

**Who is eligible for membership in LSERS?** Refer to the [LSERS Membership](#) Fact sheet.

**NOTE:** Effective March 29, 2017, employers are no longer required to re-enroll members who continue working after their DROP participation period ends. LSERS will automatically re-enroll a DROP member when the employer reports salary and contributions after 30 days from the DROP end date. If an employer reports salary prior to 30 calendar days, an exception will appear for that member, "No Enrollment for This Person – No Matching Employment Record". **NO ACTION IS NEEDED BY THE EMPLOYER.** When the employer reports salary after the 30 calendar days, LSERS will automatically enroll the member and clear the previous month's exception.

1. Log in to [LSERSWeb](#) and access the online Enrollment form. Refer to [Log in](#) procedures for logging in.
2. Hover your cursor over the word Forms and choose Enrollment. You will only be able to access the online processes you were registered for on your Authorized Employer Contact form.



3. Complete the online form.

*Enrollment Application/Employee Notification*

**Section 1**

**Employee Information**

**A** Employer:

Social Security Number:

Name (Last First Middle):  }

Date of Birth:  -  -

Gender:

Marital Status:

First Service Date:  -  -

Current Service Credit:

Member Status:

**B** Address 1:

Address 2:

City:

State:

ZIP:  -

Email:

Home Phone:  -

Cell Phone:  -

Section 1: Employee Information

- A. Enter the member's social security number. If the employee is already an LSERS member, all information in "B" will populate.
- B. Enter all information or correct populated information if the employee is already a member.

## Section 2

### Previous Employment / Membership

Information is being requested in accordance with Act 992 of 2010 to determine appropriate retirement provisions for this hire. If applicant has service credit in another state system in Louisiana, contribution rate will be 7.5%

Was applicant a previous member of a state retirement system in Louisiana?  A

### Section 2: Previous Employment/Membership

- A. Answer the question: if No, no further information needed.
- B. If Yes, the following two questions are required.

Was applicant a previous member of a state retirement system in Louisiana?  B

Select System:

Did applicant withdraw their contributions when they left their previous employment?

## Section 3

### Enrollment Information

#### Employment Status

- Full-time A
- Part-time

Title of position:

Date of Employment:

Months of Contract:

Since this applicant is being enrolled on or after January 1, 2013, the employer must provide the Forfeiture of Benefits Attestation, [Form 2F](#), to the applicant for attesting to the provisions of La. R.S. 11:293. The employer must maintain the completed, signed form in the employee's personnel file. Has the applicant completed and signed the Form 2F?  Yes. If no, print the form from the link above. Once the form is completed, answer Yes to proceed with processing the enrollment. a

### Document Uploads

Add Additional File

B

C

Update

Reset

Print

### Section 3: Enrollment Information and Update

- A. Indicate whether the employee will be working full time or part time.
- B. Select the title of the position from the drop down arrow.
- C. Enter the Date of Employment.
- D. Enter the Months of Contract, i.e. 9, 10, 11, or 12.

- E. Click the Yes box if the applicant has completed the Form 2F. If the applicant has not completed the Form 2F, click the link to Form 2F to launch the form for printing and completing. Once the Form 2F is signed, click the Yes box.
- F. Upload documents, if applicable, i.e. birth certificate, social security cards, marriage licenses, etc.

- a. Click “Add Additional File” for each document you want to upload, before you begin the upload. Example, if you are going to upload a birth certificate, Social Security Card, and Form 2SS, you must click 3 times to have 3 areas available to upload the documents.

- b. Click on Browse to select the pdf document on your local PC. Browse and select all of the documents before proceedings to the next step.
- c. Click Update to upload the documents and process the Enrollment.

- 4. An acknowledgement letter for the member will be mailed from the LSERS office within 2 business days. See an example on the last page of these procedures.
- 5. The enrollment will be updated to LSERSWeb by the next business day. The documents that were previously uploaded are available for viewing for 30 days. They will be located on the Personal Information Updates form as shown on the next page of these procedures.



LOUISIANA SCHOOL EMPLOYEES' RETIREMENT SYSTEM

Personal Information	Current	New Information
Social Security Number:	<input type="text"/> <input type="button" value="Search"/>	
Name (Last First Middle Initial):*	<input type="text"/>	<input type="text"/>
Birth Date:	05/31/1992	<input type="text"/>
Mailing Address:	<input type="text"/>	<input type="text"/>
Mailing Address 2:		<input type="text"/>
Mailing City:	LAROSE	LAROSE
Mailing State:	LA	LOUISIANA
Mailing ZIP:	70373-0000	70373 - 0000
Home Phone Number:		( ) - -
Cell Phone Number:		( ) - -
Email Address:		<input type="text"/>

\* Name Changes cannot be updated online for members in DROP or who are receiving a benefit payment from LSERS.

**Document Uploads**

Download	Type	Document (PDF Files Only) - Maximum size 4MB	Comment	Document Date	Delete
Download	MEMBER SOCIAL SECI	<input type="text"/> <input type="button" value="Browse..."/>	SS cards	6/6/2013	X
Download	MEMBER BIRTH CERTI	<input type="text"/> <input type="button" value="Browse..."/>	Birth Certificate	6/6/2013	X
Download	STATEMENT CONCERN	<input type="text"/> <input type="button" value="Browse..."/>	Form SS2	6/6/2013	X



# ENROLLMENT ONLINE PROCEDURES

R. 3/27/17

LOUISIANA SCHOOL EMPLOYEES'  
RETIREMENT SYSTEM



8660 United Plaza Blvd. (70809) • P.O. Box 44516 • Baton Rouge, LA 70804-4516  
p. 225.925.6484 • 1.800.256.3718 • f. 225.922.0350 • www.lasers.net

Form 04-02L

7/30/2013

DOE JOHN  
123 OAK STREET  
BATON ROUGE, LA 70805

Re: Member No. 6789

Dear Member:

Thank you for all you do as a public employee serving the State of Louisiana. Your contribution to the State is very important.

As a public employee, you are now enrolled in a state retirement system. Your employer, Bogalusa City Schools , enrolled you in the Louisiana School Employees' Retirement System (LSERS) effective 7/31/2013 which should be your first day of work. You will be contributing to a public pension plan in lieu of social security for the purpose of providing you with a pension for life upon retirement.

The information below was reported by your employer when you were enrolled. If any of the following information is incorrect, please call 1.800.256.3718 and ask for the enrollment accountant, email LSERS webmaster@LSERS.net or mail a letter to P.O. Box 44516; Baton Rouge, LA 70804.

- Position: ADMINISTRATIVE
- Date of Birth: 1/2/1985
- Gender: MALE

If the following forms were not provided to your employer upon enrollment, please email or mail the following documents to webmaster@lsers.net or P.O. Box 44516; Baton Rouge, LA 70804. Please sign the forms where necessary.

- Form 2SS – Statement Concerning Your Employment in a Job Not Covered by Social Security
- Form 3 – Named Beneficiary
- Copy of your and your beneficiary's Birth Certificates
- Copy of your and your beneficiary's Social Security Cards

We encourage you to visit on our secure website at [www.lasers.net](http://www.lasers.net) for access to your membership information. You will have access to view your contribution balance, named beneficiaries, years of service, calculation of estimate benefits and other important retirement information. Click on Login and click on Member Registration for instructions to sign up for access. We encourage you also to sign up for our Email Subscription at the bottom of our home page to receive information and updates regarding your LSERS membership.

Again, welcome to LSERS.

*Striving for Excellence in Customer Service*