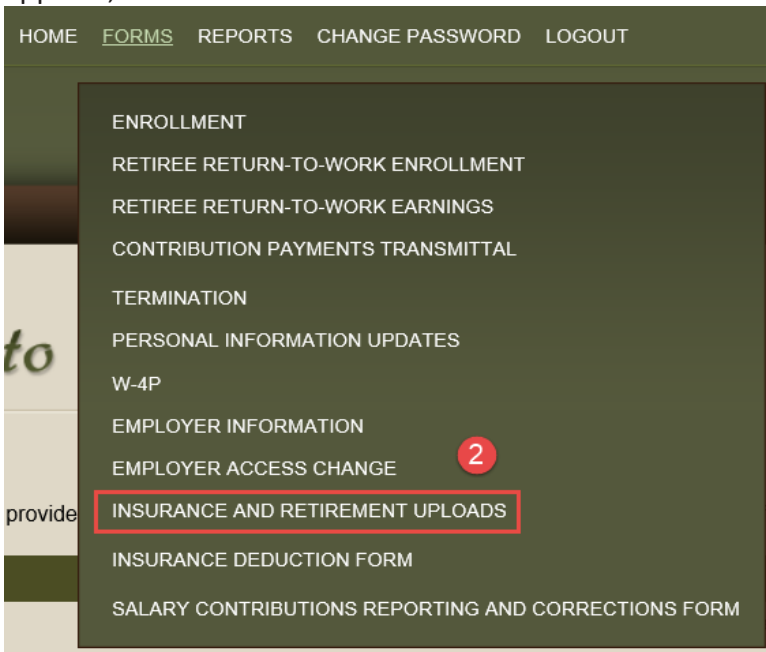


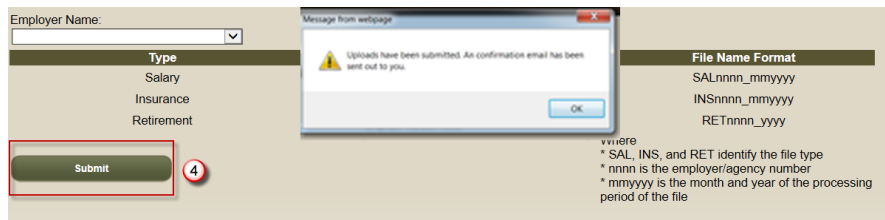
1. Access Employer/Member information by logging in on [LSERSWeb](#). Refer to [LSERSWeb Employer Access](#) procedures for step-by-step instructions for logging in or for requesting authorized access.
2. Hover your mouse pointer over the word **FORMS** at the top of the page. When the menu appears, click on **INSURANCE AND RETIREMENT UPLOADS**.



3. Use the Browse buttons to find your insurance and retirement files you want to upload. Data file layouts for insurance and retirement files can be found at [here](#).

Employer Name:	<input type="text"/>	Employer Number:	<input type="text"/>
Type	Document - Maximum size 4MB	File Name Format	
Insurance	<input type="text"/> Browse...	INSnnnn_mmyyyy	3
Retirement	<input type="text"/> Browse...	RETnnnn_yyyy	

4. Click the Submit button to upload files. Once completed, you will receive a message (click OK) and a confirmation email as shown below will be sent:



vvvvv  
 \* SAL, INS, and RET identify the file type  
 \* nnnn is the employer/agency number  
 \* mmyyyy is the month and year of the processing period of the file

**LSERS - The Upload Confirmation**

DO\_NOT\_REPLY@lsers.net

Sent: Mon 10/29/2012 9:49 AM

To: [REDACTED] School Board [REDACTED]

Employer ID [REDACTED] with the user name [REDACTED]@psb.org has uploaded the following files to the LSERS server:

Salary File: SAL00[REDACTED]\_102012.txt

Insurance File:

At: 10/29/2012 9:48:40 AM

Please do not reply from this email. If you have any questions, please email to [ituser@lsers.net](mailto:ituser@lsers.net).

Thank you,

LSERS Information Technology department