9	Click the <b>Account Homepage</b> link to return to your <i>Retirement Online Account Homepage</i> . 