

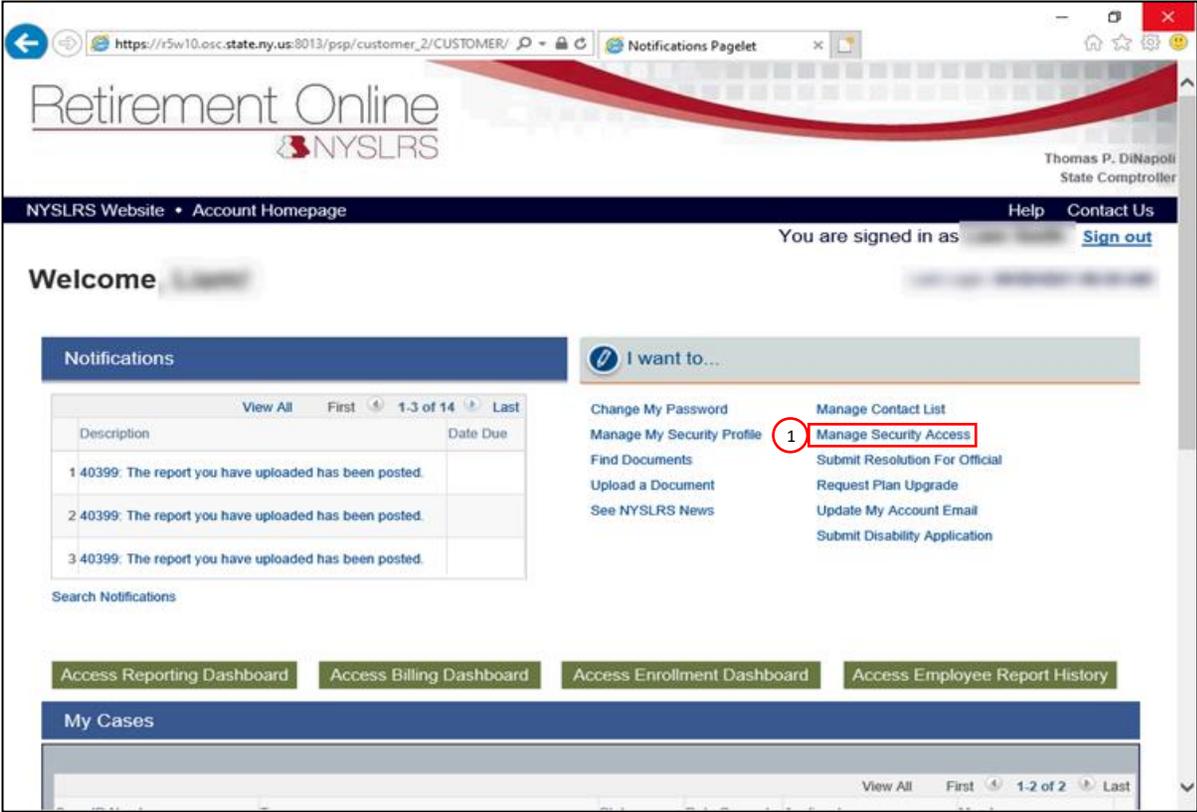
Thomas P. DiNapoli, State Comptroller

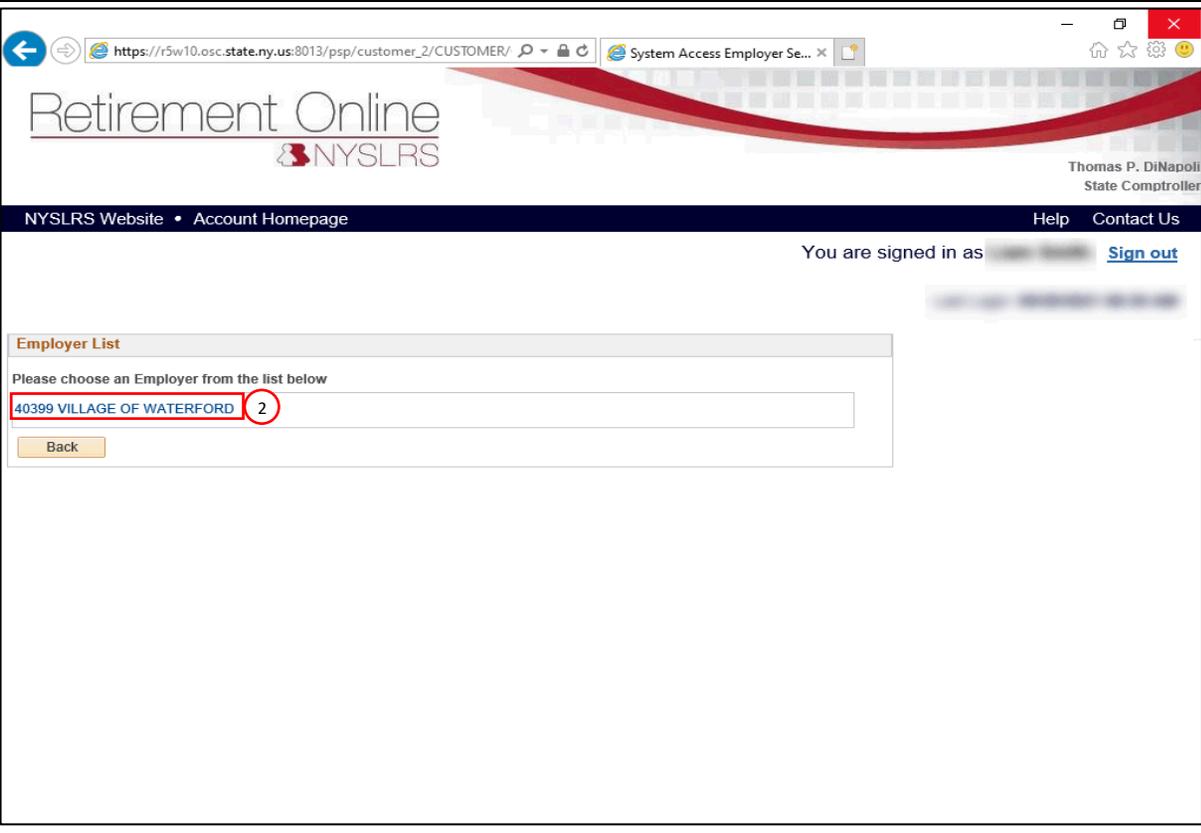


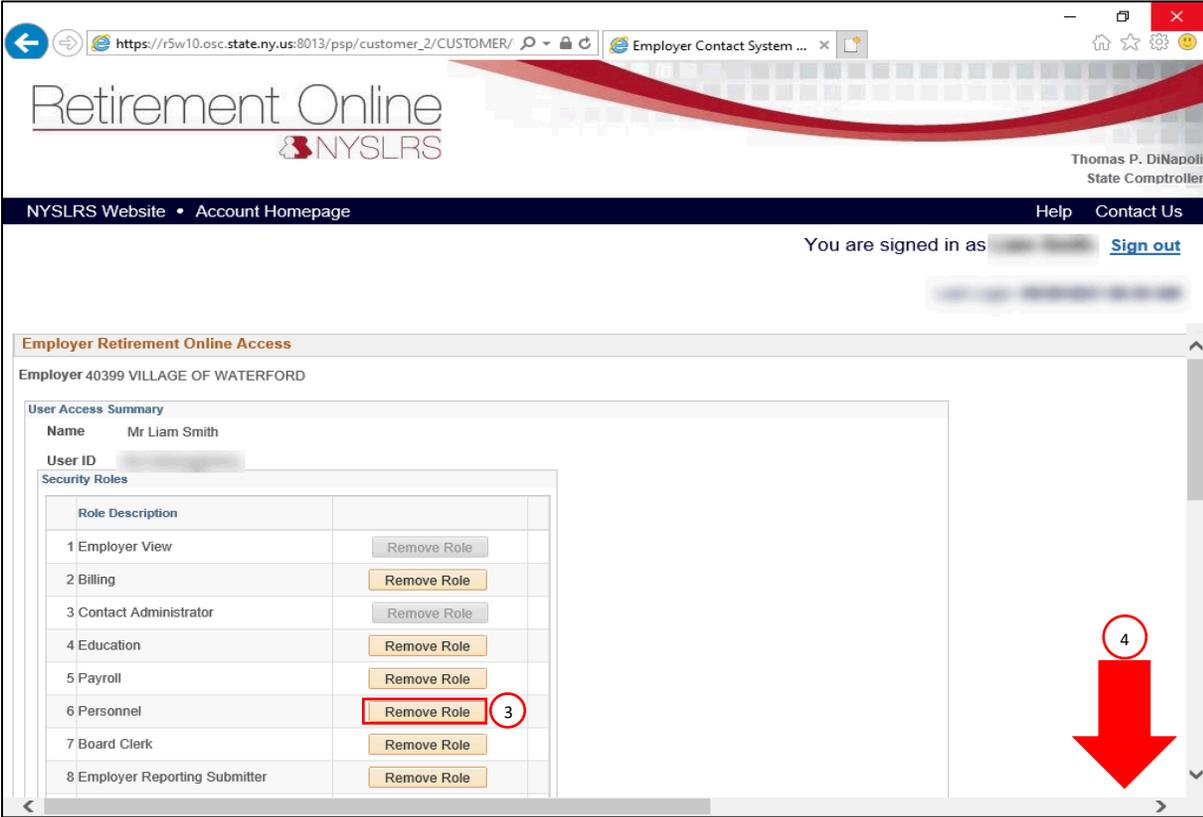
Remove Security Roles in Retirement Online

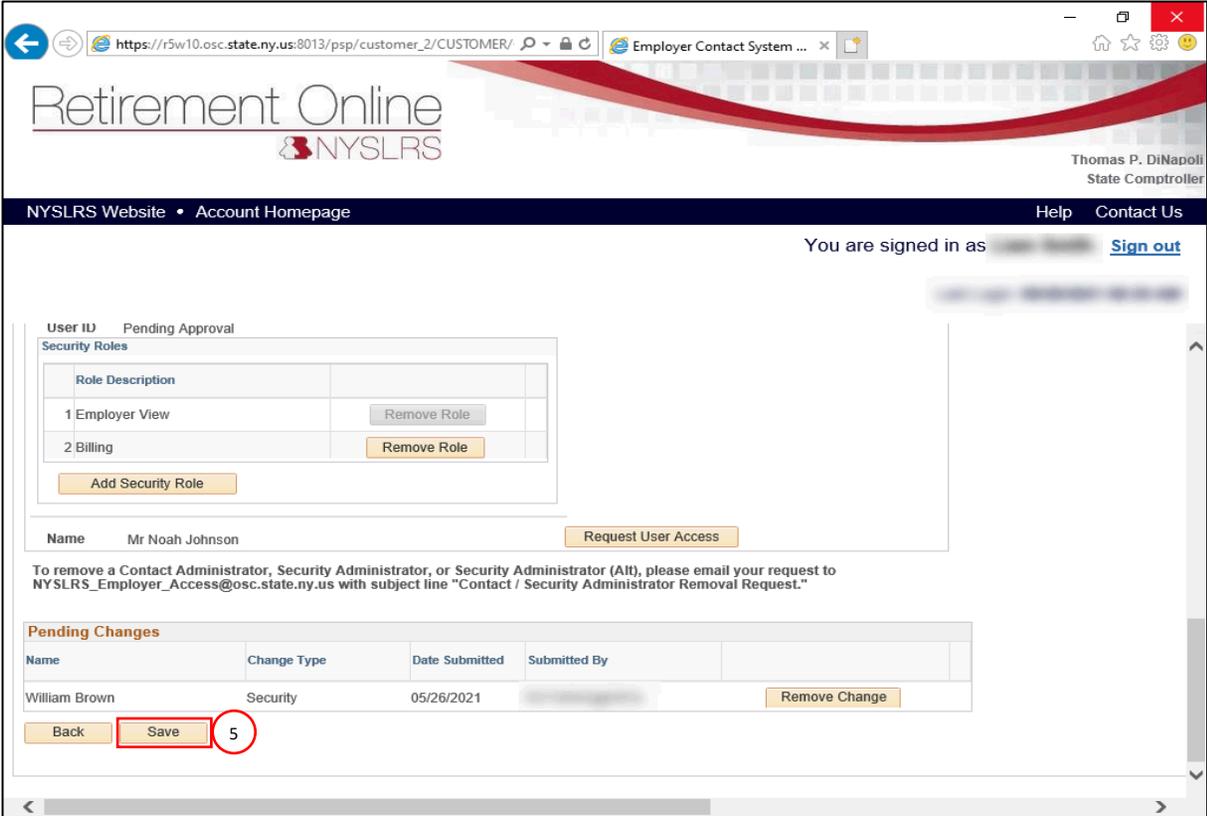
This simulation shows you (as an employer security administrator) how to remove a security role for an existing employer contact. This will not remove their access to *Retirement Online*, only the job functions they are able to perform.

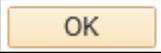
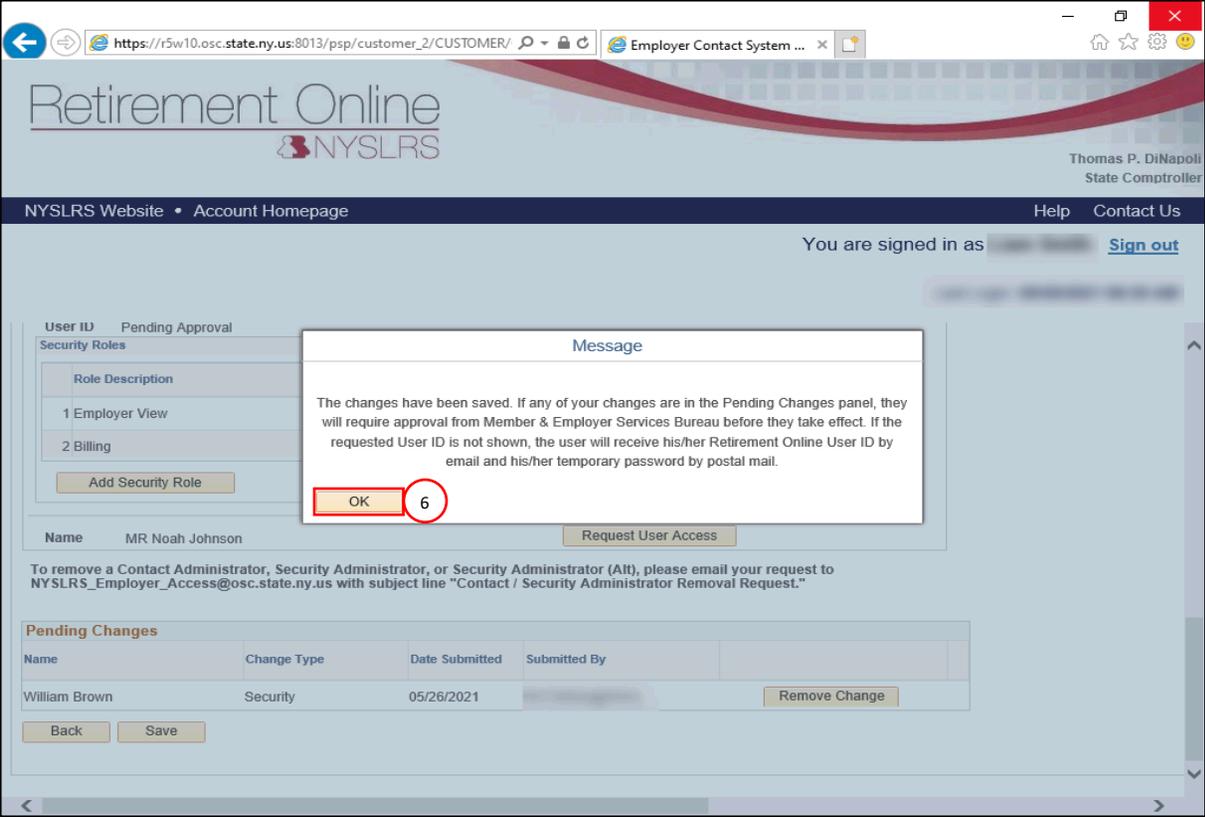
If you need to remove access for a Security Administrator or Contact Administrator, you must submit the necessary forms completed and signed by your CEO or CFO to NYSLRS asking for these roles to be removed. For more information, please visit the [Contact and Security Administrator Roles](#) page.

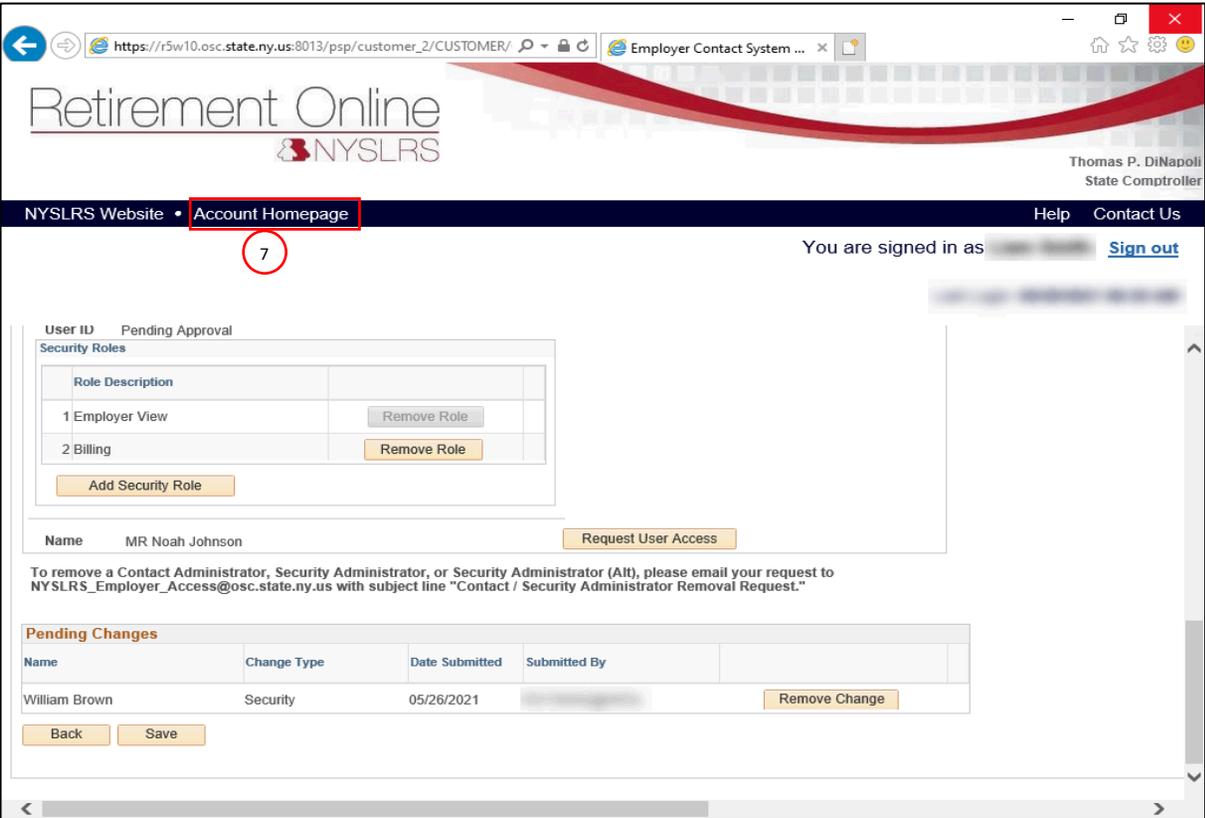
Step	Action	
<p>1.</p>	<p>On your <i>Retirement Online Account Homepage</i>, in the 'I want to...' section, click the Manage Security Access link.</p> <div data-bbox="275 399 569 456" style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Manage Security Access</p> </div>	 <p>The screenshot shows the Retirement Online Account Homepage. The browser address bar displays the URL: https://r5w10.osc.state.ny.us:8013/psp/customer_2/CUSTOMER/. The page header includes the Retirement Online logo and the name of the State Comptroller, Thomas P. DiNapoli. A navigation bar contains links for 'NYSLRS Website', 'Account Homepage', 'Help', and 'Contact Us'. The user is signed in, and a 'Sign out' link is visible. The main content area features a 'Welcome' message and a 'Notifications' table with three entries. Below the notifications is a search bar. The 'I want to...' menu is open, and the 'Manage Security Access' link is circled in red. At the bottom, there are four dashboard access buttons: 'Access Reporting Dashboard', 'Access Billing Dashboard', 'Access Enrollment Dashboard', and 'Access Employee Report History'. A 'My Cases' section is partially visible at the bottom.</p>

Step	Action
<p>2.</p>	<p>The <i>Employer List</i> page will appear.</p> <p>You may have more than one employer location listed if you work for multiple employers.</p> <p>Click the link for the Employer of the employer contact for whom you are removing security roles. 40399 VILLAGE OF WATERFORD</p> 

Step	Action	
<p>3.</p>	<p>The <i>Employer Retirement Online Access</i> page will appear.</p> <p>Locate the employer contact you wish to remove roles from.</p> <p>Click the Remove Role button next to the contact role you wish to remove.</p> <div data-bbox="275 651 485 695" style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;">Remove Role</div> <p>Note: If you need to remove access for a Security Administrator or Contact Administrator, you must submit the necessary forms 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.</p>	
<p>4.</p>	<p>Once you have removed all roles as needed, scroll down until you see the Save button.</p>	

Step	Action																	
<p>5.</p>	<p>Click the Save button.</p> 	 <p>The screenshot shows the Retirement Online interface for NYSLRS. The user is logged in as Mr. Noah Johnson. The 'Pending Approval' section contains a table of security roles:</p> <table border="1"> <thead> <tr> <th>Role Description</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1 Employer View</td> <td>Remove Role</td> </tr> <tr> <td>2 Billing</td> <td>Remove Role</td> </tr> </tbody> </table> <p>Below the table, there is a 'Request User Access' button. A message states: "To remove a Contact Administrator, Security Administrator, or Security Administrator (Alt), please email your request to NYSLRS_Employer_Access@osc.state.ny.us with subject line 'Contact / Security Administrator Removal Request.'"</p> <p>The 'Pending Changes' section contains a table:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Change Type</th> <th>Date Submitted</th> <th>Submitted By</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>William Brown</td> <td>Security</td> <td>05/26/2021</td> <td>[Redacted]</td> <td>Remove Change</td> </tr> </tbody> </table> <p>At the bottom of the 'Pending Changes' section, there are 'Back' and 'Save' buttons. The 'Save' button is circled in red, and a red circle with the number '5' is placed next to it.</p>	Role Description	Action	1 Employer View	Remove Role	2 Billing	Remove Role	Name	Change Type	Date Submitted	Submitted By	Action	William Brown	Security	05/26/2021	[Redacted]	Remove Change
Role Description	Action																	
1 Employer View	Remove Role																	
2 Billing	Remove Role																	
Name	Change Type	Date Submitted	Submitted By	Action														
William Brown	Security	05/26/2021	[Redacted]	Remove Change														

Step	Action	
6.	<p>A 'Message' pop-up will appear.</p> <p>After reviewing the information in the pop-up box, click the OK button.</p> 	

Step	Action
<p>7.</p>	<p>Click the Account Homepage link to return to your <i>Retirement Online Account Homepage</i>.</p> <p>Account Homepage</p> 

8.

The *Retirement Online Account Homepage* will appear.

You have successfully removed a security role for an existing employer contact.

Retirement Online
NYSLRS

Thomas P. DiNapoli
State Comptroller

NYSLRS Website • Account Homepage Help Contact Us

You are signed in as [redacted] [Sign out](#)

Welcome, [redacted]

Notifications

Description	Date Due
1 40399: The report you have uploaded has been posted.	
2 40399: The report you have uploaded has been posted.	
3 40399: The report you have uploaded has been posted.	

[Search Notifications](#)

I want to...

- [Change My Password](#)
- [Manage My Security Profile](#)
- [Find Documents](#)
- [Upload a Document](#)
- [See NYSLRS News](#)
- [Manage Contact List](#)
- [Manage Security Access](#)
- [Submit Resolution For Official](#)
- [Request Plan Upgrade](#)
- [Update My Account Email](#)
- [Submit Disability Application](#)

[Access Reporting Dashboard](#) [Access Billing Dashboard](#) [Access Enrollment Dashboard](#) [Access Employee Report History](#)

My Cases

View All	First	1-2 of 2	Last
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