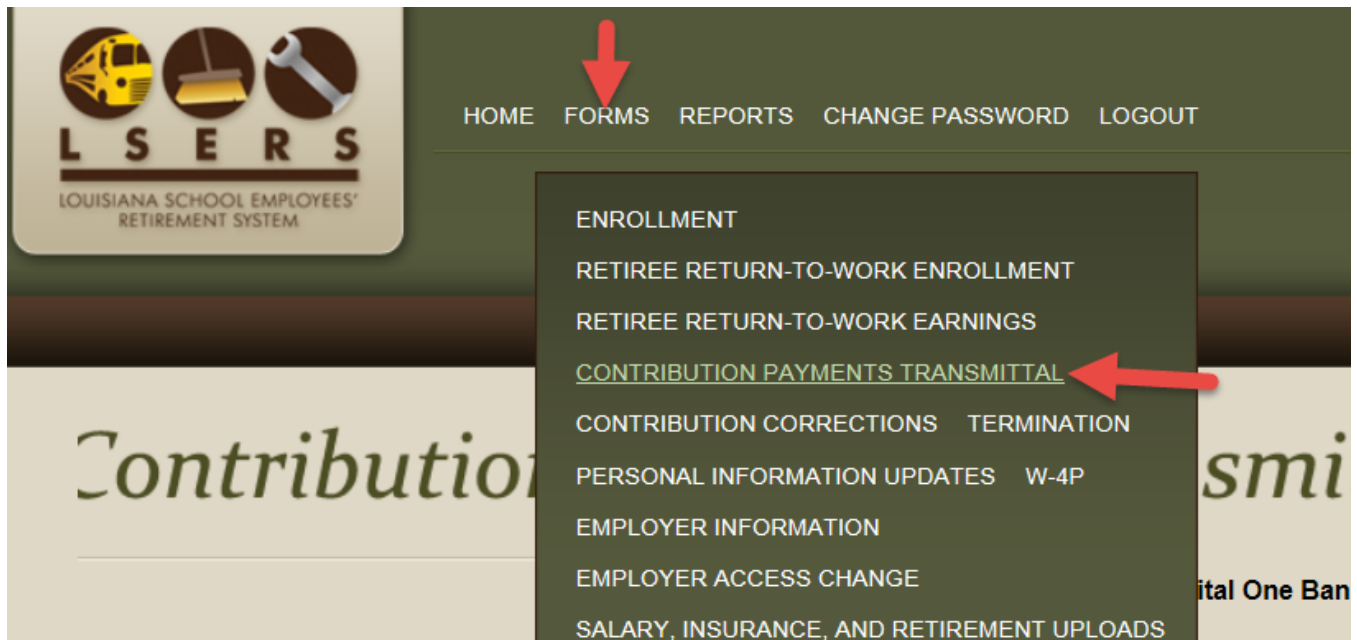


Purpose: To process a Contribution Payments Transmittal (4C) online via LSERSWeb

1. Access Employer/Member information by logging in on [LSERSWeb](#). Refer to [LSERSWeb Employer Access](#) and [LSERSWeb Member Access](#) procedures for step-by-step instructions on logging in.
2. Once logged in, hover your cursor over "Forms" in the top menu for a drop down box to appear, and then click on "Contribution Payments Transmittal".



3. Your Employer ID and name will automatically populate. Now you can start entering the information. Enter the total payment amount, and indicate how the payment will be made, (via check or ACH).

Contribution Payments Transmittal

Payment may be submitted electronically to: Capital One Bank Routing #065000090 Checking #882118398

Employer ID: Employer:

Payment Amount: Payment will be submitted via check Payment will be submitted electronically (i.e. ACH)



CONTRIBUTION PAYMENTS TRANSMITTAL (4C)

R. 10/02/15

LOUISIANA SCHOOL EMPLOYEES' RETIREMENT SYSTEM

4. Employee Contributions:

Enter the month and year to apply the payment to, Contribution Type (sheltered or unsheltered), and amount. If you are taking a credit on a payment, choose the credit box. Add additional amounts for different months by clicking "add additional amounts". The total Employee payments will populate when you press enter.

The screenshot shows the 'Employee Contributions' section of the form. It includes a 'Delete' button, an 'Add Additional Amounts' button, and a table with the following columns: 'Apply To Month / Year', 'Contribution Type', 'Credit', and 'Amount'. The 'Contribution Type' dropdown menu is open, showing 'Sheltered' and 'Unsheltered' options. A 'Total Employee Payments' field is located at the bottom right of the section.

5. Employer Contributions:

Repeat #4 above except the Contribution type will be either unsheltered or interest.

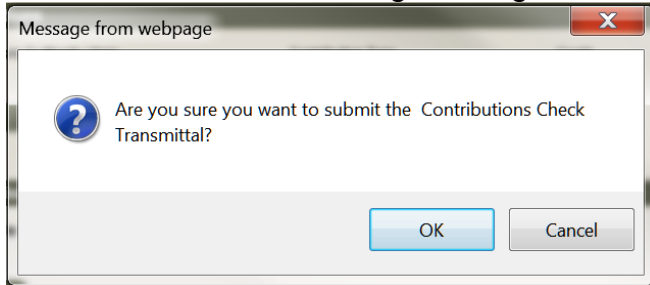
The screenshot shows the 'Employer Contributions' section of the form. It includes a 'Delete' button, an 'Add Additional Amounts' button, and a table with the following columns: 'Apply To Month / Year', 'Contribution Type', 'Credit', and 'Amount'. The 'Contribution Type' dropdown menu is open, showing 'Unsheltered' and 'Interest' options. A 'Total Employer Payments' field is located at the bottom right of the section.

6. Total Payment:

Click Calculate, and the Total Employee and Employer payments will calculate. If it does not match the payment amount at the top, adjust accordingly. When it is correct, click Submit.

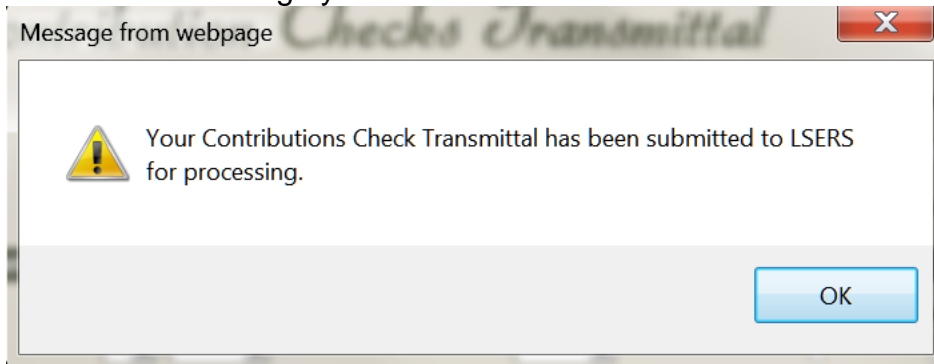
The screenshot shows the full 'Contribution Payments Transmittal' form. At the top, it includes fields for 'Employer ID', 'Employer', and 'Payment Amount' (set to 100.00). Below this are the 'Employee Contributions' and 'Employer Contributions' sections. At the bottom, there is a 'Total Payment' section with a 'Total Employee & Employer Payment' field showing \$100.00. A red box highlights the 'Calculate' button, and a red arrow points to the 'Submit' button.

7. You will receive the following message:



Click OK.

8. The final message you will receive is:



Click OK. An email will then be sent to LSERS for verification of your payment and then posted to your account.