

Thomas P. DiNapoli, State Comptroller



## View an Invoice

This guide demonstrates how you (as Billing) will view an invoice (Projected, Estimated, Annual, or Previous Years' Annual). You will receive a notification when a new invoice is made available.

**Projected Invoice:** The Projected Invoice will be made available in August or September. The projected invoice is not a bill; do not make payment when you receive it. It will be available until you receive your estimated invoice the following July or August.

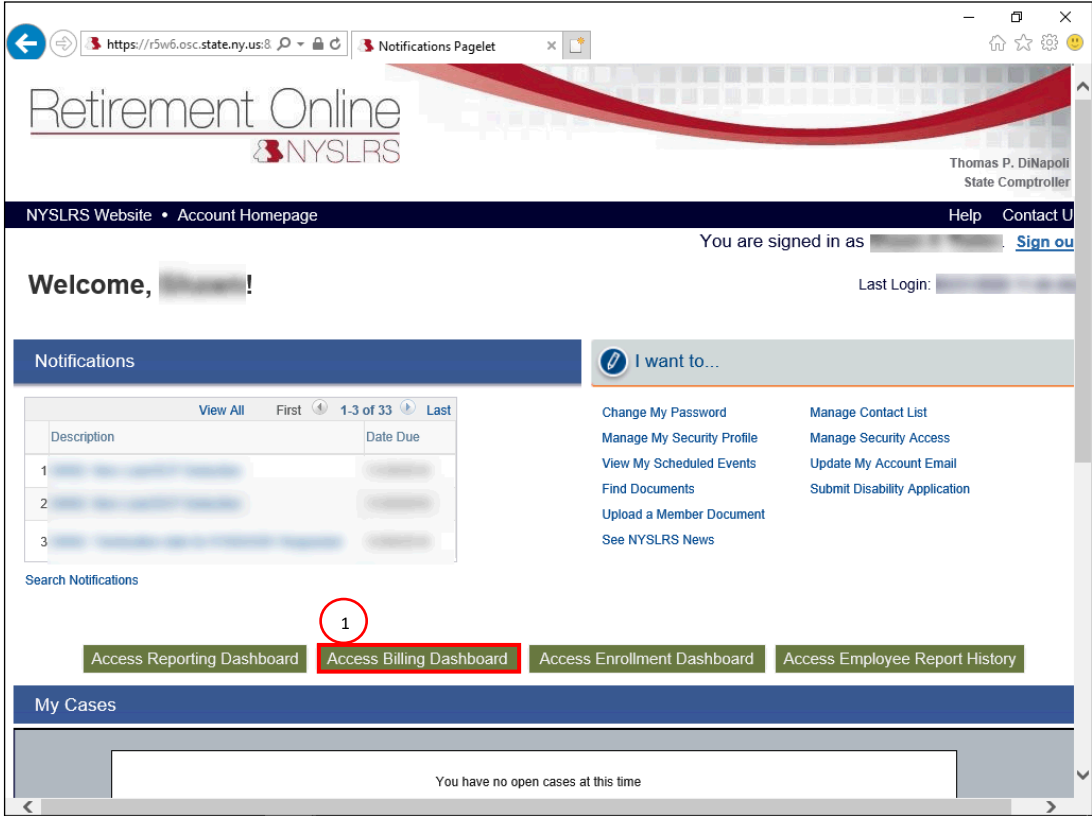
**Estimated Invoice:** The Estimated Invoice will be made available in July or August; it will be available until you receive your annual invoice in November. The estimated invoice is not a bill; do not make payments when you receive it. You can compare the Contribution Salary Base to your Fiscal Year Earnings detailed in the 'Billed Data' section. If any adjustments to the billed data are made after you receive your estimate, they will appear as a prior years' adjustment on the next year's invoice.


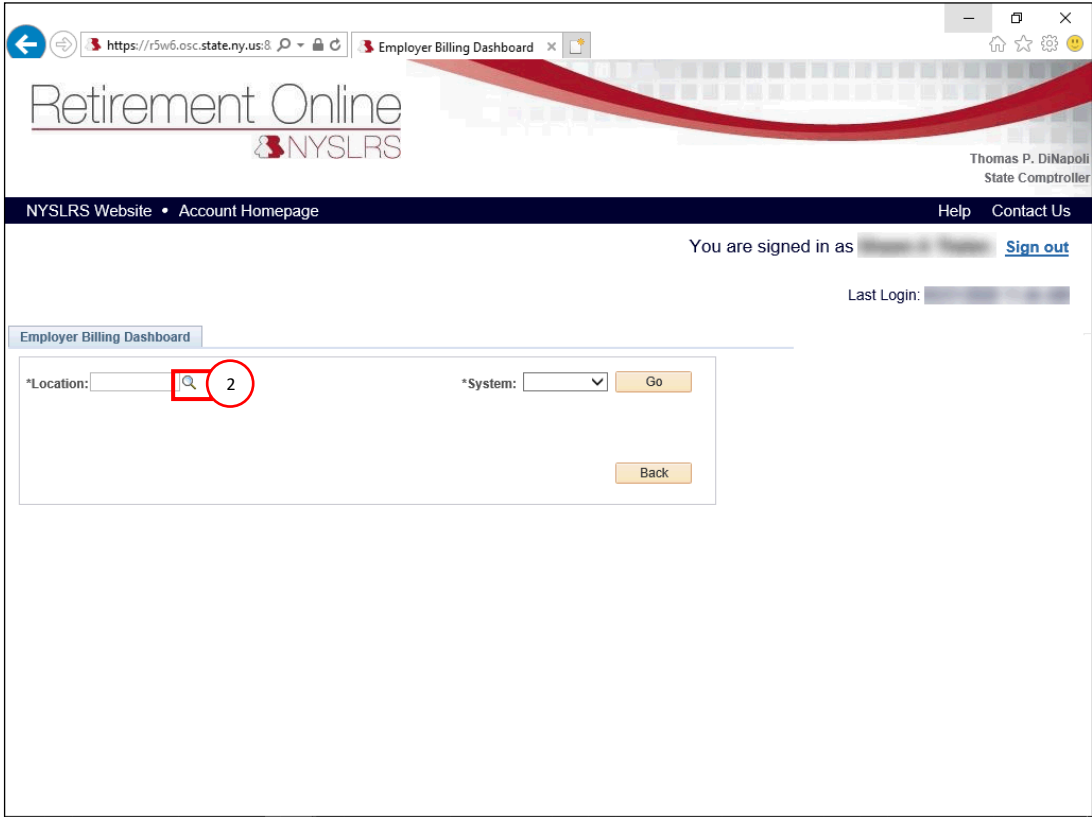
**Annual Invoice:** The Annual Invoice will be made available in November; it will be available until the end of the State fiscal year, March 31. In the rare event that your invoice is revised after the publication of the estimated invoice, you will receive a notification alerting you that a new annual invoice is available and you will be directed to view the most recent invoice. In *Retirement Online*, the invoice will not say "revised."

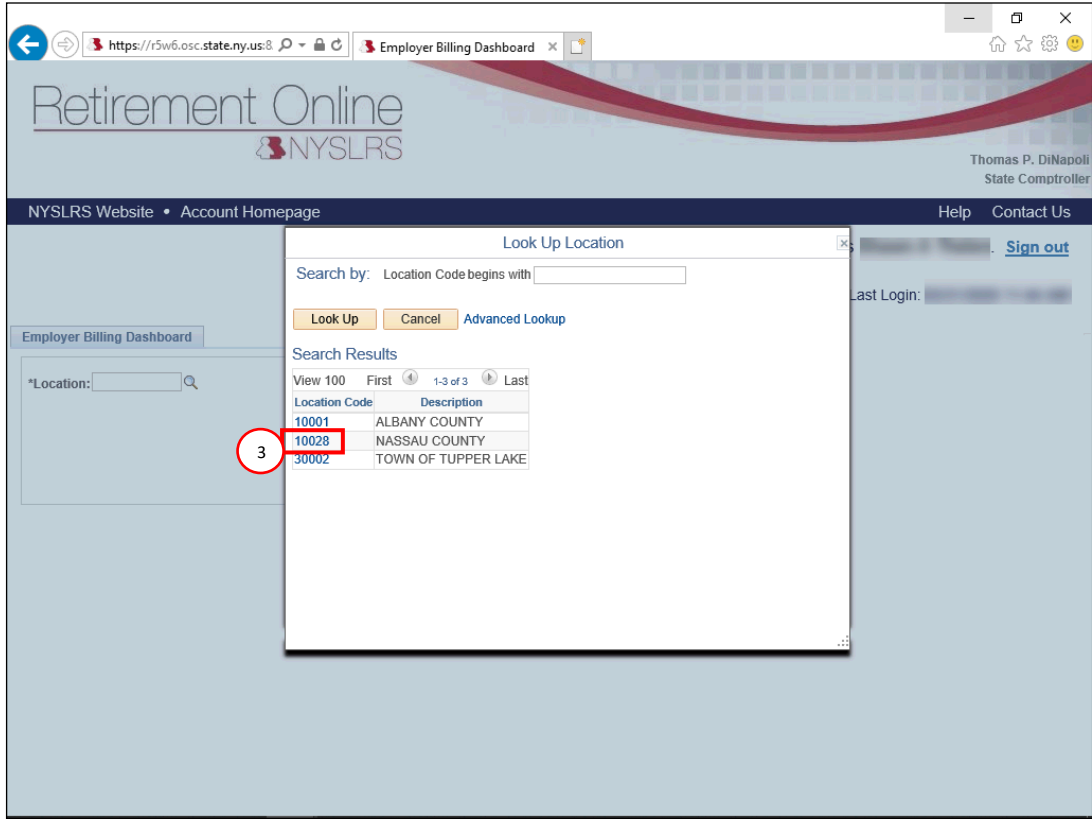
**Previous Year's Annual Invoice:** To view an annual invoice after the State fiscal year ends, you can access it through the Previous Years' Annual Invoices link on the *Employer Billing Dashboard*.

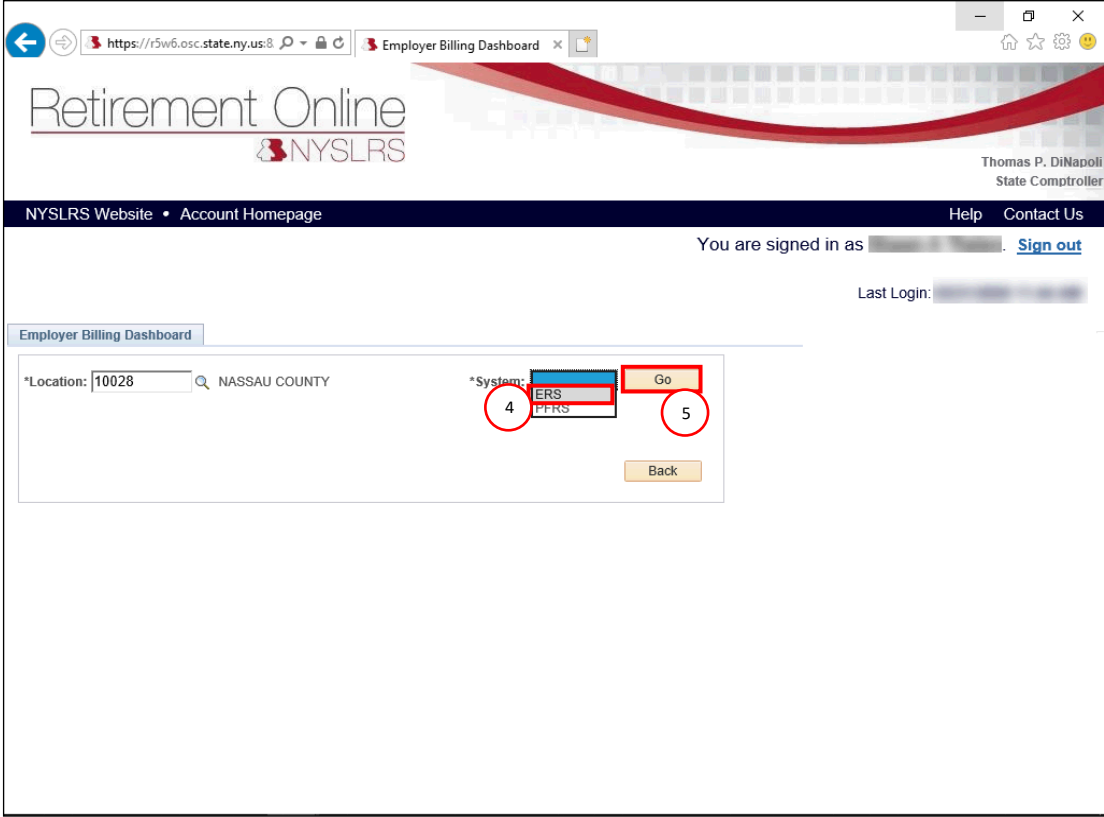
If you have any questions regarding invoices, contributions or rates, please e-mail Employer Billing at [NYSLRS\\_Billing@osc.ny.gov](mailto:NYSLRS_Billing@osc.ny.gov).

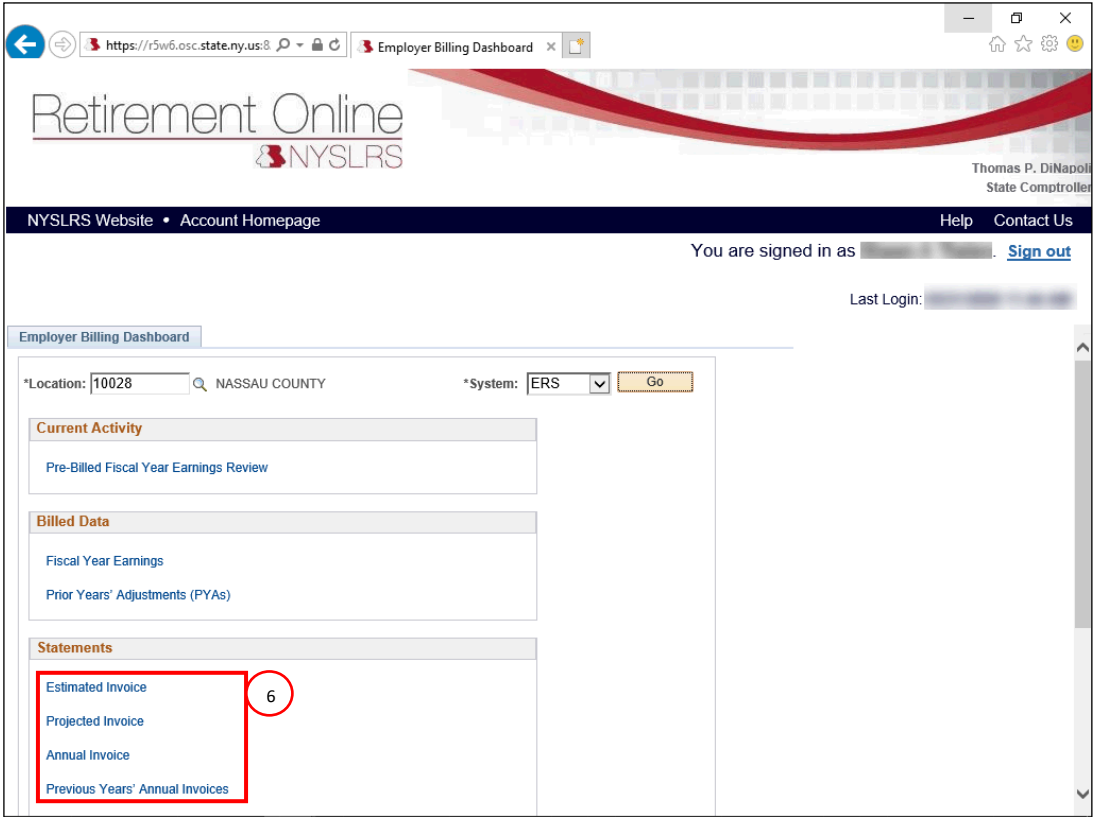
**Note:** There will be times NYSLRS must update or confirm your billing information. In order to avoid confusion, NYSLRS will temporarily disable the link we are working on. During this time, you will not see or have access to the link. Once updates to the billing information are complete, you will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

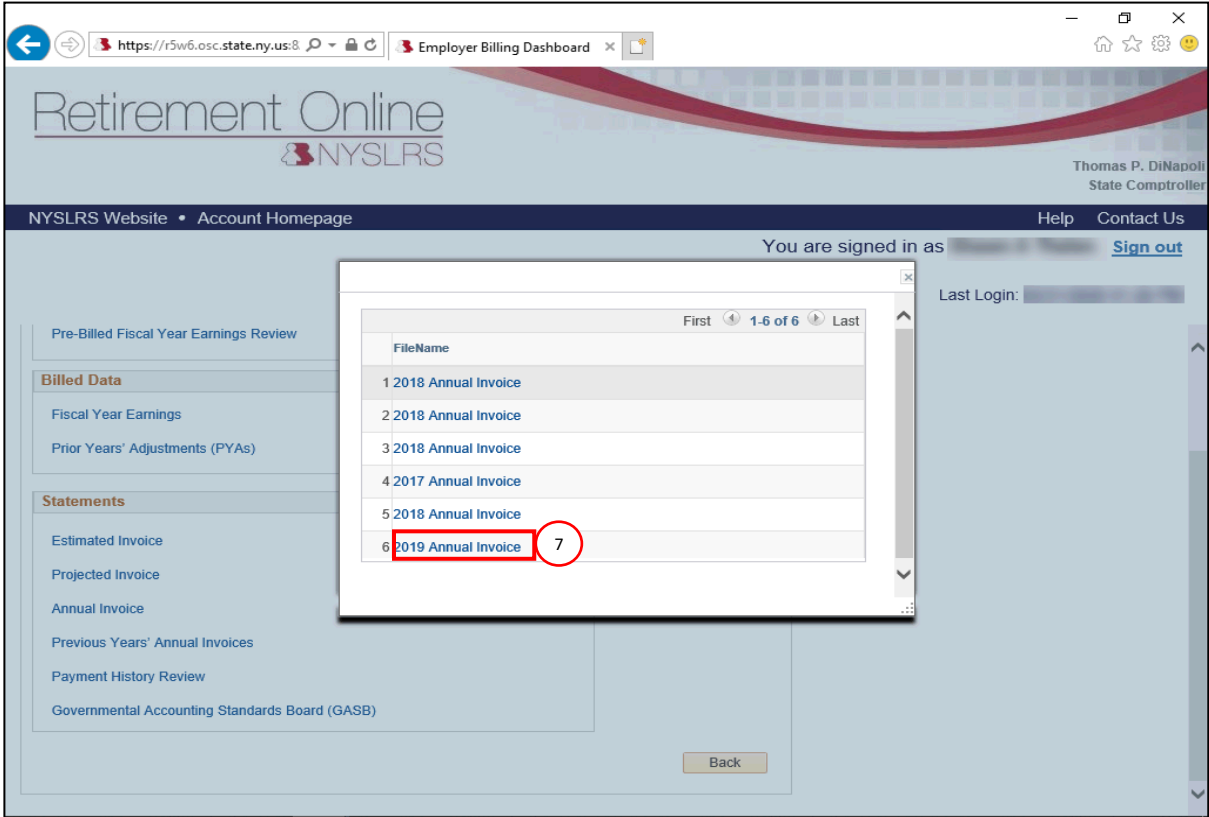
Step	Action	
<p>1.</p>	<p>From your <i>Retirement Online Account Homepage</i>, click the <b>Access Billing Dashboard</b> button.</p> <div data-bbox="214 446 594 505" style="border: 1px solid black; padding: 5px; background-color: #d9ead3; display: inline-block;">Access Billing Dashboard</div>	

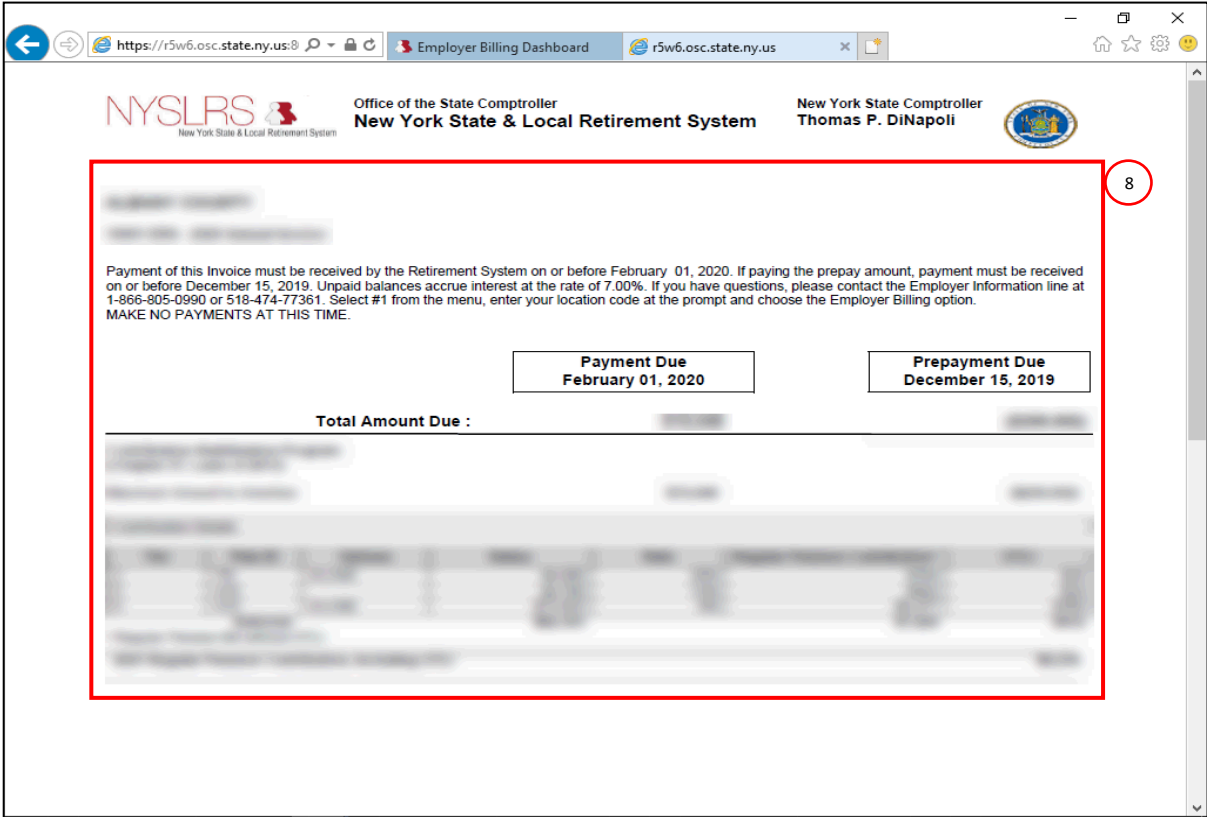
Step	Action	
<p>2.</p>	<p>The <i>Employer Billing Dashboard</i> will appear. If you have the Billing security role for one location, the <b>Location</b> field will auto populate with that location. Proceed to Step 4.</p> <p>If you have the Billing security role for more than one location, the <b>Location</b> field will be blank and you will need to select the location code you want to view. Click the <b>Look Up</b> icon next to the <b>Location</b> 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 <b>Location Code</b> link.</p> <p><b>10028</b></p>	 <p>The screenshot shows a web browser window with the URL <a href="https://r5w6.osc.state.ny.us:8">https://r5w6.osc.state.ny.us:8</a>. The page title is "Retirement Online" and "NYSLRS". The user is logged in as "Thomas P. DiNapoli, State Comptroller". The page shows the "Employer Billing Dashboard" with a "Look Up Location" pop-up window. The pop-up window has a search field with "Location Code begins with" and buttons for "Look Up", "Cancel", and "Advanced Lookup". Below the search field, there is a "Search Results" section with a table:</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 code "10028" is highlighted in a red box, and a red circle with the number "3" is placed over it.</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									





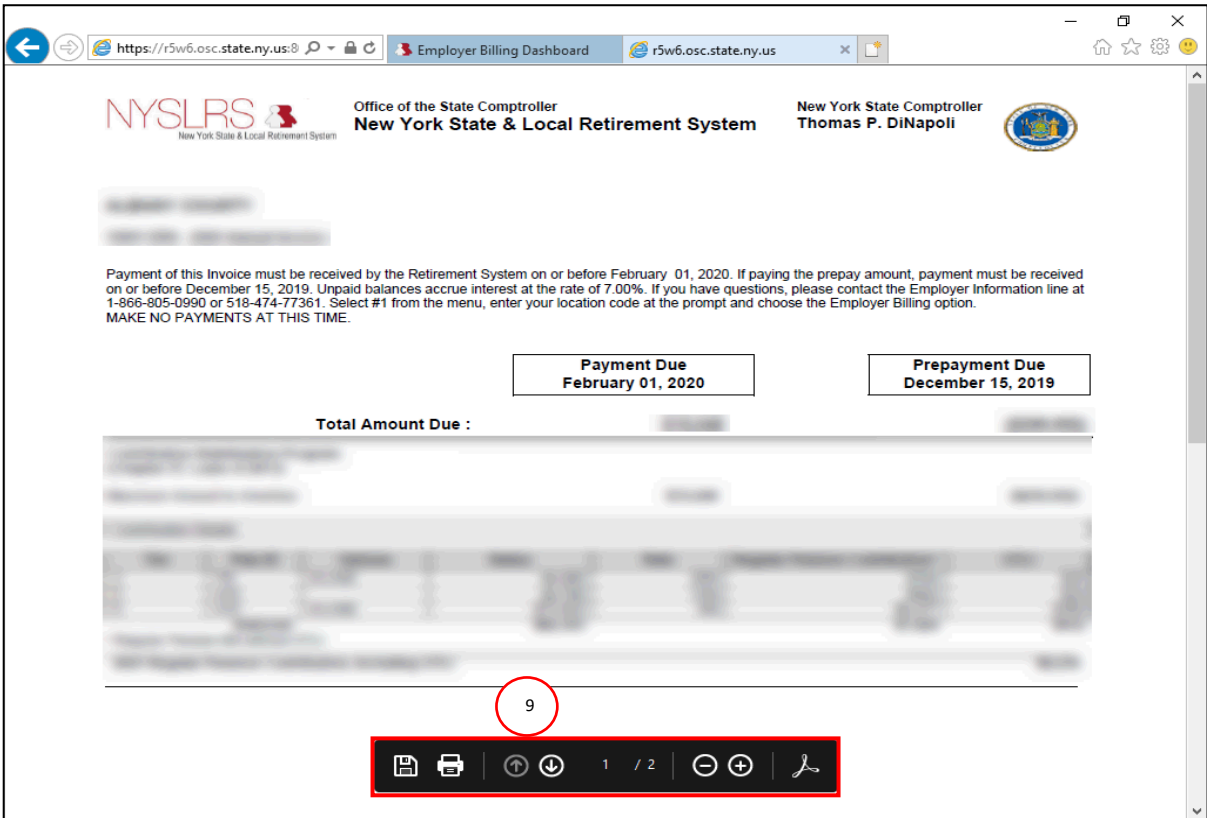
Step	Action	
<p>4.</p>	<p>The <i>Employer Billing Dashboard</i> will appear.</p> <p>If your location belongs to only one retirement system, the System drop-down will auto populate. Proceed to Step 5.</p> <p>If your location belongs to both retirement systems, you will have a choice between ERS (Employees' Retirement System) and PFRS (Police and Fire Retirement System). Select the <b>System</b> drop-down to choose the retirement system.</p> <div data-bbox="212 873 369 914" style="border: 1px solid black; padding: 2px; width: fit-content;"> <input type="text"/> </div>	
<p>5.</p>	<p>Click the <b>Go</b> button.</p> <div data-bbox="212 979 363 1013" style="border: 1px solid black; padding: 2px; width: fit-content;"> <input type="button" value="Go"/> </div>	


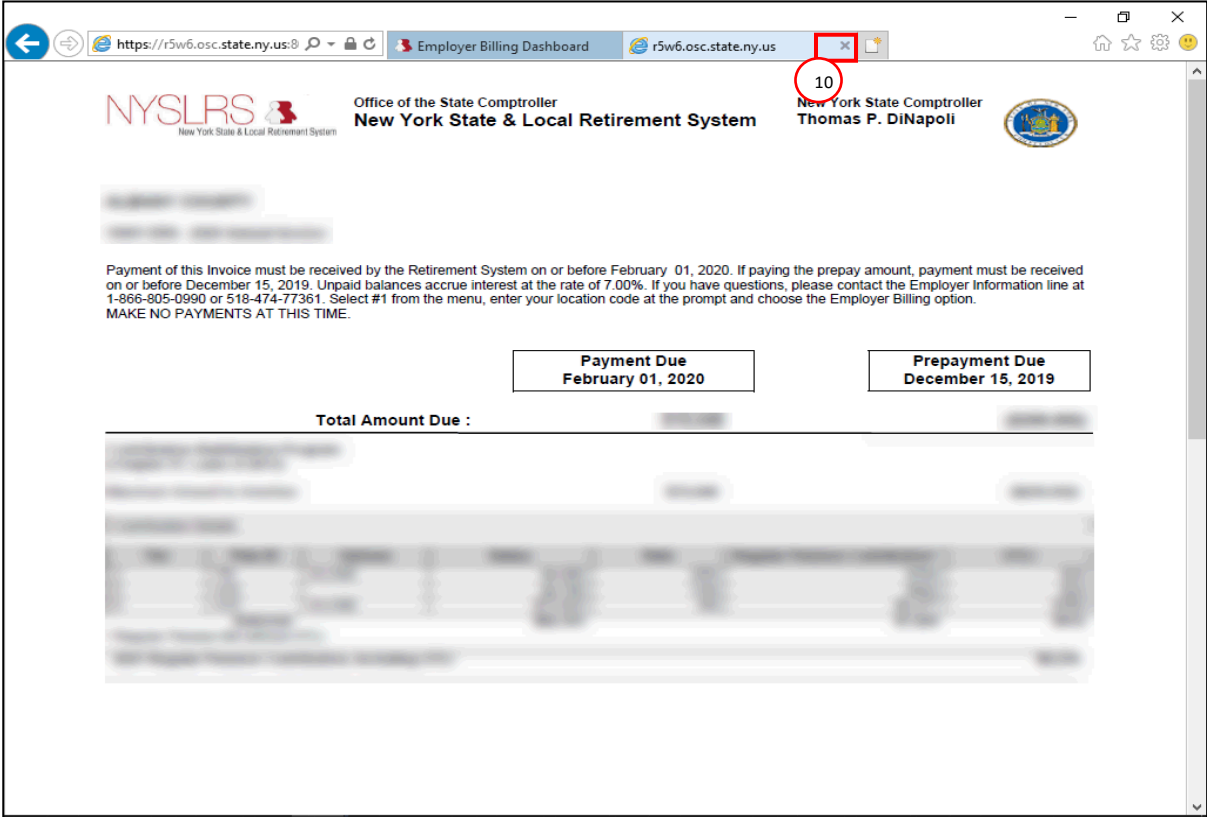
Step	Action	
<p>6.</p>	<p>The <i>Employer Billing Dashboard</i> will appear. Click the <b>Invoice</b> link for the type of invoice you want to view.</p> <p><a href="#">Previous Years' Annual Invoices</a></p> <p>If you selected Estimated Invoice, Projected Invoice, or Annual Invoice, proceed to Step 8.</p> <p>If you selected Previous Year's Annual Invoice, proceed to Step 7.</p>	

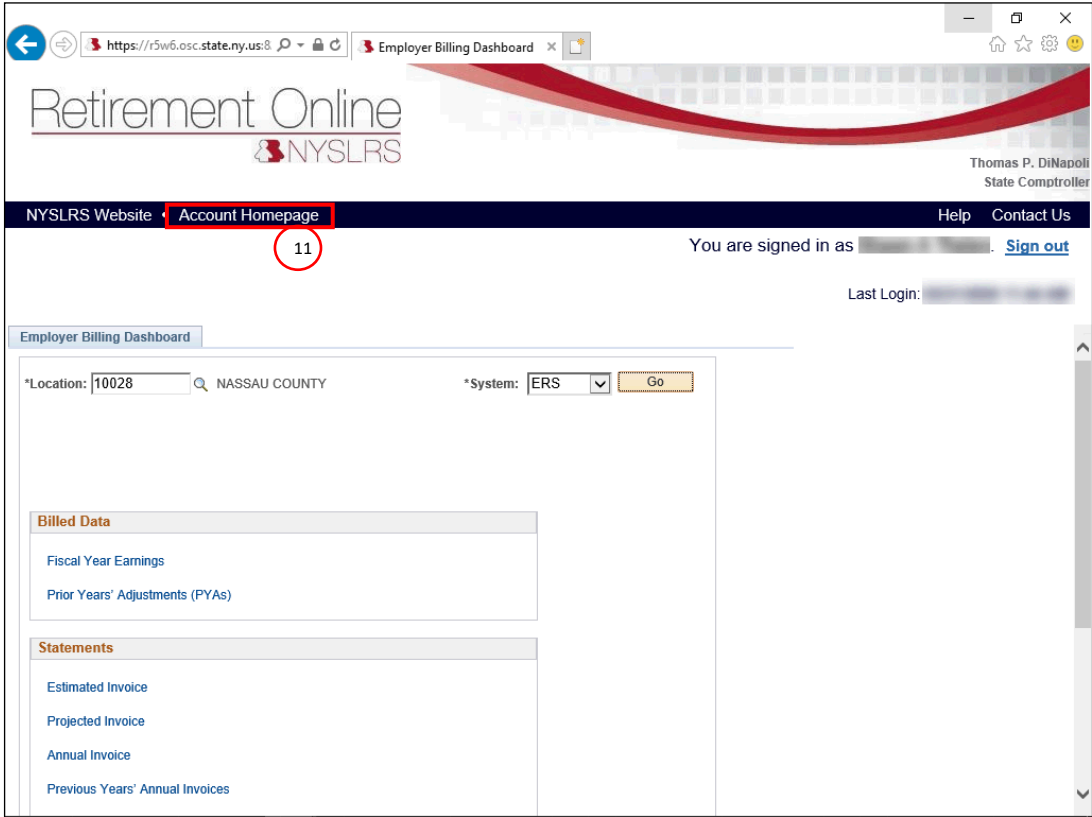
Step	Action	
<p data-bbox="107 250 159 293">7.</p>	<p data-bbox="205 250 625 407">The 'File Name' pop-up will appear. Click the <b>File Name</b> link for the invoice year you want to view.</p> <div data-bbox="212 415 457 472" style="border: 1px solid black; padding: 2px; width: fit-content;"> <p data-bbox="216 428 453 459">2019 Annual Invoice</p> </div>	 <p>The screenshot shows the Retirement Online NYSLRS Employer Billing Dashboard. A pop-up window titled 'File Name' is open, displaying a list of annual invoices. The list is numbered 1 through 6, corresponding to the years 2018 through 2019. The 6th item, '2019 Annual Invoice', is highlighted with a red box, and a circled number '7' is placed next to it. The background dashboard shows navigation links for 'Billed Data', 'Statements', and 'Pre-Billed Fiscal Year Earnings Review'. The user is signed in as Thomas P. DiNapoli, State Comptroller.</p>

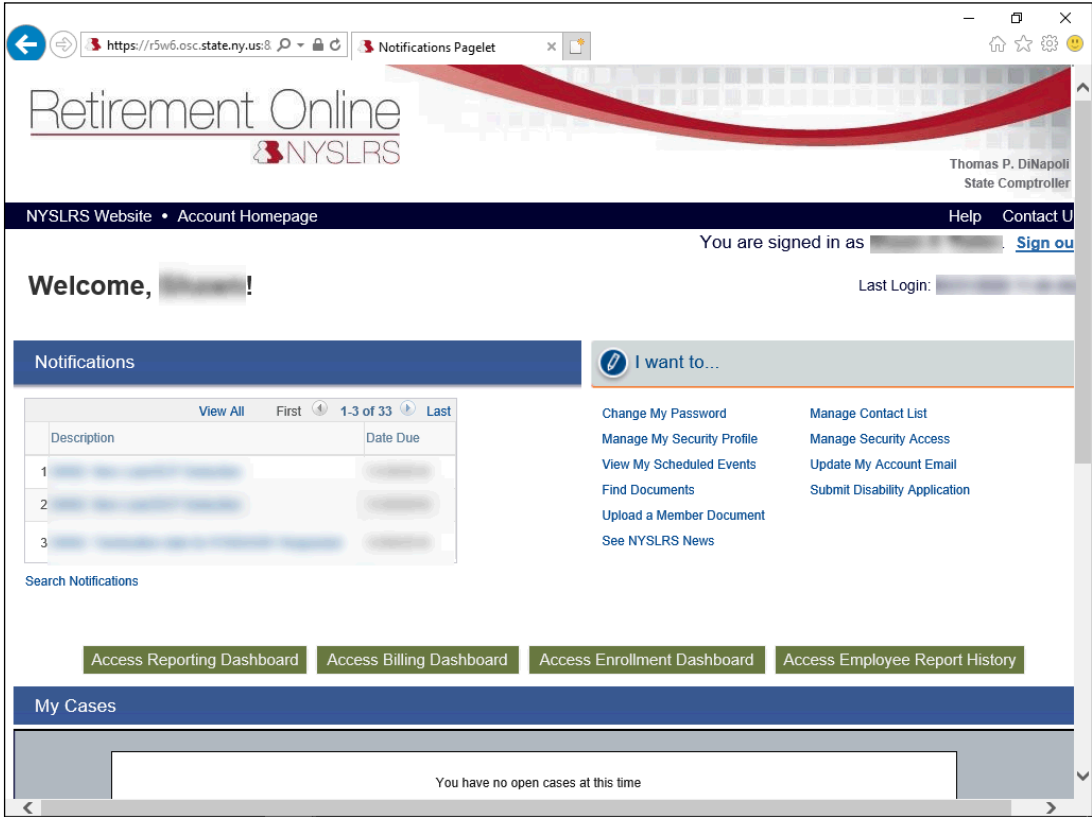
Step	Action	
8.	The invoice will open in a new browser tab. Review the information.	 <p>The screenshot shows a web browser window with the URL <a href="https://r5w6.osc.state.ny.us">https://r5w6.osc.state.ny.us</a>. The page title is "Employer Billing Dashboard". The header includes the NYS LRS logo and the text "Office of the State Comptroller New York State &amp; Local Retirement System" and "New York State Comptroller Thomas P. DiNapoli". A red box highlights the main content area, which contains the following text:</p> <p>Payment of this Invoice must be received by the Retirement System on or before February 01, 2020. If paying the prepay amount, payment must be received on or before December 15, 2019. Unpaid balances accrue interest at the rate of 7.00%. If you have questions, please contact the Employer Information line at 1-866-805-0990 or 518-474-77361. Select #1 from the menu, enter your location code at the prompt and choose the Employer Billing option. MAKE NO PAYMENTS AT THIS TIME.</p> <p>Below the text are two buttons: "Payment Due February 01, 2020" and "Prepayment Due December 15, 2019". A "Total Amount Due :" label is also visible. A small red circle with the number "8" is located in the top right corner of the red box.</p>



Step	Action	
<p data-bbox="111 251 163 292">9.</p> <p data-bbox="205 251 659 414">You can save or print this page for your records. Move the mouse to the middle of the page to display quick menu options.</p> <p data-bbox="205 462 638 535">Click the <b>disk</b> icon to save a copy of the invoice to your device.</p>  <p data-bbox="205 649 611 722">Click the <b>printer</b> icon to print a copy of the invoice.</p>  <p data-bbox="205 852 653 933">Click the <b>up/down arrows</b> to view the next page of the invoice.</p>  <p data-bbox="205 1047 653 1120">Click the <b>minus/plus</b> icon to zoom in and out on the page.</p> 		 <p>The screenshot shows a web browser window with the URL <a href="https://r5w6.osc.state.ny.us">https://r5w6.osc.state.ny.us</a>. The page title is "Employer Billing Dashboard". The header includes the NYSLRS logo and the text "Office of the State Comptroller New York State &amp; Local Retirement System" and "New York State Comptroller Thomas P. DiNapoli". The main content area displays invoice information, including a "Payment Due February 01, 2020" and a "Prepayment Due December 15, 2019" box. Below this is a "Total Amount Due" section. At the bottom of the page, a quick menu is visible, containing icons for save, print, navigation, zoom, and a search icon. The number "9" is circled in the center of the page, and the quick menu is highlighted with a red box.</p>

Step	Action	
<p>10</p>	<p>When you are finished viewing the invoice, click the <b>Close Tab (X)</b> button.</p> 	 <p>The screenshot shows a web browser window with the URL <a href="https://r5w6.osc.state.ny.us">https://r5w6.osc.state.ny.us</a>. The page title is "Employer Billing Dashboard". The header includes the NYS LRS logo, "Office of the State Comptroller", "New York State &amp; Local Retirement System", and "New York State Comptroller Thomas P. DiNapoli". The main content area contains a payment notice: "Payment of this Invoice must be received by the Retirement System on or before February 01, 2020. If paying the prepay amount, payment must be received on or before December 15, 2019. Unpaid balances accrue interest at the rate of 7.00%. If you have questions, please contact the Employer Information line at 1-866-805-0990 or 518-474-77361. Select #1 from the menu, enter your location code at the prompt and choose the Employer Billing option. MAKE NO PAYMENTS AT THIS TIME." Below this text are two buttons: "Payment Due February 01, 2020" and "Prepayment Due December 15, 2019". A "Total Amount Due" section is partially visible. A red circle with the number "10" highlights the close tab button (X) in the browser's tab bar.</p>

Step	Action	
<p data-bbox="113 250 159 285">11</p>	<p data-bbox="210 250 625 438">The <i>Employer Billing Dashboard</i> will appear. To return to the <i>Retirement Online Account Homepage</i>, click the <b>Account Homepage</b> link.</p> <div data-bbox="214 448 506 500" style="border: 1px solid black; background-color: #002060; color: white; padding: 2px; text-align: center; width: fit-content;"> <p data-bbox="226 461 493 493">Account Homepage</p> </div>	

Step	Action	
<p data-bbox="113 250 159 285">12</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 an invoice.</p>	 <p>The screenshot shows the Retirement Online Account Homepage in a browser window. The URL is https://r5w6.osc.state.ny.us:8. The page features the Retirement Online NYSLRS logo and the name of the State Comptroller, Thomas P. DiNapoli. A navigation bar includes links for Help and Contact Us. The user is signed in, and the page displays a 'Welcome' message. A 'Notifications' section contains a table with 3 items. Below this are buttons for 'Access Reporting Dashboard', 'Access Billing Dashboard', 'Access Enrollment Dashboard', and 'Access Employee Report History'. A 'My Cases' section at the bottom indicates 'You have no open cases at this time'.</p>