

Thomas P. DiNapoli, State Comptroller



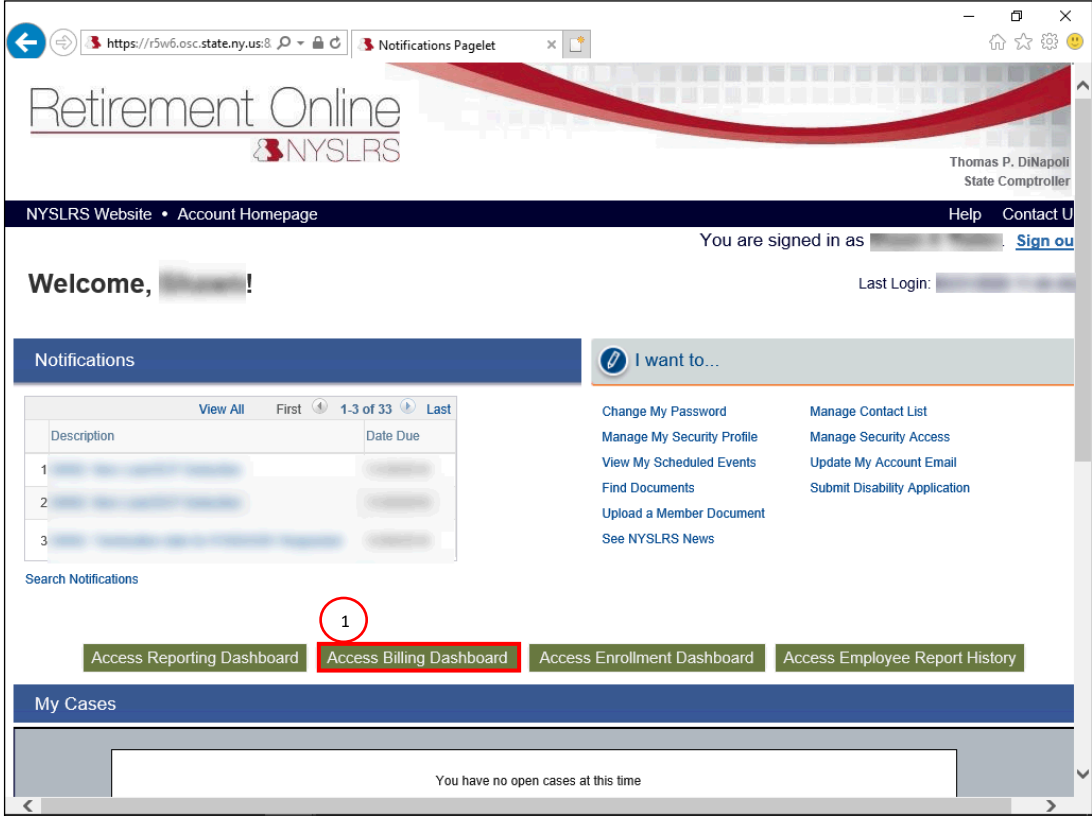
View Billed Data


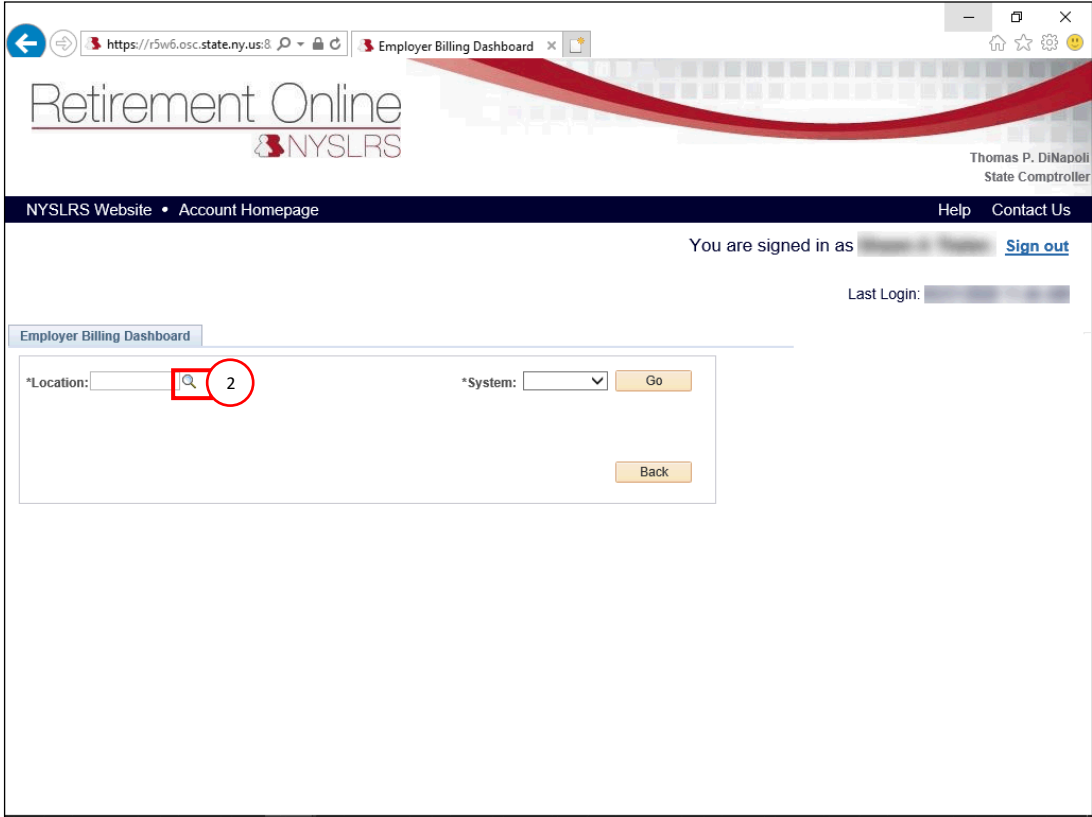
This guide demonstrates how you (as Billing) will view billed fiscal year earnings and prior years' adjustments for a given State fiscal year.

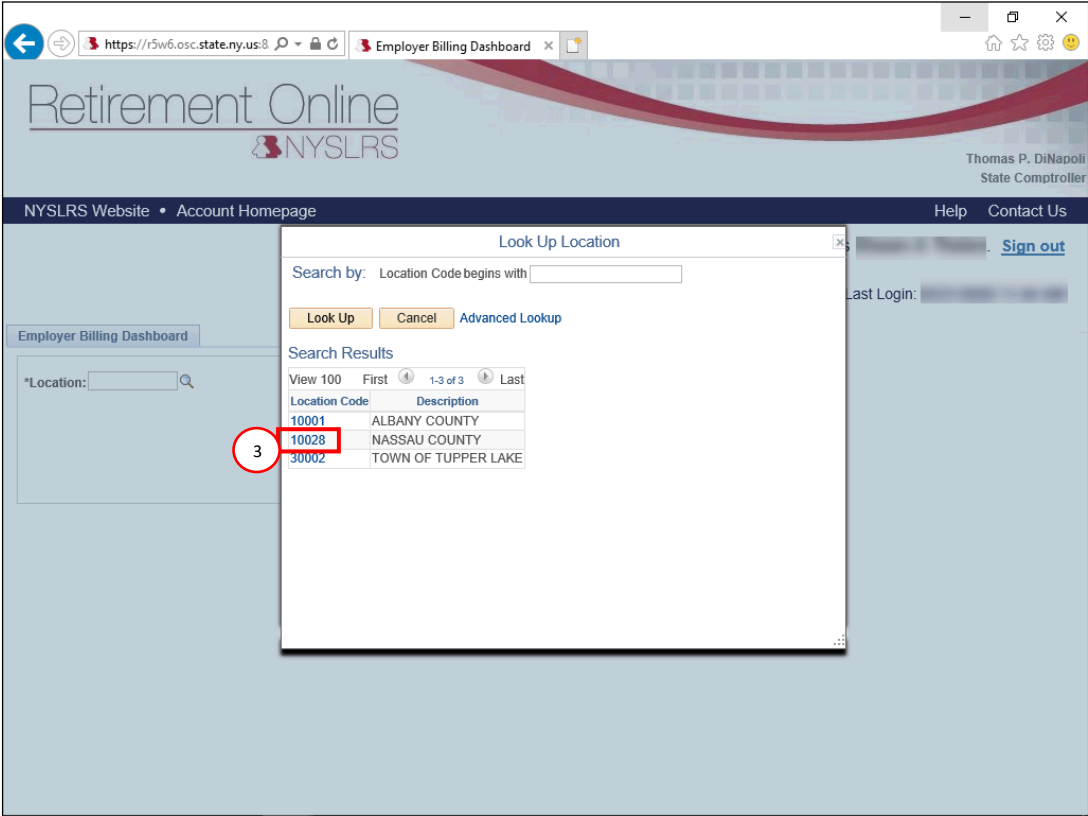
The Fiscal Year Earnings link allows you to see a break-down of pensionable earnings by tier, plan, option and by member for a given fiscal year.

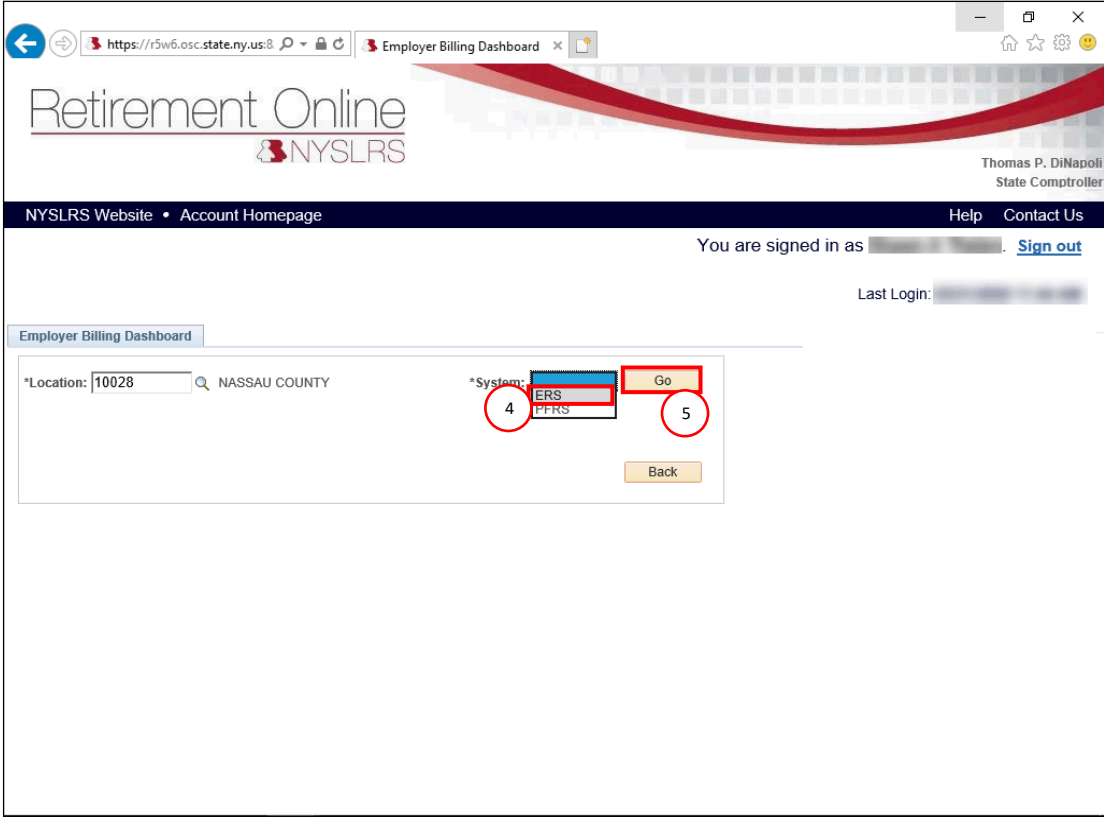
The Prior Years' Adjustment link allows you to see changes to the previous years' pensionable earnings for your location and by member. Prior years' adjustments are triggered by salaries entered into an employee's account by you or by NYSLRS which were not previously reported through the regular monthly reporting process. This action initiates a cost or credit to your employer location for your location's share of contributions for these salaries, plus interest.

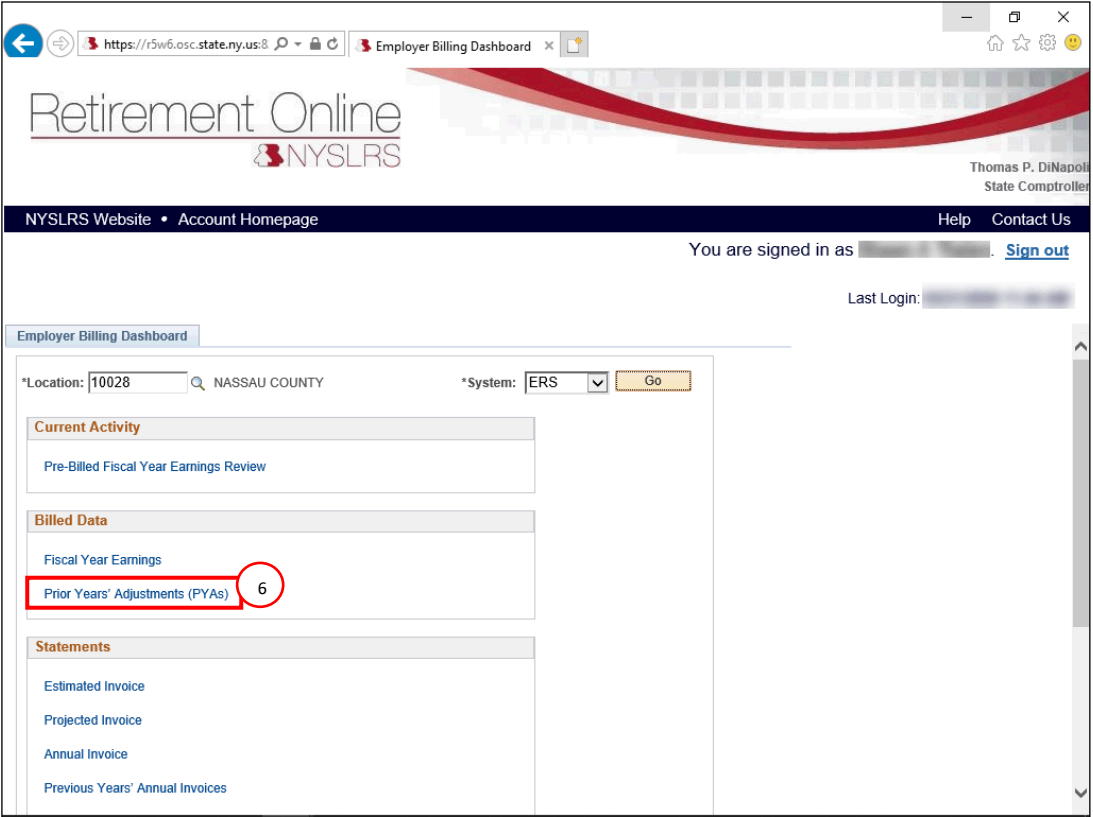
Note: There will be times NYSLRS must update or confirm your billing information. In order to avoid confusion, NYSLRS will temporarily disable the link we are working on. During this time, you will not see or have access to the link. Once updates to the billing information are complete, you will again be able to view and access the link.


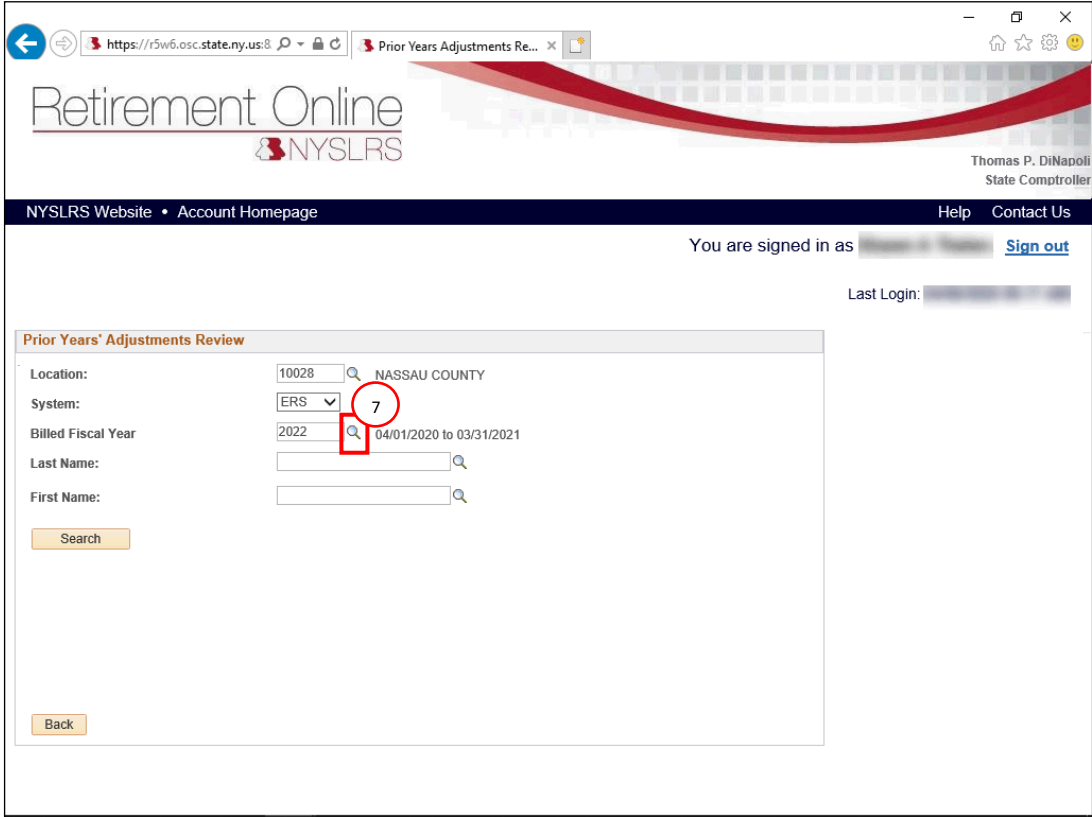
| Step | Action | |
|------|---|---|
| 1. | <p>From your <i>Retirement Online Account Homepage</i>, click the Access Billing Dashboard button.</p> <div data-bbox="216 448 594 500" style="border: 1px solid black; padding: 5px; display: inline-block;">Access Billing Dashboard</div> |  |

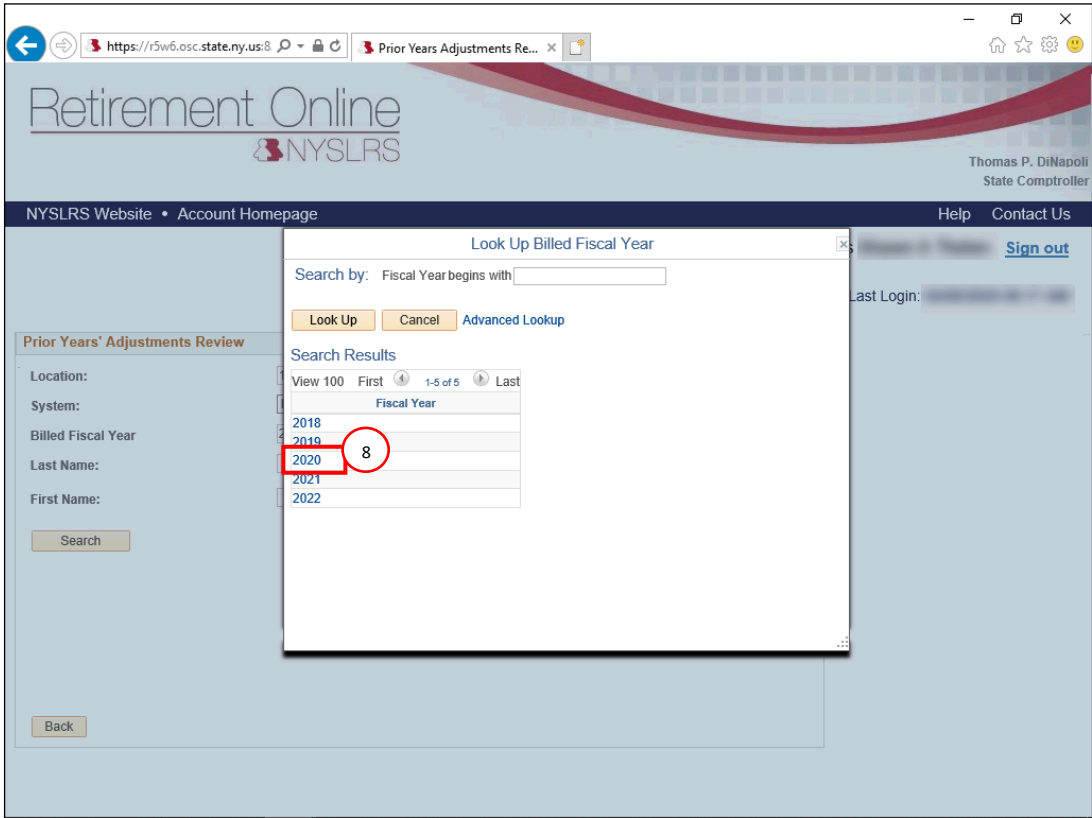
| Step | Action | |
|------|---|---|
| 2. | <p>The <i>Employer Billing Dashboard</i> will appear. If you have the Billing security role for one location, the Location field will auto populate with that location. Proceed to Step 4.</p> <p>If you have the Billing security role for more than one location, the Location field will be blank and you will need to select the location code you want to view. Click the Look Up icon next to the Location field.</p>  |  |

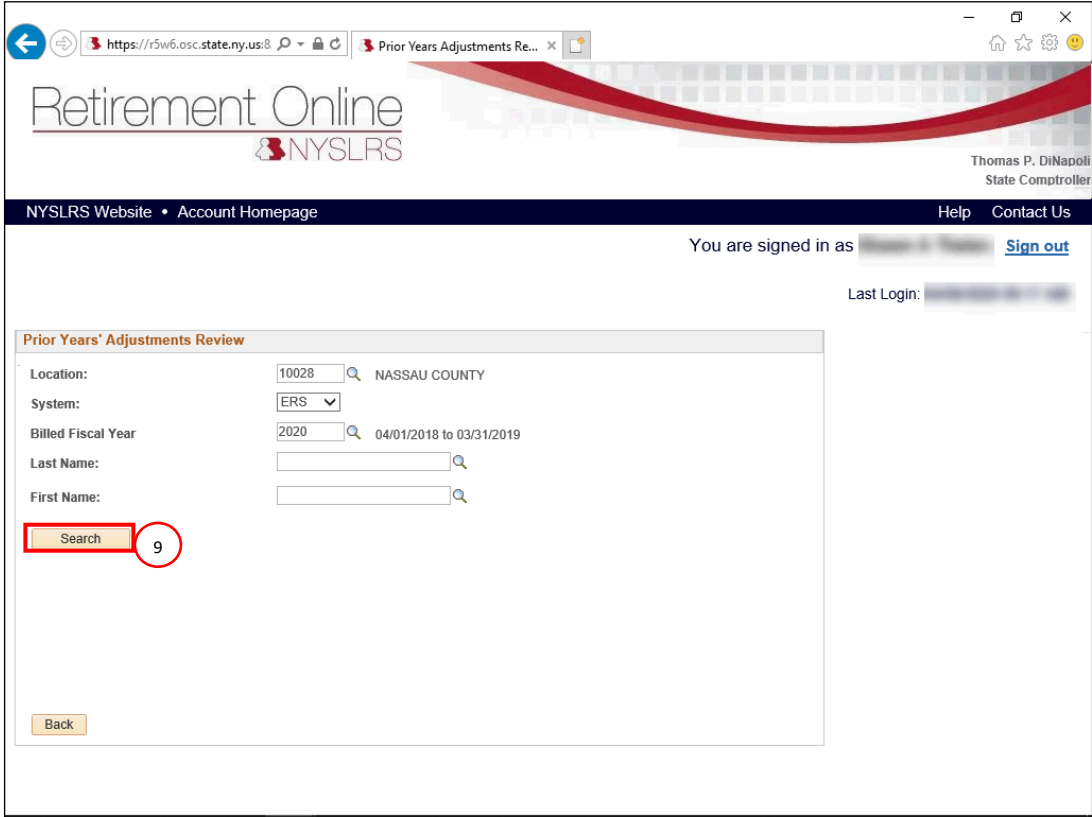
| Step | Action | | | | | | | | | |
|---------------|--|--|---------------|-------------|-------|---------------|-------|---------------|-------|---------------------|
| 3. | <p>The 'Look Up Location' pop-up will appear. Only the locations you have the Billing role for will populate. Click the appropriate Location Code link.</p> <p>10028</p> |  <p>The screenshot shows the Retirement Online Employer Billing Dashboard. A 'Look Up Location' pop-up window is open, displaying search results for location codes. The search criteria is 'Location Code begins with'. The search results table is as follows:</p> <table border="1"> <thead> <tr> <th>Location Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>10001</td> <td>ALBANY COUNTY</td> </tr> <tr> <td>10028</td> <td>NASSAU COUNTY</td> </tr> <tr> <td>30002</td> <td>TOWN OF TUPPER LAKE</td> </tr> </tbody> </table> <p>The number '10028' in the search results table is highlighted with a red box. A red circle with the number '3' is also present over the search results table.</p> | Location Code | Description | 10001 | ALBANY COUNTY | 10028 | NASSAU COUNTY | 30002 | TOWN OF TUPPER LAKE |
| Location Code | Description | | | | | | | | | |
| 10001 | ALBANY COUNTY | | | | | | | | | |
| 10028 | NASSAU COUNTY | | | | | | | | | |
| 30002 | TOWN OF TUPPER LAKE | | | | | | | | | |

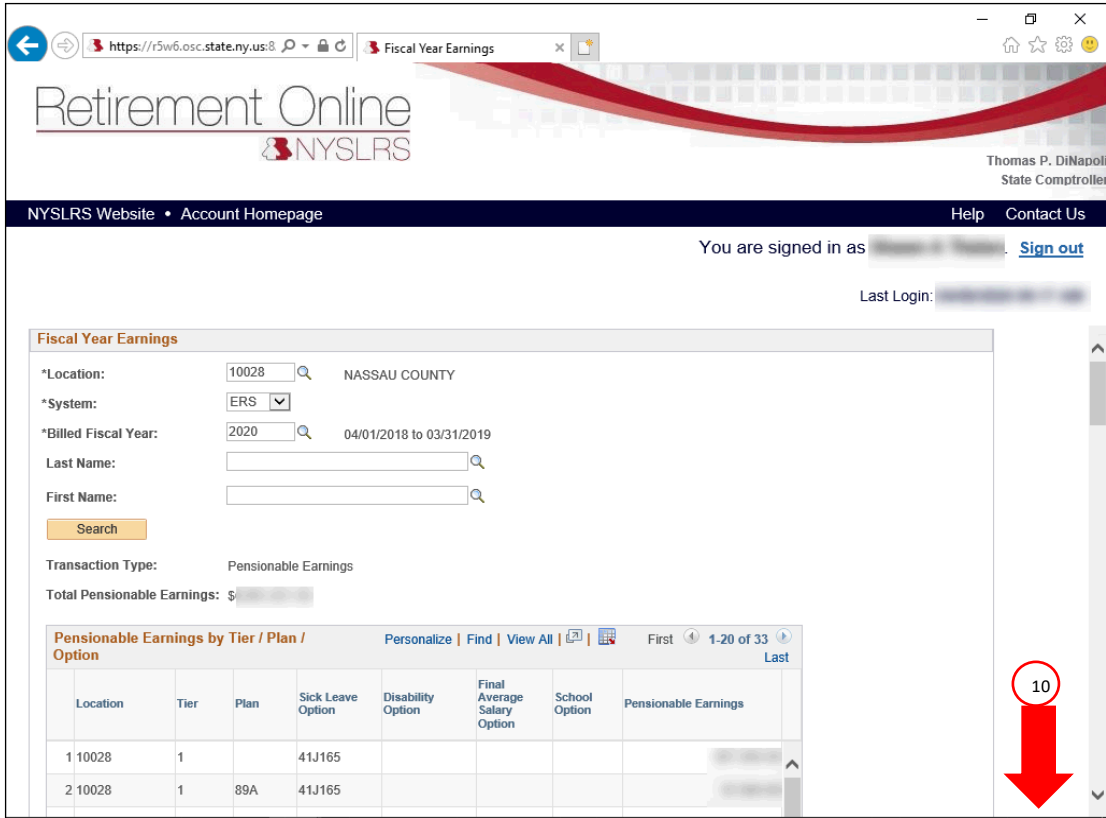
| Step | Action | |
|-----------|---|---|
| <p>4.</p> | <p>The <i>Employer Billing Dashboard</i> will appear.</p> <p>If your location belongs to only one retirement system, the System drop-down will auto populate. Proceed to Step 5.</p> <p>If your location belongs to both retirement systems, you will have a choice between ERS (Employees' Retirement System) and PFRS (Police and Fire Retirement System). Select the System drop-down to choose the retirement system.</p> <div data-bbox="212 873 369 915" style="border: 1px solid black; padding: 2px; width: fit-content;"> <input type="text" value="v"/> </div> |  |
| <p>5.</p> | <p>Click the Go button.</p> <div data-bbox="212 976 363 1013" style="border: 1px solid black; padding: 2px; width: fit-content;"> <input type="button" value="Go"/> </div> | |

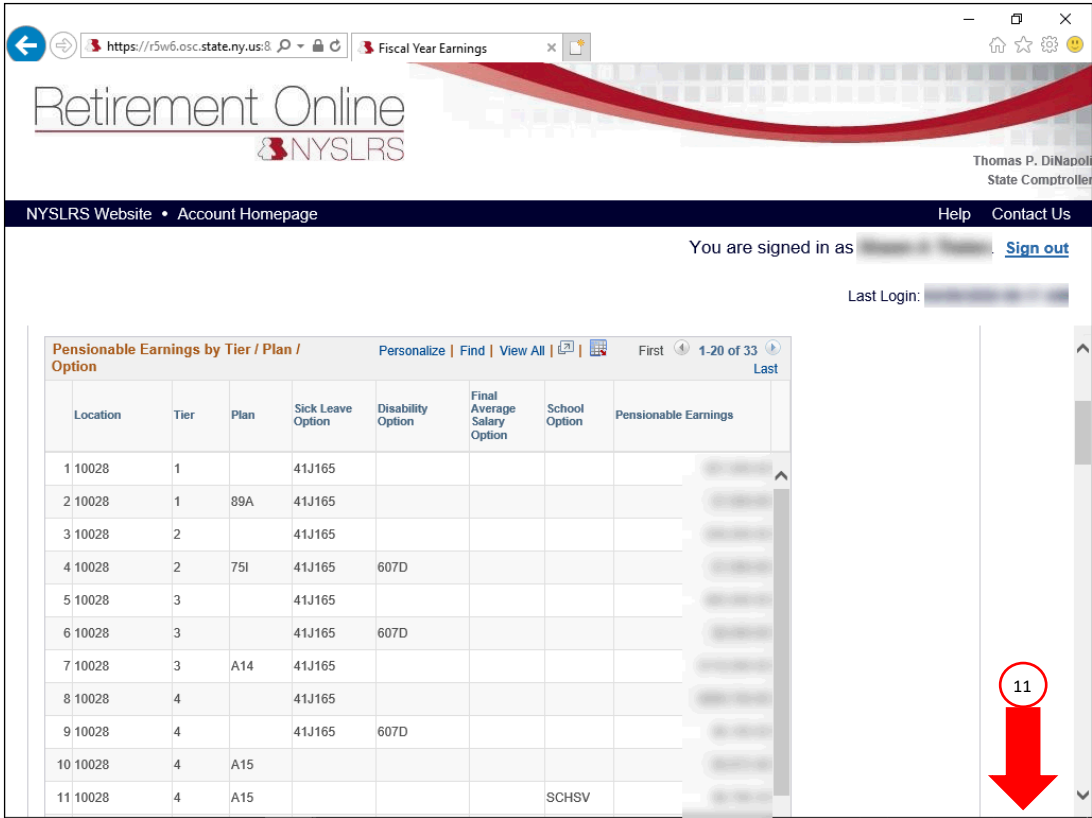
| Step | Action | |
|------|--|---|
| 6. | <p>The <i>Employer Billing Dashboard</i> will appear.</p> <p>To view fiscal year earnings, click the Fiscal Year Earnings link.</p> <p>Fiscal Year Earnings</p> <p>To view prior years' adjustments (PYAs), click the Prior Years' Adjustments (PYAs) link.</p> <p>Prior Years' Adjustments (PYAs)</p> |  <p>The screenshot shows the Retirement Online Employer Billing Dashboard. At the top, there is a navigation bar with 'NYSLRS Website • Account Homepage', 'Help', and 'Contact Us'. Below this, it indicates the user is signed in as 'Thomas P. DiNapoli, State Comptroller' with a 'Sign out' link. The main content area is titled 'Employer Billing Dashboard' and includes search filters for 'Location: 10028 NASSAU COUNTY' and '*System: ERS'. There are three main sections: 'Current Activity' with a link for 'Pre-Billed Fiscal Year Earnings Review'; 'Billed Data' with links for 'Fiscal Year Earnings' and 'Prior Years' Adjustments (PYAs) (circled in red with a '6'); and 'Statements' with links for 'Estimated Invoice', 'Projected Invoice', 'Annual Invoice', and 'Previous Years' Annual Invoices'.</p> |

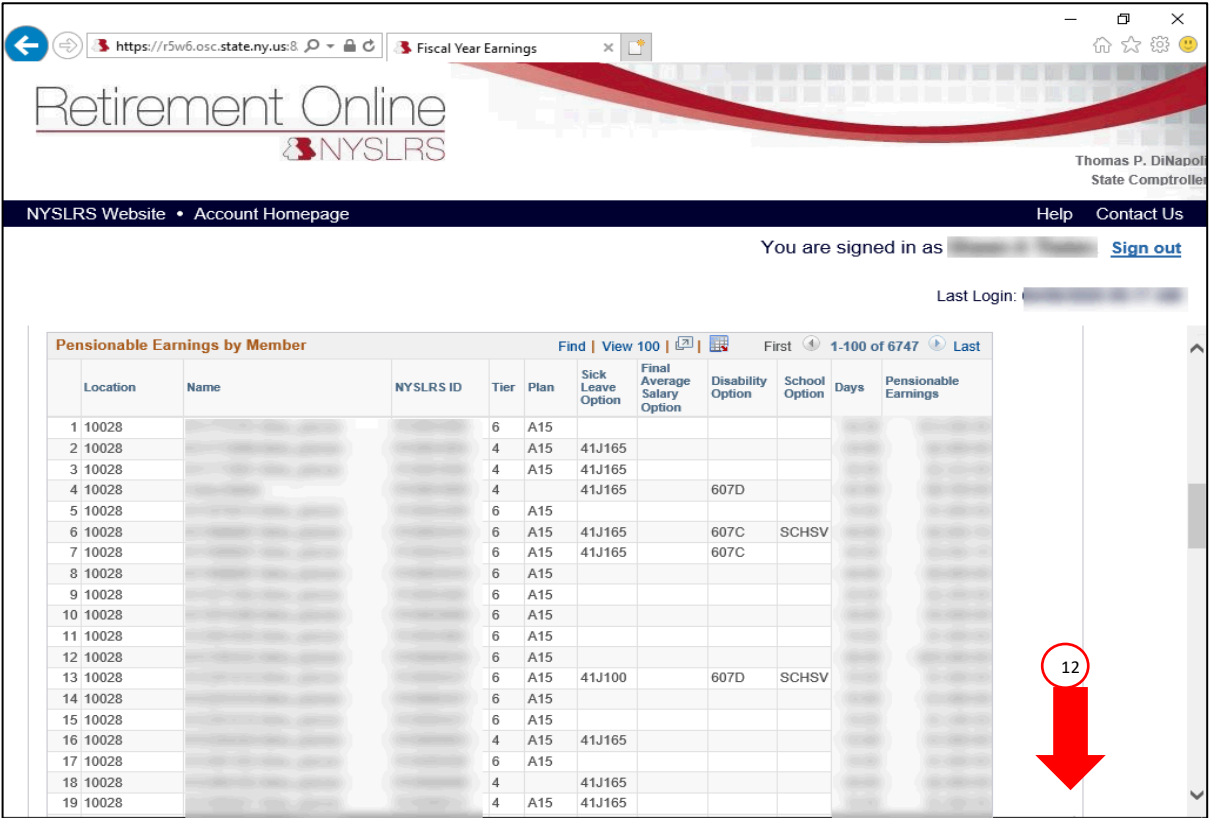
| Step | Action | |
|--|--------|--|
| <p data-bbox="107 253 159 293">7.</p> <p data-bbox="207 253 659 521">The <i>Fiscal Year Earnings</i> or <i>Prior Years' Adjustments Review</i> page will appear depending on the link selected in Step 6. These two pages look and function the same; the only difference is the title of the page.</p> <p data-bbox="207 565 646 751">The Location and System fields will carry over from the <i>Employer Billing Dashboard</i>. Click the Look Up icon next to the Billed Fiscal Year field.</p>  | |  <p>The screenshot shows a web browser window with the URL https://r5w6.osc.state.ny.us:8. The page title is "Retirement Online" and "NYSRLRS". The user is signed in as "Thomas P. DiNapoli, State Comptroller". The page content includes a "Prior Years' Adjustments Review" section with the following form fields:</p> <ul style="list-style-type: none"> Location: 10028 (with a magnifying glass icon) System: ERS (dropdown menu) Billed Fiscal Year: 2022 (with a magnifying glass icon and a red circle around the number 7 next to it) Last Name: (text input with a magnifying glass icon) First Name: (text input with a magnifying glass icon) <p>There is a "Search" button below the form and a "Back" button at the bottom left.</p> |

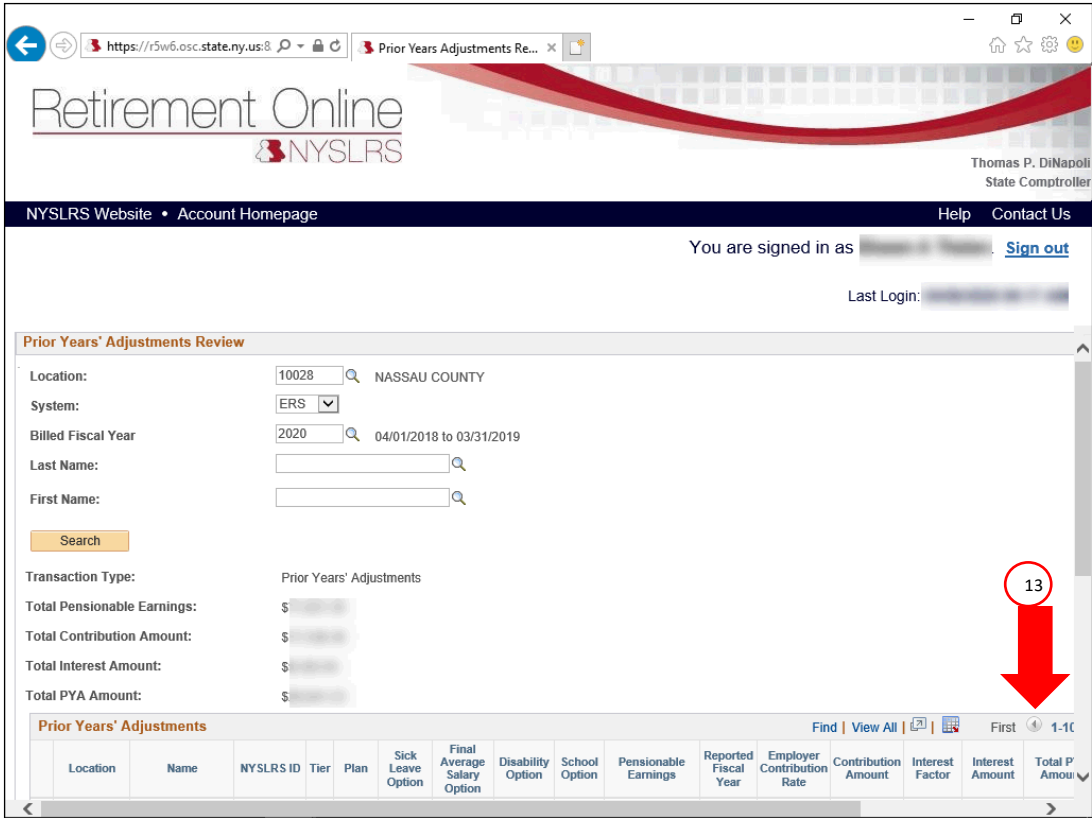
| Step | Action | | | | | | | | | | | | | |
|-------------|---|---|-------------|--|------|--|------|--|------|---|------|--|------|--|
| 8. | <p>The 'Look Up Billed Fiscal Year' pop-up will appear. Click the Fiscal Year link for the year you want to view.</p> <p><input type="text" value="2020"/></p> |  <p>The screenshot shows the Retirement Online interface. A pop-up window titled "Look Up Billed Fiscal Year" is open. It contains a search field with the text "Search by: Fiscal Year begins with". Below the search field are buttons for "Look Up", "Cancel", and "Advanced Lookup". The "Search Results" section shows a table with the following data:</p> <table border="1"> <thead> <tr> <th colspan="2">Fiscal Year</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td></td> </tr> <tr> <td>2019</td> <td></td> </tr> <tr> <td>2020</td> <td>8</td> </tr> <tr> <td>2021</td> <td></td> </tr> <tr> <td>2022</td> <td></td> </tr> </tbody> </table> <p>The year 2020 in the table is highlighted with a red box, and the number 8 in the second column is circled in red.</p> | Fiscal Year | | 2018 | | 2019 | | 2020 | 8 | 2021 | | 2022 | |
| Fiscal Year | | | | | | | | | | | | | | |
| 2018 | | | | | | | | | | | | | | |
| 2019 | | | | | | | | | | | | | | |
| 2020 | 8 | | | | | | | | | | | | | |
| 2021 | | | | | | | | | | | | | | |
| 2022 | | | | | | | | | | | | | | |

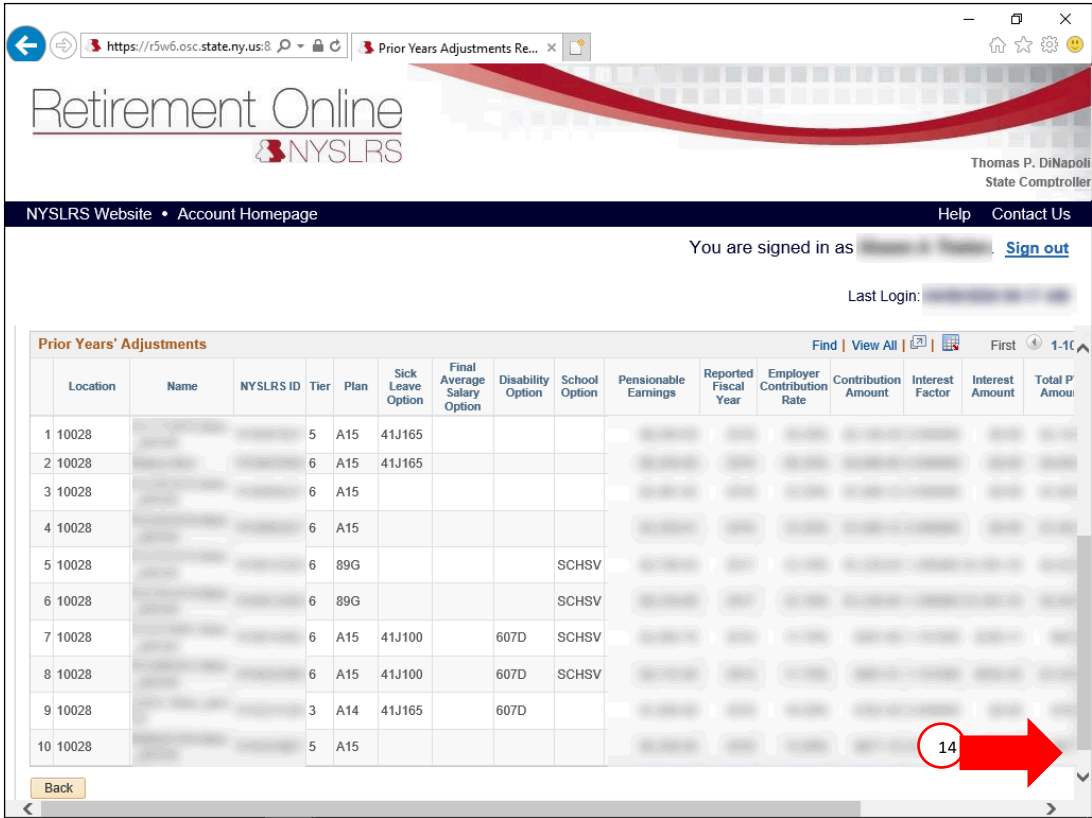
| Step | Action | |
|-----------|--|--|
| <p>9.</p> | <p>The <i>Fiscal Year Earnings</i> or <i>Prior Years' Adjustments Review</i> will appear. Click the Search button.</p> <p><input type="button" value="Search"/></p> <p>If you selected the Fiscal Year Earnings link in Step 6, proceed to Step 10.</p> <p>If you selected the Prior Years' Adjustments link in Step 6, proceed to Step 13.</p> |  <p>The screenshot shows a web browser window with the URL https://r5w6.osc.state.ny.us:8. The page title is "Retirement Online" and the logo for "NYSRLRS" is visible. The user is signed in as "Thomas P. DiNapoli, State Comptroller". The page content includes a navigation bar with "NYSRLRS Website • Account Homepage", "Help", and "Contact Us". The main content area is titled "Prior Years' Adjustments Review" and contains a search form with the following fields:</p> <ul style="list-style-type: none"> Location: <input type="text" value="10028"/> <input type="button" value="Search"/> NASSAU COUNTY System: <input type="text" value="ERS"/> <input type="button" value="Search"/> Billed Fiscal Year: <input type="text" value="2020"/> <input type="button" value="Search"/> 04/01/2018 to 03/31/2019 Last Name: <input type="text"/> <input type="button" value="Search"/> First Name: <input type="text"/> <input type="button" value="Search"/> <p>At the bottom of the form is a <input type="button" value="Search"/> button, which is highlighted with a red box. To its right, the number "9" is circled in red.</p> |

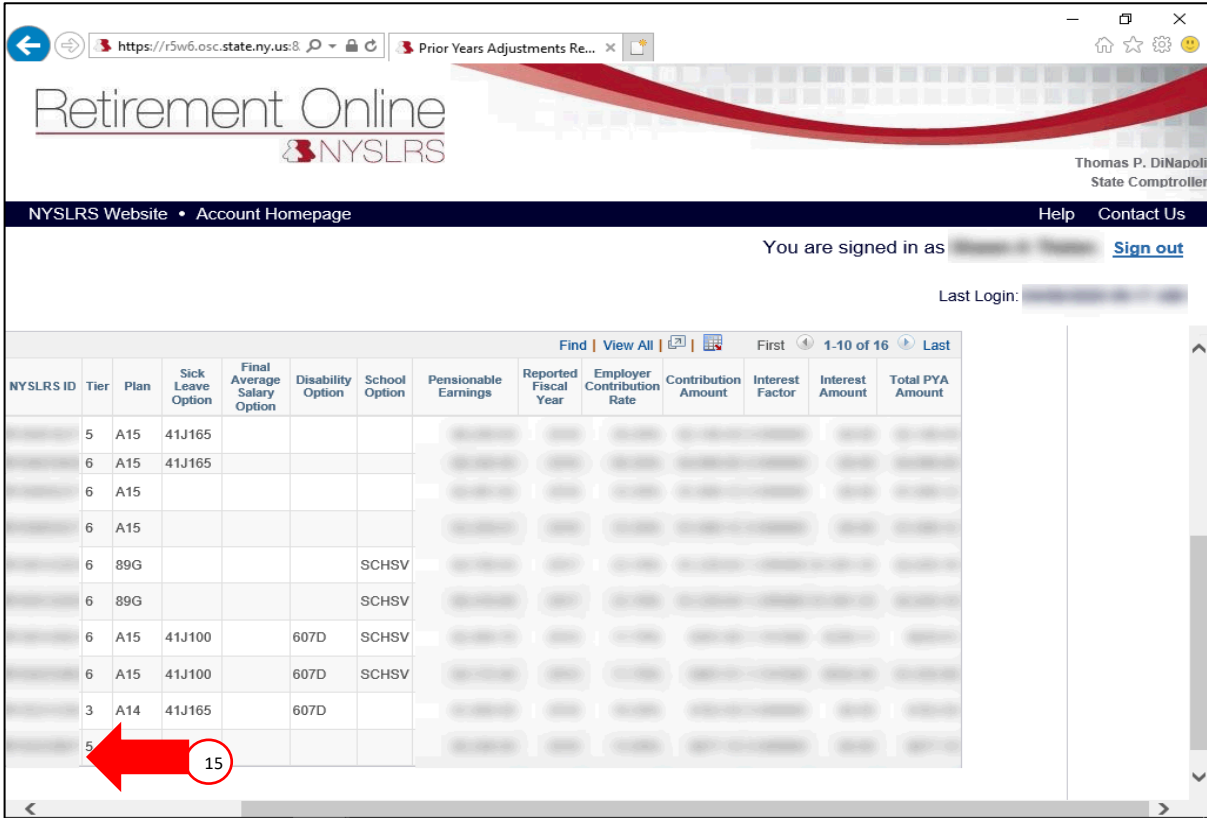
| Step | Action | |
|-----------|--|--|
| <p>10</p> | <p>Your fiscal year earnings search results will appear. Scroll down to review the information.</p> |  <p>The screenshot shows the Retirement Online NYSLRS website interface. At the top, the browser address bar shows the URL https://r5w6.osc.state.ny.us:8. The page title is "Retirement Online NYSLRS". The user is signed in as Thomas P. DiNapoli, State Comptroller. The page displays the "Fiscal Year Earnings" search results for Nassau County, ERS system, for the fiscal year 2020 (04/01/2018 to 03/31/2019). The search criteria include Location: 10028, System: ERS, Billed Fiscal Year: 2020, Last Name, and First Name. The results show a total pensionable earnings of \$ [redacted]. Below this, there is a table titled "Pensionable Earnings by Tier / Plan / Option" with columns for Location, Tier, Plan, Sick Leave Option, Disability Option, Final Average Salary Option, School Option, and Pensionable Earnings. The table contains two rows of data. A red arrow with the number 10 points to the bottom of the table, indicating the instruction to scroll down to review the information.</p> |


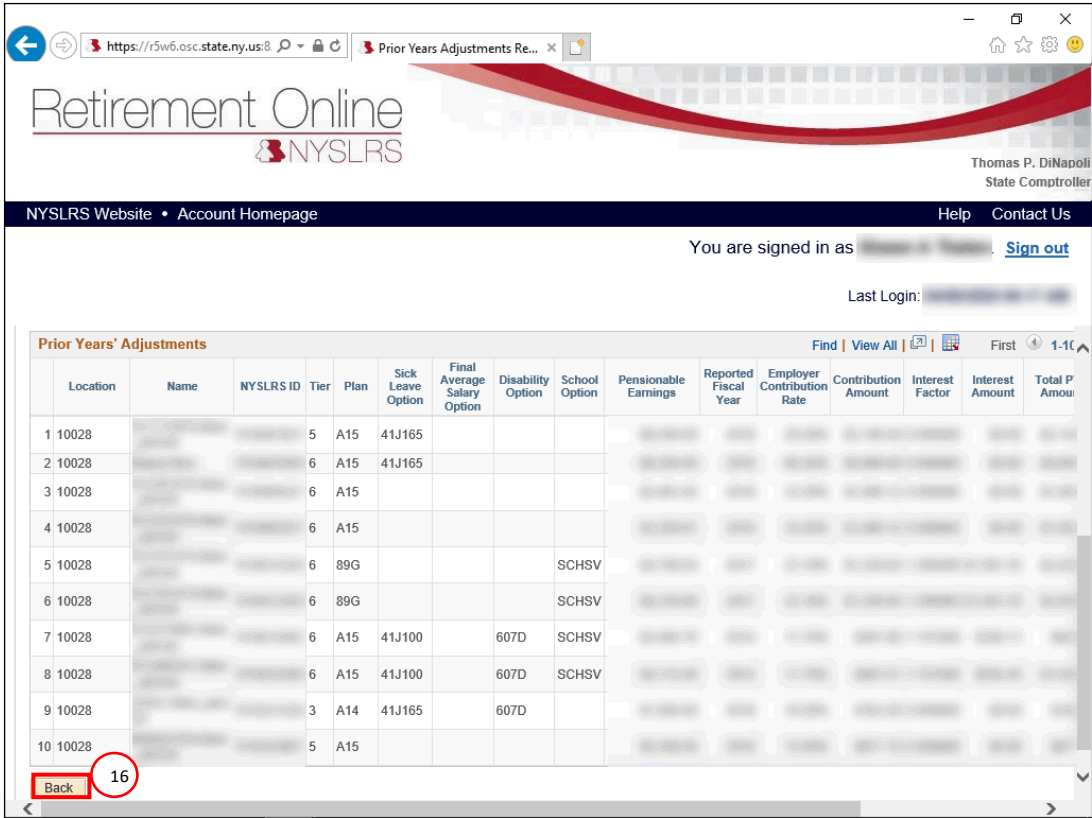
| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|--|--|-------------------|-------------------|-----------------------------|-------------------|----------------------|-----------------------------|---------------|----------------------|---------|---|--|--------|--|--|--|--|---------|---|-----|--------|--|--|--|--|---------|---|--|--------|--|--|--|--|---------|---|-----|--------|------|--|--|--|---------|---|--|--------|--|--|--|--|---------|---|--|--------|------|--|--|--|---------|---|-----|--------|--|--|--|--|---------|---|--|--------|--|--|--|--|---------|---|--|--------|------|--|--|--|----------|---|-----|--|--|--|--|--|----------|---|-----|--|--|--|-------|--|
| <p>11</p> | <p>The 'Pensionable Earnings by Tier/Plan/Option' section appears first. It allows you to verify pensionable earnings for your location by tier, plan, or option. Scroll down to review more information.</p> |  <p>The screenshot shows a web browser window with the URL https://r5w6.osc.state.ny.us:8. The page title is "Retirement Online" and "NYSRLRS". The user is signed in as "Thomas P. DiNapoli, State Comptroller". The main content area displays a table titled "Pensionable Earnings by Tier / Plan / Option". The table has columns for Location, Tier, Plan, Sick Leave Option, Disability Option, Final Average Salary Option, School Option, and Pensionable Earnings. The table contains 11 rows of data. A red arrow with the number "11" points to the bottom of the table, indicating the user should scroll down to see more information.</p> <table border="1" data-bbox="821 659 1562 1138"> <thead> <tr> <th>Location</th> <th>Tier</th> <th>Plan</th> <th>Sick Leave Option</th> <th>Disability Option</th> <th>Final Average Salary Option</th> <th>School Option</th> <th>Pensionable Earnings</th> </tr> </thead> <tbody> <tr><td>1 10028</td><td>1</td><td></td><td>41J165</td><td></td><td></td><td></td><td></td></tr> <tr><td>2 10028</td><td>1</td><td>89A</td><td>41J165</td><td></td><td></td><td></td><td></td></tr> <tr><td>3 10028</td><td>2</td><td></td><td>41J165</td><td></td><td></td><td></td><td></td></tr> <tr><td>4 10028</td><td>2</td><td>75I</td><td>41J165</td><td>607D</td><td></td><td></td><td></td></tr> <tr><td>5 10028</td><td>3</td><td></td><td>41J165</td><td></td><td></td><td></td><td></td></tr> <tr><td>6 10028</td><td>3</td><td></td><td>41J165</td><td>607D</td><td></td><td></td><td></td></tr> <tr><td>7 10028</td><td>3</td><td>A14</td><td>41J165</td><td></td><td></td><td></td><td></td></tr> <tr><td>8 10028</td><td>4</td><td></td><td>41J165</td><td></td><td></td><td></td><td></td></tr> <tr><td>9 10028</td><td>4</td><td></td><td>41J165</td><td>607D</td><td></td><td></td><td></td></tr> <tr><td>10 10028</td><td>4</td><td>A15</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>11 10028</td><td>4</td><td>A15</td><td></td><td></td><td></td><td>SCHSV</td><td></td></tr> </tbody> </table> | Location | Tier | Plan | Sick Leave Option | Disability Option | Final Average Salary Option | School Option | Pensionable Earnings | 1 10028 | 1 | | 41J165 | | | | | 2 10028 | 1 | 89A | 41J165 | | | | | 3 10028 | 2 | | 41J165 | | | | | 4 10028 | 2 | 75I | 41J165 | 607D | | | | 5 10028 | 3 | | 41J165 | | | | | 6 10028 | 3 | | 41J165 | 607D | | | | 7 10028 | 3 | A14 | 41J165 | | | | | 8 10028 | 4 | | 41J165 | | | | | 9 10028 | 4 | | 41J165 | 607D | | | | 10 10028 | 4 | A15 | | | | | | 11 10028 | 4 | A15 | | | | SCHSV | |
| Location | Tier | Plan | Sick Leave Option | Disability Option | Final Average Salary Option | School Option | Pensionable Earnings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 10028 | 1 | | 41J165 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 10028 | 1 | 89A | 41J165 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 10028 | 2 | | 41J165 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 10028 | 2 | 75I | 41J165 | 607D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 10028 | 3 | | 41J165 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 10028 | 3 | | 41J165 | 607D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 10028 | 3 | A14 | 41J165 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 10028 | 4 | | 41J165 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 10028 | 4 | | 41J165 | 607D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 10028 | 4 | A15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 10028 | 4 | A15 | | | | SCHSV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

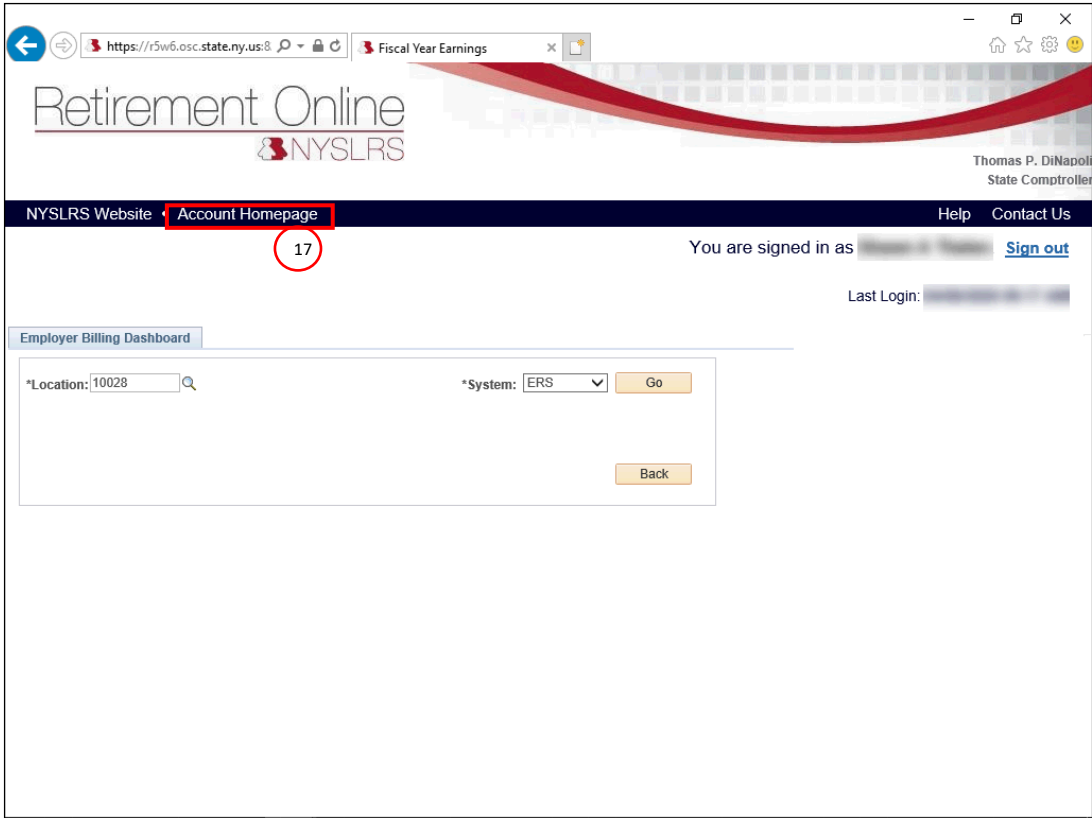
| Step | Action | |
|-----------|---|---|
| <p>12</p> | <p>The 'Pensionable Earnings by Member' section appears next. It allows you to verify pensionable earnings by member. Scroll down until you see the Back button.</p> <p>Proceed to Step 16.</p> |  <p>The screenshot shows the Retirement Online interface. At the top, it says 'Retirement Online' and 'NYSLRS'. Below that, it indicates the user is signed in as 'Thomas P. DiNapoli, State Comptroller'. The main content area is titled 'Pensionable Earnings by Member' and contains a table with the following columns: Location, Name, NYSLRS ID, Tier, Plan, Sick Leave Option, Final Average Salary Option, Disability Option, School Option, Days, and Pensionable Earnings. The table lists 19 rows of data. A red arrow points to the bottom of the table, and a red circle with the number 12 is next to it.</p> |

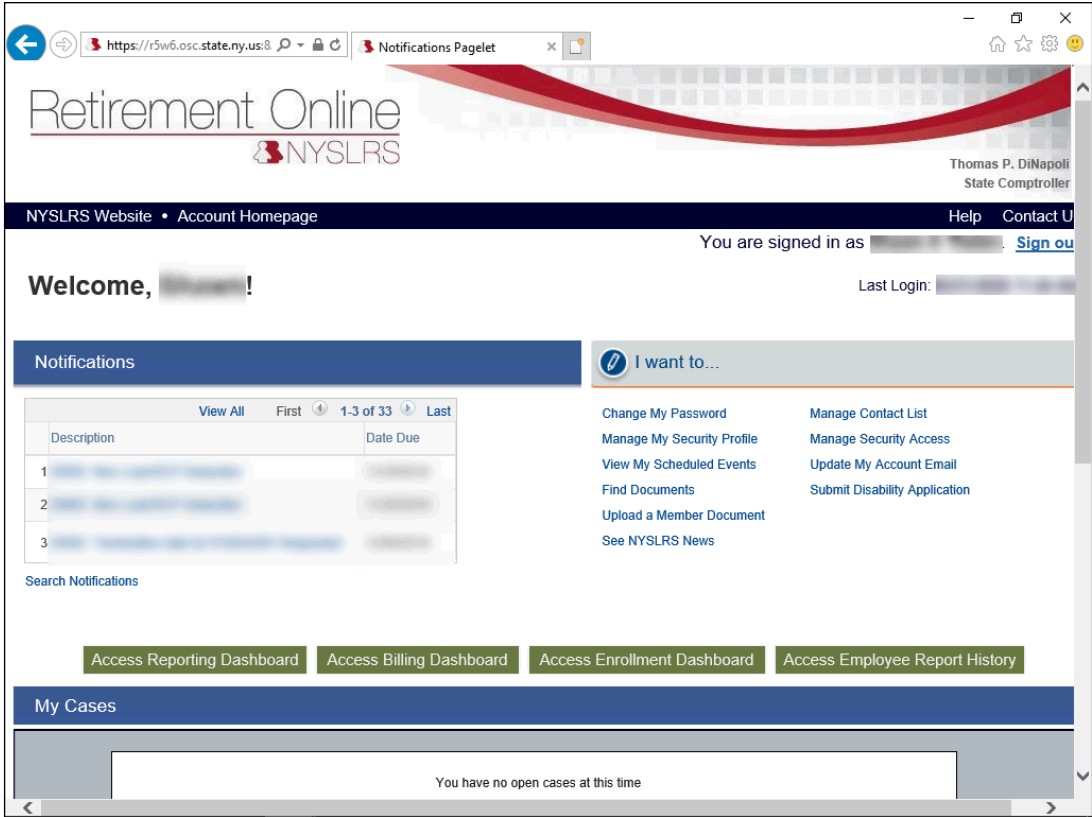
| Step | Action | |
|------|---|---|
| 13 | Your prior years' adjustments search results will appear. Scroll down to review the information. |  |

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 14 | In the 'Prior Years' Adjustments' section, you can review any prior years' adjustments (cost or credits) made to your account. Scroll to the right to view more information. |  <p>The screenshot shows the Retirement Online interface for NYSLRS. The user is signed in as Thomas P. DiNapoli, State Comptroller. The 'Prior Years' Adjustments' section is active, displaying a table with the following columns: Location, Name, NYSLRS ID, Tier, Plan, Sick Leave Option, Final Average Salary Option, Disability Option, School Option, Pensionable Earnings, Reported Fiscal Year, Employer Contribution Rate, Contribution Amount, Interest Factor, Interest Amount, and Total P Amou. The table contains 10 rows of data. A red arrow points to the right side of the table, indicating the user should scroll to view more information.</p> <table border="1"> <thead> <tr> <th>Location</th> <th>Name</th> <th>NYSLRS ID</th> <th>Tier</th> <th>Plan</th> <th>Sick Leave Option</th> <th>Final Average Salary Option</th> <th>Disability Option</th> <th>School Option</th> <th>Pensionable Earnings</th> <th>Reported Fiscal Year</th> <th>Employer Contribution Rate</th> <th>Contribution Amount</th> <th>Interest Factor</th> <th>Interest Amount</th> <th>Total P Amou</th> </tr> </thead> <tbody> <tr><td>1 10028</td><td></td><td></td><td>5</td><td>A15</td><td>41J165</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2 10028</td><td></td><td></td><td>6</td><td>A15</td><td>41J165</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3 10028</td><td></td><td></td><td>6</td><td>A15</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4 10028</td><td></td><td></td><td>6</td><td>A15</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5 10028</td><td></td><td></td><td>6</td><td>89G</td><td></td><td></td><td></td><td>SCHSV</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6 10028</td><td></td><td></td><td>6</td><td>89G</td><td></td><td></td><td></td><td>SCHSV</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7 10028</td><td></td><td></td><td>6</td><td>A15</td><td>41J100</td><td></td><td>607D</td><td>SCHSV</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8 10028</td><td></td><td></td><td>6</td><td>A15</td><td>41J100</td><td></td><td>607D</td><td>SCHSV</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>9 10028</td><td></td><td></td><td>3</td><td>A14</td><td>41J165</td><td></td><td>607D</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10 10028</td><td></td><td></td><td>5</td><td>A15</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | Location | Name | NYSLRS ID | Tier | Plan | Sick Leave Option | Final Average Salary Option | Disability Option | School Option | Pensionable Earnings | Reported Fiscal Year | Employer Contribution Rate | Contribution Amount | Interest Factor | Interest Amount | Total P Amou | 1 10028 | | | 5 | A15 | 41J165 | | | | | | | | | | | 2 10028 | | | 6 | A15 | 41J165 | | | | | | | | | | | 3 10028 | | | 6 | A15 | | | | | | | | | | | | 4 10028 | | | 6 | A15 | | | | | | | | | | | | 5 10028 | | | 6 | 89G | | | | SCHSV | | | | | | | | 6 10028 | | | 6 | 89G | | | | SCHSV | | | | | | | | 7 10028 | | | 6 | A15 | 41J100 | | 607D | SCHSV | | | | | | | | 8 10028 | | | 6 | A15 | 41J100 | | 607D | SCHSV | | | | | | | | 9 10028 | | | 3 | A14 | 41J165 | | 607D | | | | | | | | | 10 10028 | | | 5 | A15 | | | | | | | | | | | |
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| 10 10028 | | | 5 | A15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Step | Action | |
|------|--|--|
| 15 | When you are done, scroll to the left until you see the Back button. |  <p>The screenshot shows the Retirement Online NYSLRS website. At the top, there is a navigation bar with "NYSLRS Website" and "Account Homepage". Below this, it says "You are signed in as" followed by a name and a "Sign out" link. A "Last Login:" field is also visible. The main content area features a table with the following columns: NYSLRS ID, Tier, Plan, Sick Leave Option, Final Average Salary Option, Disability Option, School Option, Pensionable Earnings, Reported Fiscal Year, Employer Contribution Rate, Contribution Amount, Interest Factor, Interest Amount, and Total PYA Amount. The table contains several rows of data. At the bottom of the table, there is a red arrow pointing to the left navigation arrow, and a red circle with the number 15 is next to it.</p> |

| Step | Action | |
|-----------|---|---|
| <p>16</p> | <p>Click the Back button.</p> <p></p> |  <p>The screenshot shows the Retirement Online website interface. At the top, there is a navigation bar with the NYSLRS logo and the text 'Retirement Online'. Below this, a dark blue bar contains the text 'NYSLRS Website • Account Homepage' and 'Help Contact Us'. The main content area shows 'You are signed in as [Name] Sign out' and 'Last Login: [Date]'. The primary focus is a table titled 'Prior Years' Adjustments'. The table has columns for Location, Name, NYSLRS ID, Tier, Plan, Sick Leave Option, Final Average Salary Option, Disability Option, School Option, Pensionable Earnings, Reported Fiscal Year, Employer Contribution Rate, Contribution Amount, Interest Factor, Interest Amount, and Total P Amou. The table contains 10 rows of data. At the bottom left of the table area, there is a 'Back' button and the number '16', both highlighted with red boxes and a red circle.</p> |

| Step | Action | |
|---------------------------------------|---|--|
| <p data-bbox="111 253 163 293">17</p> | <p data-bbox="212 253 625 440">The <i>Employer Billing Dashboard</i> will appear. To return to the <i>Retirement Online Account Homepage</i>, click the Account Homepage link.</p> <div data-bbox="212 448 506 500" style="border: 1px solid black; padding: 2px; display: inline-block;"> <p data-bbox="226 461 491 496">Account Homepage</p> </div> |  <p>The screenshot shows a web browser window with the URL <code>https://r5w6.osc.state.ny.us:8</code>. The page title is "Retirement Online" with the NYSLRS logo. A navigation bar includes "NYSLRS Website" and "Account Homepage" (highlighted with a red box and a circled "17"). The user is signed in as "Thomas P. DiNapoli, State Comptroller" with a "Sign out" link. Below the navigation bar is the "Employer Billing Dashboard" section, which contains a search form with a "Location" field (value: 10028), a "System" dropdown (value: ERS), and "Go" and "Back" buttons.</p> |

| Step | Action | |
|---------------------------------------|---|--|
| <p data-bbox="113 250 163 289">18</p> | <p data-bbox="210 250 617 324">The <i>Retirement Online Account Homepage</i> will appear.</p> <p data-bbox="210 370 638 444">You have successfully completed viewing billed data.</p> |  <p>The screenshot shows the Retirement Online Account Homepage in a web browser. The browser address bar displays 'https://f5w6.osc.state.ny.us:8'. 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 navigation bar with 'NYSLRS Website • Account Homepage', 'Help', and 'Contact Us'. A 'Welcome, [Name]!' message is displayed, along with the user's last login time. A 'Notifications' section shows a table with 3 items. A 'My Cases' section at the bottom indicates 'You have no open cases at this time'.</p> |