

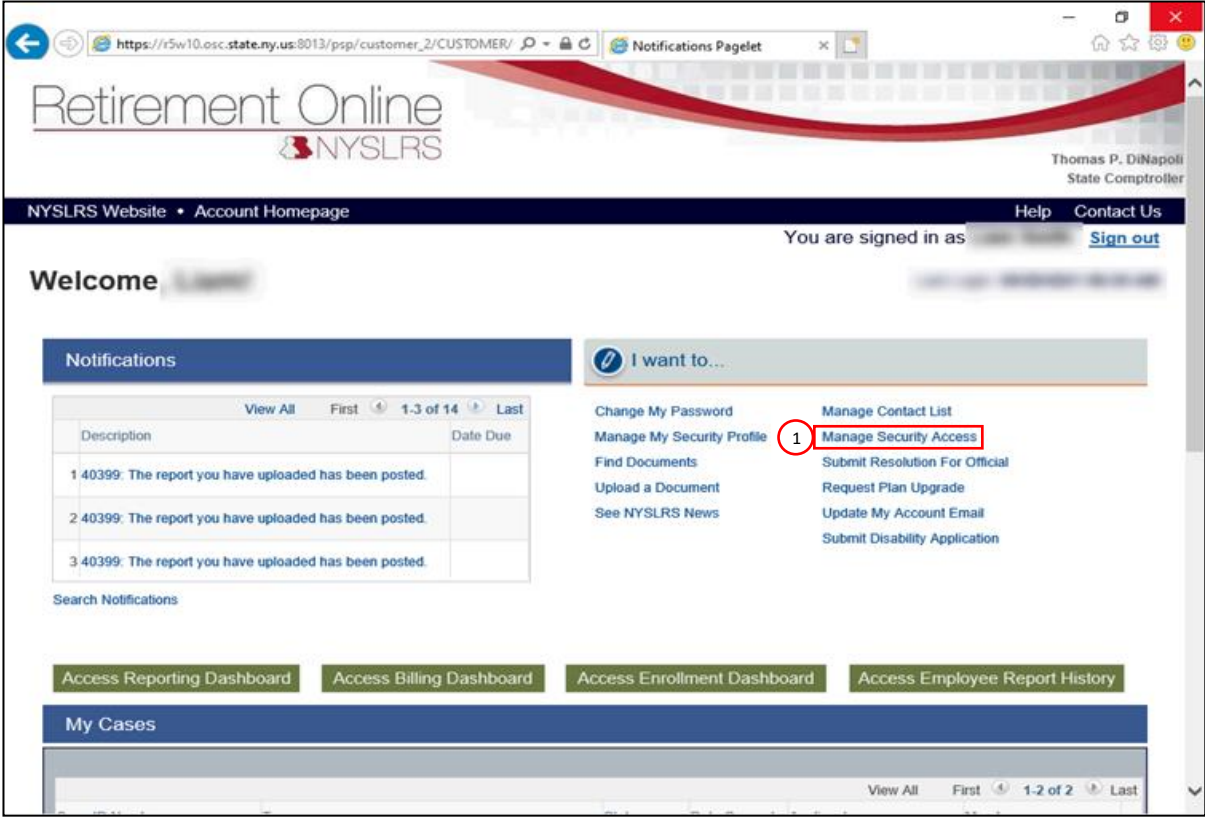
Thomas P. DiNapoli, State Comptroller

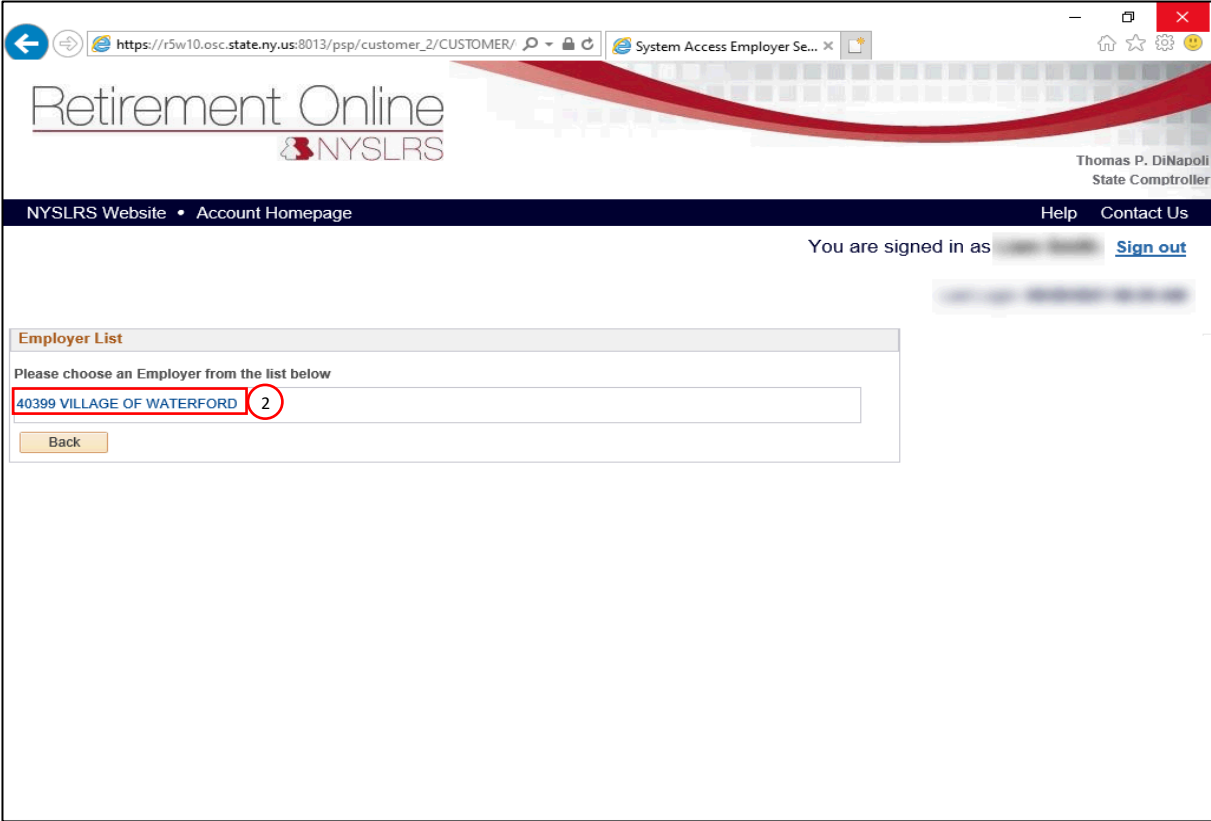


## Remove Security Roles in Retirement Online

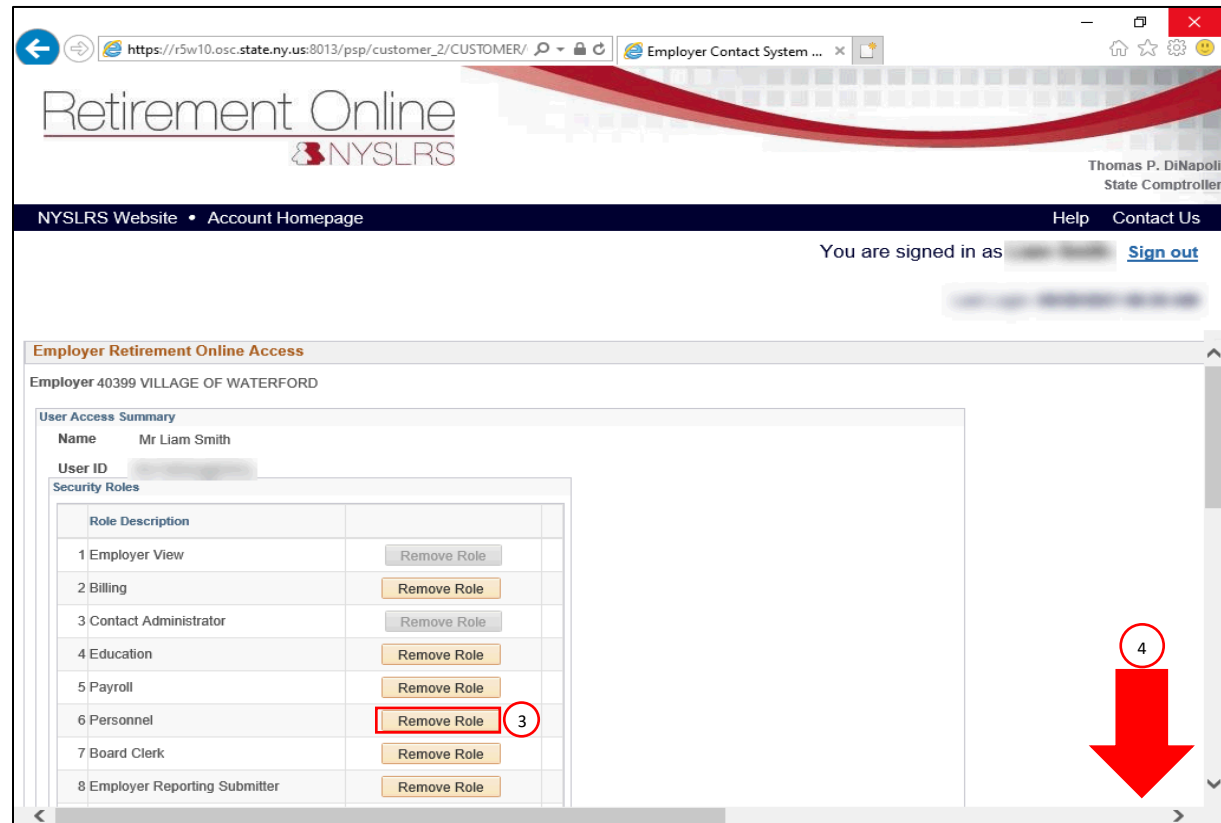
This simulation shows you (as an employer security administrator) how to remove a security role for an existing employer contact. This will not remove their access to *Retirement Online*, only the job functions they are able to perform.

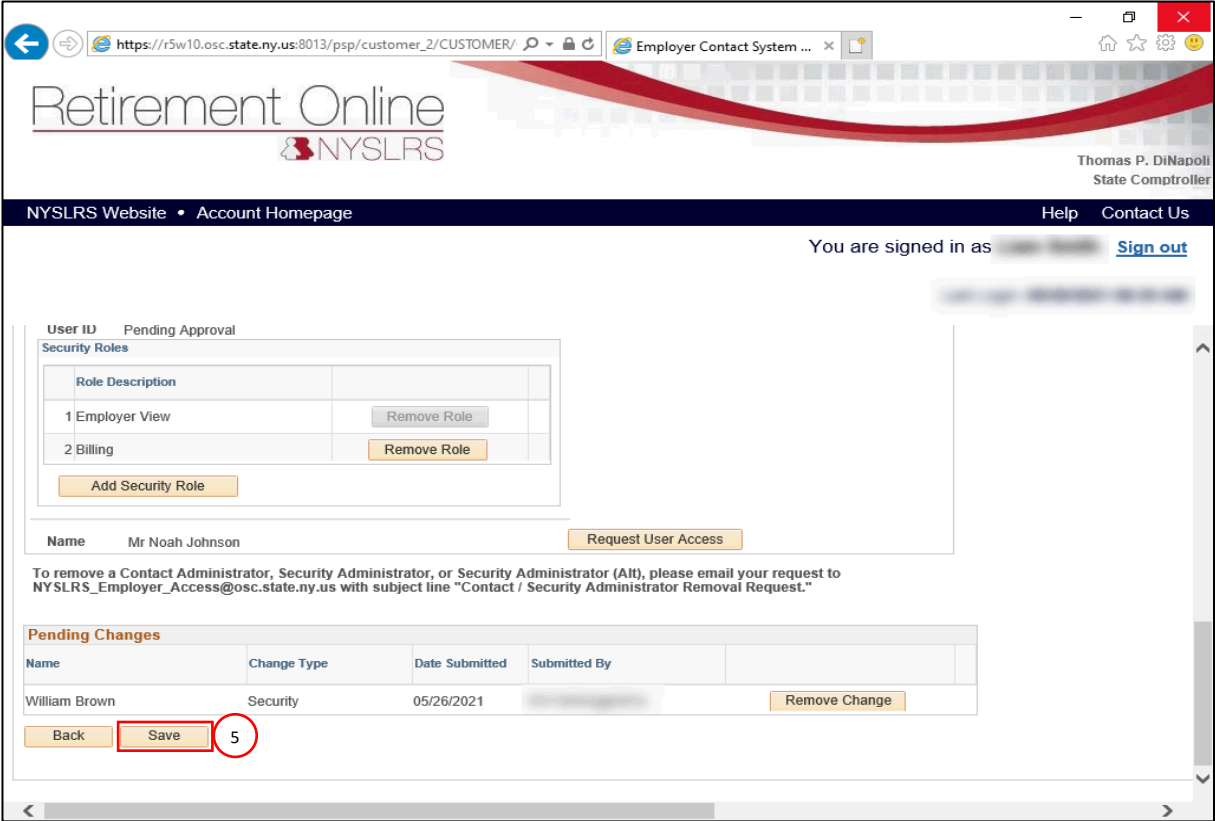
If you need to remove access for a Security Administrator or Contact Administrator, you must submit the necessary forms completed and signed by your CEO or CFO to NYSLRS asking for these roles to be removed. For more information, please visit the [Contact and Security Administrator Roles](#) page.

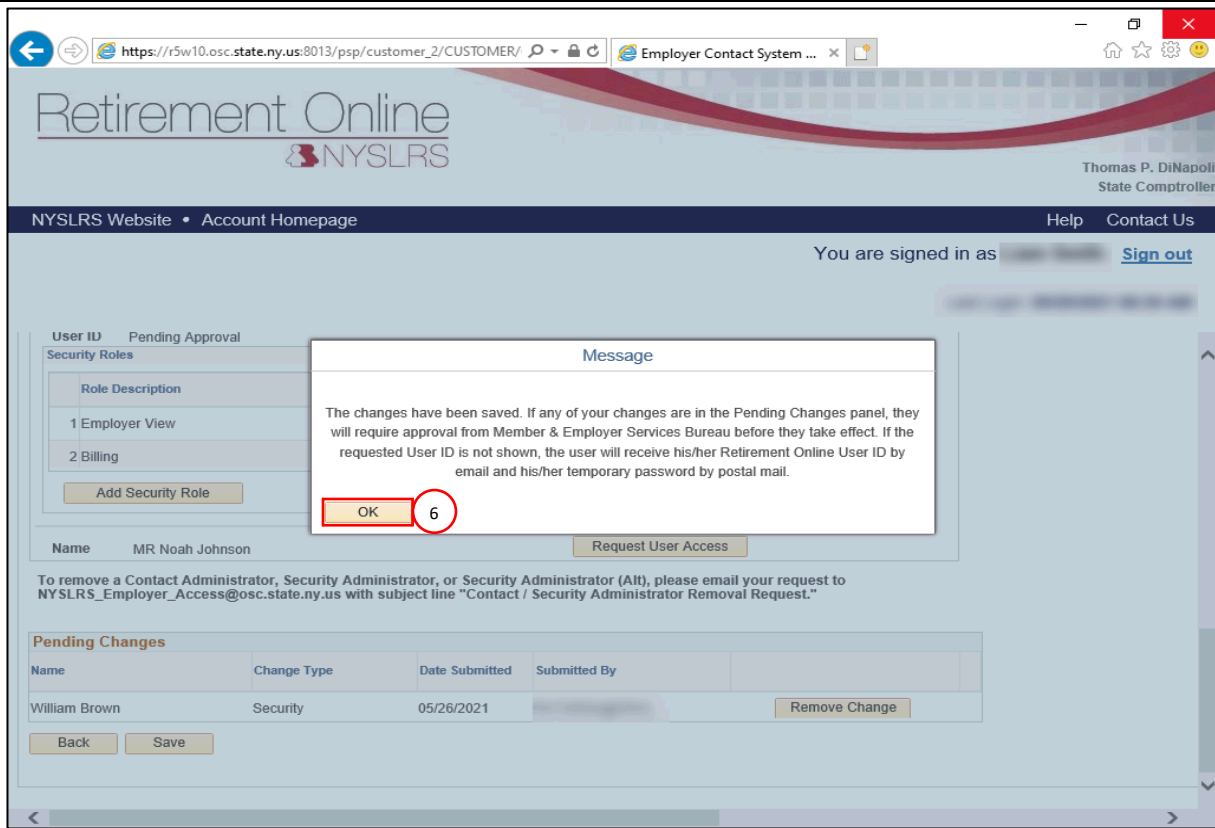
Step	Action
1.	<p>On your <i>Retirement Online Account Homepage</i>, in the 'I want to...' section, click the <b>Manage Security Access</b> link.</p> <div data-bbox="275 399 569 456" style="border: 1px solid black; padding: 2px; margin: 10px 0;"> <a href="#">Manage Security Access</a> </div>  <p>The screenshot shows the Retirement Online Account Homepage. The browser address bar displays 'https://r5w10.osc.state.ny.us:8013/psp/customer_2/CUSTOMER/'. The page header includes the 'Retirement Online' logo and 'NYS LRS'. A navigation bar shows 'NYS LRS Website • Account Homepage' and 'You are signed in as [Name]'. The 'I want to...' section contains a list of links, with 'Manage Security Access' circled in red and labeled with a red '1'. Other links in this section include 'Change My Password', 'Manage My Security Profile', 'Find Documents', 'Upload a Document', 'See NYS LRS News', 'Manage Contact List', 'Submit Resolution For Official', 'Request Plan Upgrade', 'Update My Account Email', and 'Submit Disability Application'. Below this section are four buttons: 'Access Reporting Dashboard', 'Access Billing Dashboard', 'Access Enrollment Dashboard', and 'Access Employee Report History'. The 'My Cases' section is visible at the bottom.</p>

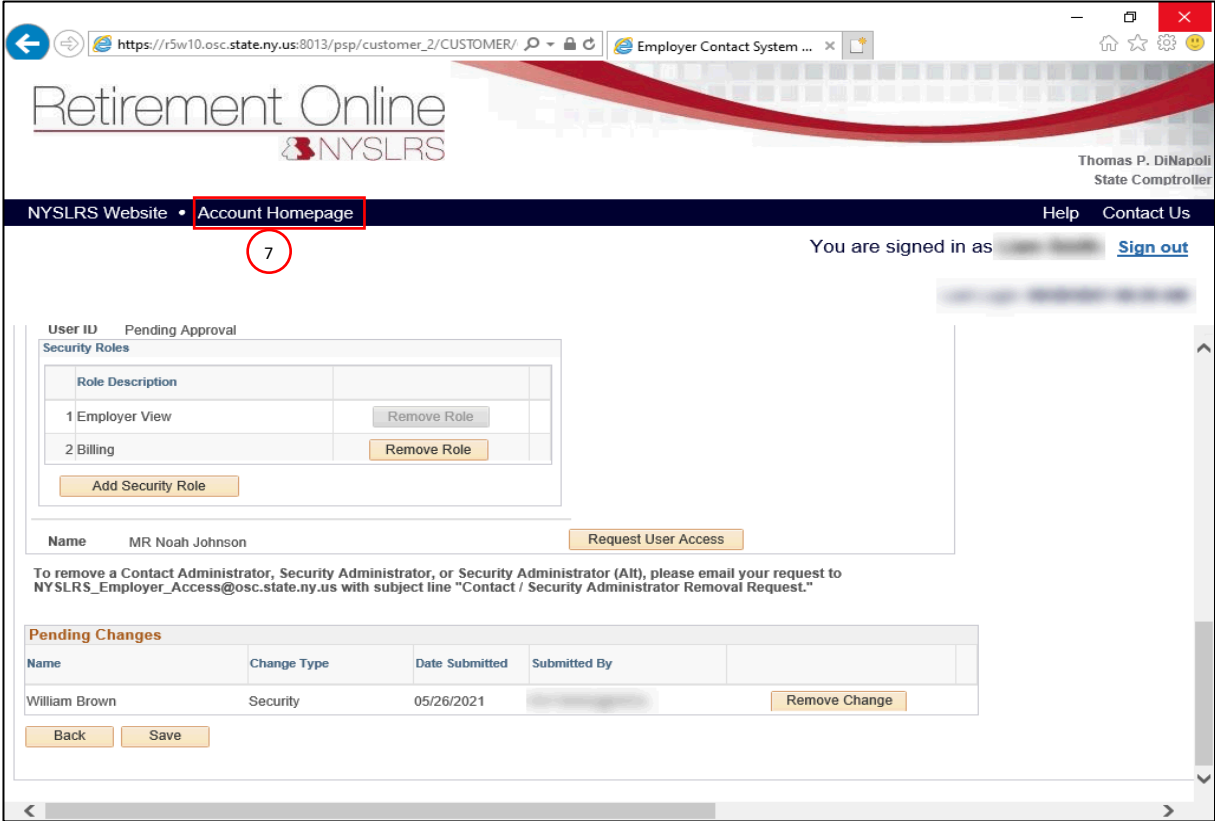
Step	Action
<p>2.</p>	<p>The <i>Employer List</i> page will appear.</p> <p>You may have more than one employer location listed if you work for multiple employers.</p> <p>Click the link for the <b>Employer</b> of the employer contact for whom you are removing security roles.</p> <p><a href="#">40399 VILLAGE OF WATERFORD</a></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 <b>Remove Role</b> button next to the contact role you wish to remove.</p> <div data-bbox="275 651 485 695" data-label="Image"> </div> <p><b>Note:</b> 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 <a href="#">Contact and Security Administrator Roles</a> page.</p>
<p>4.</p>	<p>Once you have removed all roles as needed, <b>scroll down</b> until you see the <b>Save</b> button.</p>



Step	Action
5.	<p>Click the <b>Save</b> button.</p> <div data-bbox="270 240 434 293">Save</div> 

Step	Action
<p>6.</p>	<p>A Message pop-up will appear.</p> <p>After reviewing the information in the pop-up box, click the <b>OK</b> button.</p> <div data-bbox="275 440 436 492">OK</div> <div data-bbox="674 196 1881 1019">  <p>The screenshot shows the Retirement Online Employer Contact System interface. A message pop-up is displayed in the center, stating: "The changes have been saved. If any of your changes are in the Pending Changes panel, they will require approval from Member &amp; Employer Services Bureau before they take effect. If the requested User ID is not shown, the user will receive his/her Retirement Online User ID by email and his/her temporary password by postal mail." The pop-up has an "OK" button and a circled number "6". The background interface includes a header with "Retirement Online" and "NYS LRS", a navigation bar with "NYS LRS Website" and "Account Homepage", and a main content area with sections for "Security Roles", "Pending Changes", and "Request User Access".</p> </div>

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

8.

The *Retirement Online Account Homepage* will appear.

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

The screenshot displays the Retirement Online Account Homepage. At the top, the URL is [https://r5w10.osc.state.ny.us:8013/psp/customer\\_2/CUSTOMER/](https://r5w10.osc.state.ny.us:8013/psp/customer_2/CUSTOMER/). The page title is "Retirement Online" with the NYSLRS logo. The user is signed in as Thomas P. DiNapoli, State Comptroller. The page includes a "Welcome, [Name]" message, a "Notifications" section with a table of three entries, a "My Cases" section, and a "I want to..." section with links for password management, security profile, documents, and account updates. At the bottom, there are links to various dashboards: Reporting, Billing, Enrollment, and Employee Report History.

View All		First	1-3 of 14	Last
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

Access Reporting Dashboard Access Billing Dashboard Access Enrollment Dashboard Access Employee Report History

My Cases

View All First 1-2 of 2 Last