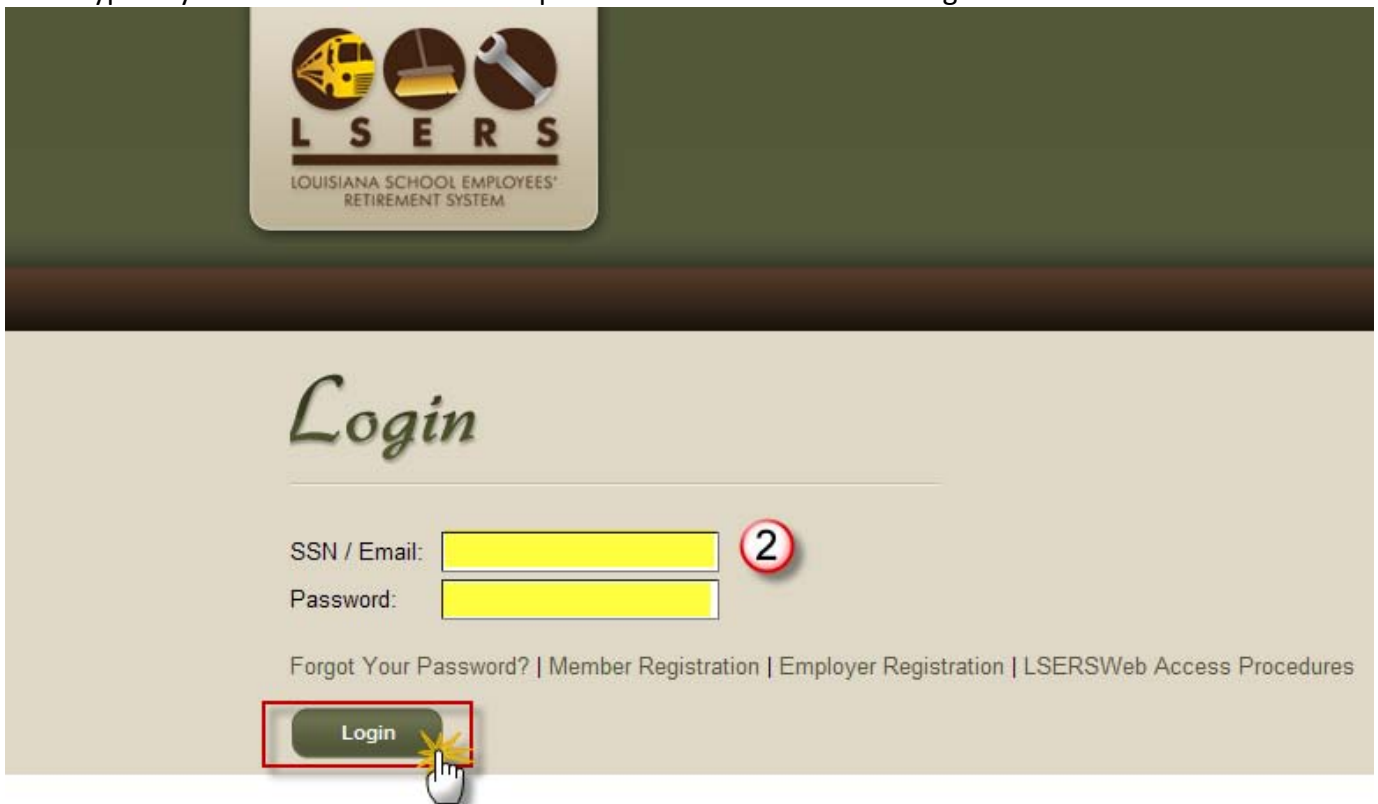


Purpose: To provide detailed instruction for employers (and employees who are authorized) to update contact information

1 Log into www.lasers.net and click on login.



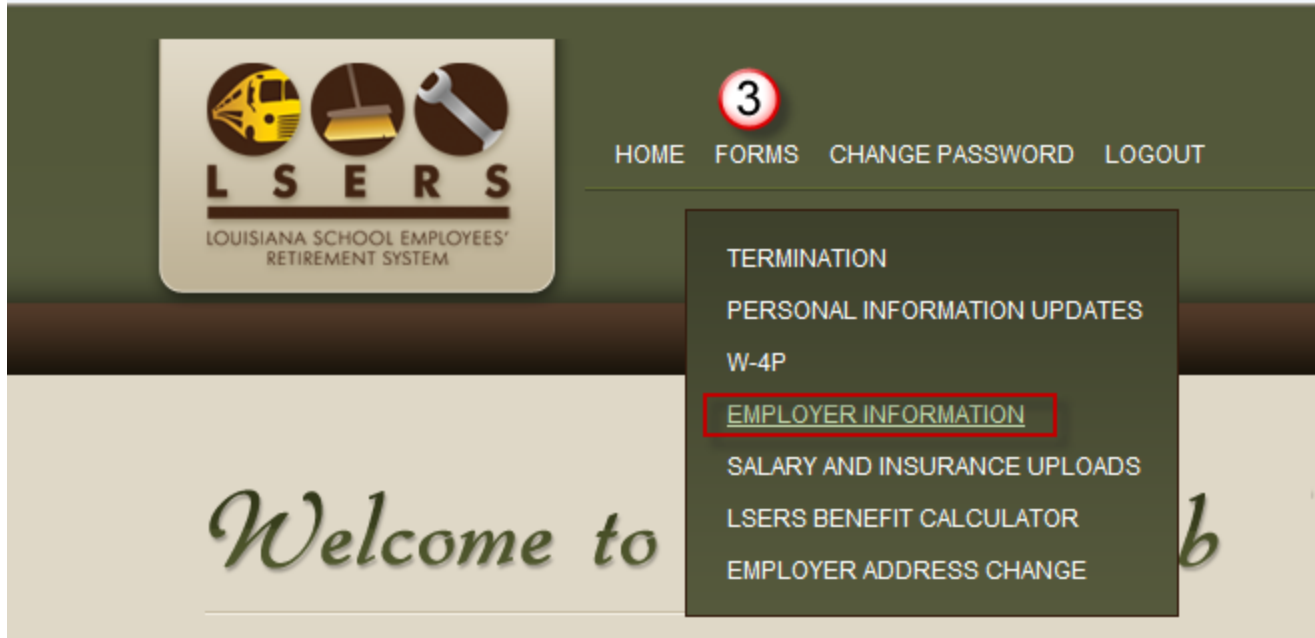
2 Type in your email address and the password and then click on “Login”



You will be taken to “Welcome to LSERSWeb” page.

3

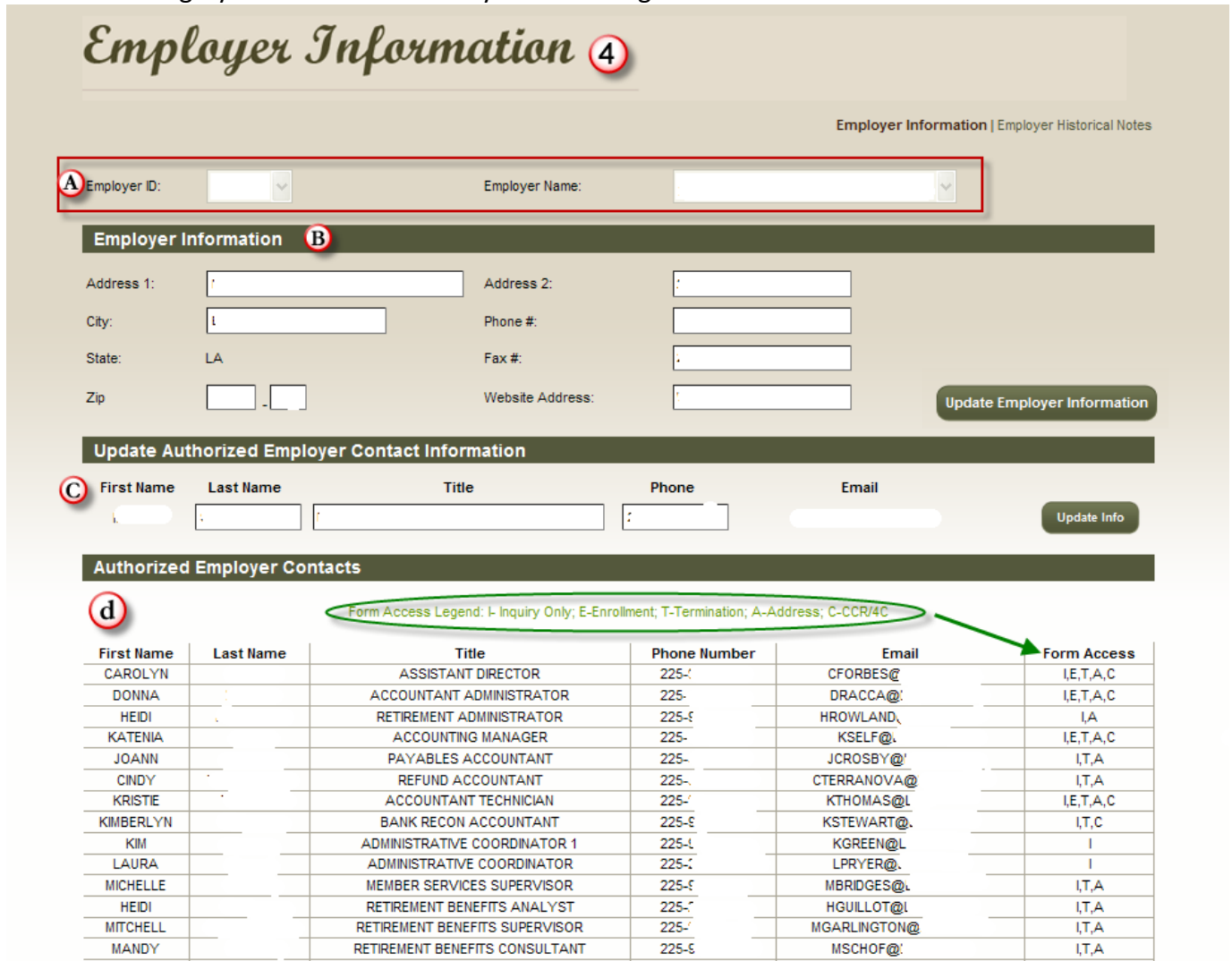
Hover your mouse pointer over the word **FORMS** at the top of the page. When the menu appears, click on **EMPLOYER INFORMATION**



4

The *Employer Information* screen will appear. **A.** The top part of the screen is the *Employer ID* and the *Employer Name*. **B.** The second section of the screen is the *Employer Information*. **C.** The third section of the screen is the *Update Authorized Employer Contact Information*. **D.** The last section of the screen is a list of the current *Authorized Employer Contacts*, their first and last names, job titles, phone numbers, email addresses, and authorized access. (access codes definitions are in green above the list).

NOTE: If you do not have access to make changes to employer information, you will not be able to do so. Fields that are gray are not accessible to you for editing.



Employer Information 4

Employer Information | Employer Historical Notes

A Employer ID: Employer Name:

B **Employer Information**

Address 1: Address 2:
 City: Phone #:
 State: LA Fax #:
 Zip: Website Address: Update Employer Information

C **Update Authorized Employer Contact Information**

First Name: Last Name: Title: Phone: Email: Update Info

D **Authorized Employer Contacts**

Form Access Legend: I- Inquiry Only; E-Enrollment; T-Termination; A-Address; C-CCR/4C

First Name	Last Name	Title	Phone Number	Email	Form Access
CAROLYN		ASSISTANT DIRECTOR	225-1	CFORBES@	I,E,T,A,C
DONNA		ACCOUNTANT ADMINISTRATOR	225-	DRACCA@	I,E,T,A,C
HEIDI		RETIREMENT ADMINISTRATOR	225-8	HROWLAND,	I,A
KATENIA		ACCOUNTING MANAGER	225-	KSELF@	I,E,T,A,C
JOANN		PAYABLES ACCOUNTANT	225-	JCROSBY@	I,T,A
CINDY		REFUND ACCOUNTANT	225-	CTERRANOVA@	I,T,A
KRISTIE		ACCOUNTANT TECHNICIAN	225-7	KTHOMAS@L	I,E,T,A,C
KIMBERLYN		BANK RECON ACCOUNTANT	225-8	KSTEWART@	I,T,C
KIM		ADMINISTRATIVE COORDINATOR 1	225-1	KGREEN@L	I
LAURA		ADMINISTRATIVE COORDINATOR	225-1	LPRYER@	I
MICHELLE		MEMBER SERVICES SUPERVISOR	225-8	MBRIDGES@L	I,T,A
HEIDI		RETIREMENT BENEFITS ANALYST	225-7	HGUILLOT@L	I,T,A
MITCHELL		RETIREMENT BENEFITS SUPERVISOR	225-7	MGARLINGTON@	I,T,A
MANDY		RETIREMENT BENEFITS CONSULTANT	225-8	MSCHOF@	I,T,A

5 To change the address, phone, fax, etc., simply highlight the current text/information and type in the new information. When you're done, click on **"Update Employer Information"**. A message screen will appear asking if you are sure you want to update the employer information, click **"OK"**.

You will be brought back to the Employer Information screen and will be able to see your changes.

If you wish to see the changes made to your information, click on **6** **"Employer Historical Notes"** (highlighted in yellow in this screen shot) and you will be able to see the date the changes were made, what the change was, and the email address of the person who made the change.

Note Date	Action	Note	Update User
11/2/2012	Employee Info Update	Update Employee Info: SCHOF1-RETIREMENT BENEFITS CONSULTANT-2259257036 at 11/2/2012 2:16:05 PM	MSCHOF@LSERS.NET
11/2/2012	Employee Info Update	Update Employee Info: SCHOF-RETIREMENT BENEFITS CONSULTANT-2259257036 at 11/2/2012 2:16:53 PM	Admin
11/2/2012	Employee Info Update	Update Employee Info: SCHOF-RETIREMENT BENEFITS CONSULTANT-2259257036 at 11/2/2012 2:17:46 PM	Admin
11/2/2012	Employee Info Update	Update Employee Info: SCHOF-RETIREMENT BENEFITS CONSULTANT-2259257036 at 11/2/2012 2:27:36 PM	Admin
11/9/2012	Employer Address Change	Update Employer Info: P O BOX 44516 CAPITOL STATION-2-BATON ROUGE-708044516-2259256484-2259221001-WWW.LSERS.NET at 11/9/2012 1:02:07 PM	MSCHOF@LSERS.NET
11/9/2012	Employee Info Update	Update Employee Info: SCHOF-RETIREMENT BENEFITS CONSULTANT 1-2259257036 at 11/9/2012 1:02:38 PM	MSCHOF@LSERS.NET
11/9/2012	Employer Address Change	Update Employer Info: P O BOX 44516 CAPITOL STATION-BATON ROUGE-708044516-2259256484-2259221001-WWW.LSERS.NET at 11/9/2012 1:02:53 PM	MSCHOF@LSERS.NET

7

To update the Authorized Employer Contact Information, either highlight and delete the information that is there or highlight and type in the new information. When you're done, click "Update Info". A message screen will appear asking if you are sure you want to update the employee information, click "OK".

Update Authorized Employer Contact Information

First Name	Last Name	Title	Phone	Email
MANDY				MSCHOF@LSERS.NET

Authorized Employer Contacts

Form Access Legend: I-Inquiry Only; E-Enrollment; T-Termination; A-Address; C-CCR/4C

First Name	Last Name	Title	Phone Number	Email	Form Access
CAROLYN		ASSISTANT DIRECTOR	225-	CFORBES@	I,E,T,A,C
DONNA		ACCOUNTANT ADMINISTRATOR	225-	DRACCA@	I,E,T,A,C
HEDI		RETIREMENT ADMINISTRATOR	225-	HROWLAND@	I,A
KATENIA		ACCOUNTING MANAGER	225-	KSELF@	I,E,T,A,C
JOANN		PAYABLES ACCOUNTANT	225-	JCROSBY@	I,T,A
CINDY		REFUND ACCOUNTANT	225-	CTERRANOVA@	I,T,A
KRISTIE		ACCOUNTANT TECHNICIAN	225-	KTHOMAS@	I,E,T,A,C
KIMBERLYN		BANK RECON ACCOUNTANT	225-	KSTEWART@	I,T,C
KIM		ADMINISTRATIVE COORDINATOR 1	225-	KGREEN@	I
LAURA		ADMINISTRATIVE COORDINATOR	225-	LPRYER@	I
MICHELLE		MEMBER SERVICES SUPERVISOR	225-	MBRIDGES@	I,T,A
HEDI		RETIREMENT BENEFITS ANALYST	225-	HGUILLOT@	I,T,A
MITCHELL		RETIREMENT BENEFITS SUPERVISOR	225-	MGARLINGTON@	I,T,A
MANDY		RETIREMENT BENEFITS CONSULTANT	225-	MSCHOF@	I,T,A
DANIELLE		RETIREMENT BENEFITS ANALYST	225-	DGUILLOT@	I,T,A
CINDY		RETIREMENT BENEFITS ANALYST	225-	CBALINT@	I,T,A
PATTY		RETIREMENT BENEFITS ANALYST	225-	PTRAYLOR@	I,T,A
TIFFANI		RETIREMENT BENEFITS ANALYST	225-	TCARTER@	I,T,A
SHEMEKA		RETIREMENT BENEFITS ANALYST	225-	SSELDERS@	I,T,A
LIZ		HUMAN RESOURCES ANALYST	225-	LGUIDRY@	I
ALICE		IT MANAGEMENT CONSULTANT	225-	AQUINN@	I
ANITA		HR DIRECTOR	225-	AGREEN@	I,E,T,A

Message from webpage

Are you sure you want to update the Authorized Employer Contact Info?

You will be returned to the *Employer Information* screen and will see your changes to the Authorized Employer Contacts' information.

Please always remember to 'LOGOUT' when you're done.

