Removing Security Roles in Retirement Online

NYSLRS
New York State and Local Retirement System

This quick guide shows you (as an employer security administrator) how to remove a security role for an existing employer contact. This will not remove their access to *Retirement Online*, only the job functions they are able to perform.

If you need to request access or assign security roles for a Security Administrator or Contact Administrator, you must submit a new Security Administrator or Contact Administrator form completed and signed by your CEO or CFO to NYSLRS. For more information, please visit the Contact and Security Administrator Roles page.

Step	Action
1	On your *Retirement Online Account Homepage*, in the 'I want to…' section, click the **Manage Security Access** link. Manage Security Access
2	The *Employer List* page will appear. Click the link for the **Employer** of the employer contact for whom you are removing security roles. 40399 VILLAGE OF WATERFORD **Note:** You may have more than one employer location listed if you work for multiple employers.
3	The *Employer Retirement Online Access* page will appear. Locate the employer contact you wish to remove roles from. Click the **Remove Role** button next to the contact role you wish to remove. Remove Role **Note:** If you need to remove access for a Security Administrator or Contact Administrator, you must submit a Security Administrator or Contact Administrator form completed and signed by your CEO or CFO to NYSLRS asking for these roles to be removed. For more information, please visit the Contact and Security Administrator Roles page.
4	Once you have removed all roles as needed, **scroll down** until you see the **Save** button.
5	Click the **Save** button. Save
6	A Message pop-up will appear. After reviewing the information in the pop-up box, click the **OK** button. OK
7	Click the **Account Homepage** link to return to your *Retirement Online Account Homepage*. Account Homepage