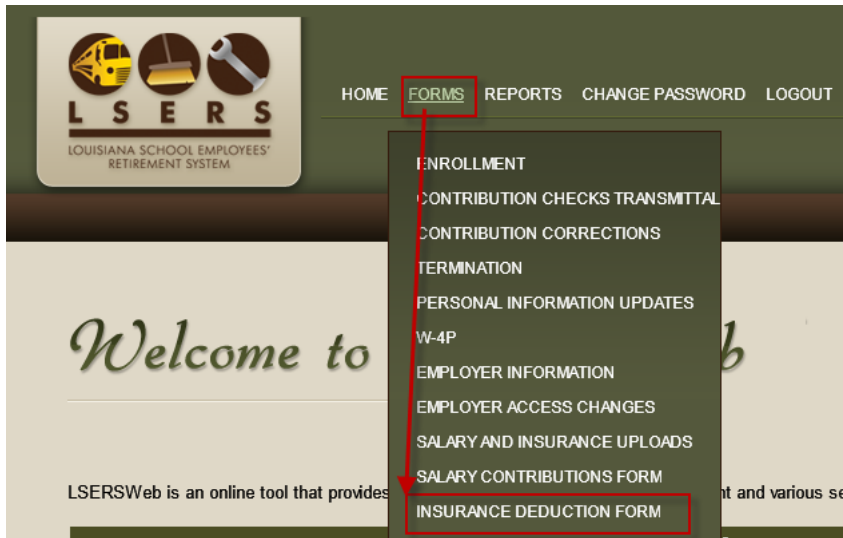


**Purpose:** To provide detailed instructions for employers who do not participate in the Office of Group Benefits insurance plan to input health and life insurance deductions online.

1. Access Employer/Member information by logging in on [LSERSWeb](#). Refer to [LSERSWeb Employer Access](#) procedures for step-by-step instructions on logging in.
2. Hover your mouse pointer over the word **FORMS** at the top of the page. When the menu appears, click on **Insurance Deduction Form**.



3. The input screen will appear. Changes made between the 1<sup>st</sup> and the 23<sup>rd</sup> will be effective the next month; any changes made after the 23<sup>rd</sup> will be effective the following month.

## Insurance Deduction Form

Changes made between the 1st and 23rd will be effective the next month; any changes made after the 23rd will be effective the following month.

Example: Change made September 7th – effective on October benefit payment.

Change made September 24th – effective on November benefit payment.

Insurance Deductions

Employer ID: <input type="text"/>	Employer Name: <input type="text"/>			
SSN	Name			Delete
<input type="text"/>				
Current Health Deduction	Operation Code		New Health Amount	
	<input type="text"/>		\$ <input type="text"/>	
Current Life Deduction	Operation Code		New Life Amount	
	<input type="text"/>		\$ <input type="text"/>	

Employee ID

*Will be prefilled with your Employer Number*

Employer Name

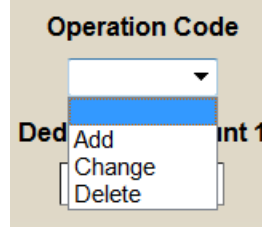
*Will be prefilled with your Employer Name*

SSN:

Enter Employee SSN, Tab to next field and information will populate

Operation Type:

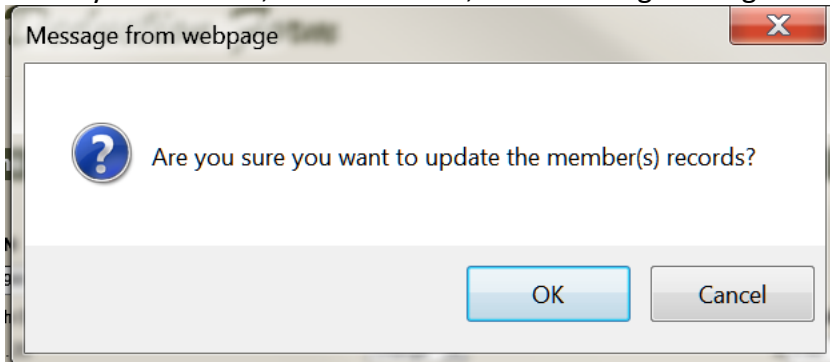
Choose Change, Add, or Delete



Enter new amount for Health or Life insurance.

Add Additional Record Enter another retiree's insurance information.

When you are done, click **“submit”**, the following message box will appear, click **“ok”**.



Then you will receive this message box with an email to you indicating the change.

