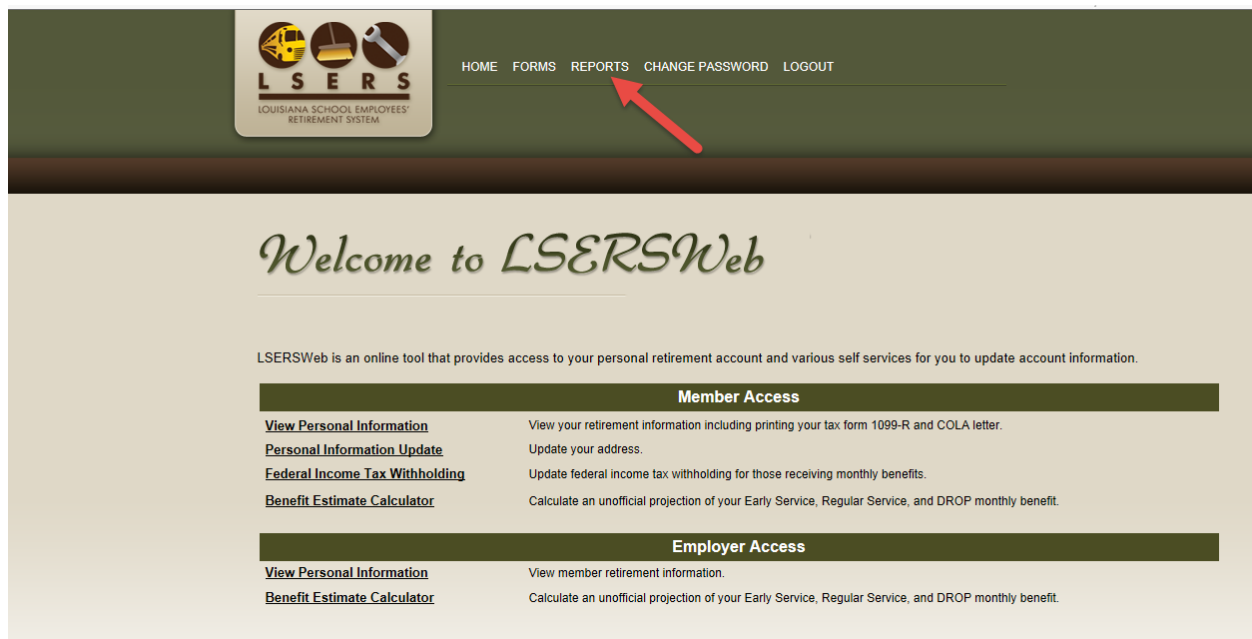


**PURPOSE:** To provide procedures for Non-OGB Insurance employers to view the “Insurance Update Report” online through LSERSWeb following the monthly submission of the Salary, Insurance and Retirement Upload Form or the Insurance Deduction Form. This report can be reviewed to see changes to a retiree’s insurance deduction for the dates selected. This report replaces the Auto Insurance In Update Report that is sent from LSERS upon request from employers. To see all deductions for each retiree refer to the [Insurance Deduction Report](#).

1. Log into [LSERSWeb](#). Refer to [LSERSWeb Employer Access](#) procedures for step-by-step instructions on logging in.



2. Select Reports.



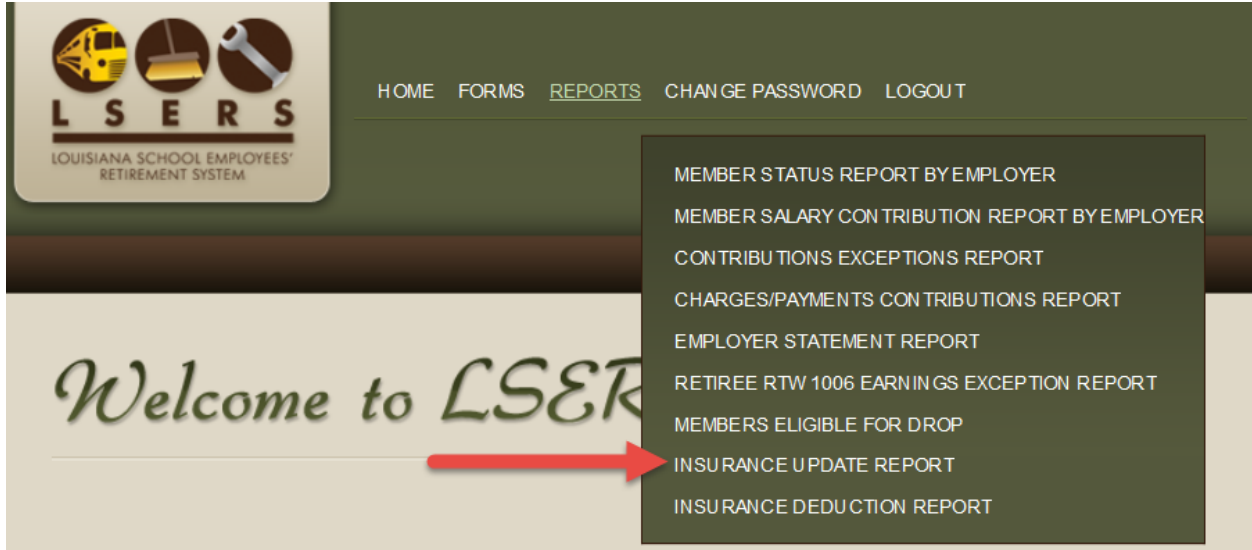


LOUISIANA SCHOOL EMPLOYEES'  
RETIREMENT SYSTEM

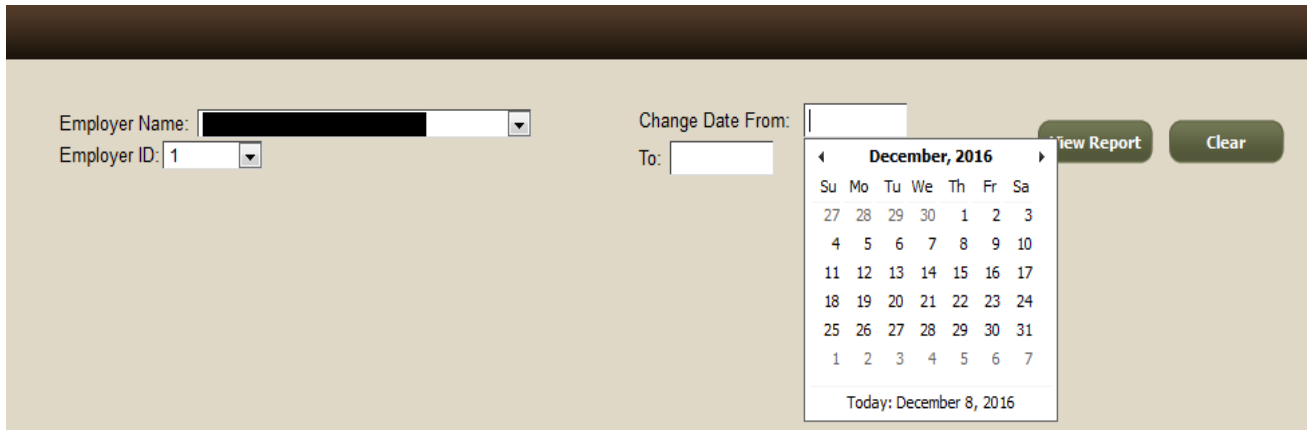
# INSURANCE UPDATE REPORT

R. 12/27/16

### 3. Select INSURANCE UPDATING REPORT.



### 4. Enter Change Date From and To for the updating period you want to review, and click View Report.





# INSURANCE UPDATE REPORT


R. 12/27/16

LOUISIANA SCHOOL EMPLOYEES'  
RETIREMENT SYSTEM

5. You can view the health and life insurance deduction changes that have been updated to LSERS system for the time period selected.

Employer Name:  Change Date From: 11/1/2016  
Employer ID: 3 To: 11/30/2016 [View Report](#) [Clear](#)

1 of 1 Find | Next

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p. 225.925.6484 • 1.800.256.3718 • f. 225.922.0350 • www.lsers.net

**Parish School Board For 11/1/2016 to 11/30/2016**

SSN	Health Insurance		Life Insurance		Process Date	Error Message
	Old Amount	New Amount	Old Amount	New Amount		
434		-120.52			11/12/2016	
435		-43.31			11/15/2016	
437		-120.26			11/12/2016	
438	-109.56	-28.26			11/14/2016	
439		-120.52			11/15/2016	
439	-451.68	-252.38			11/07/2016	
<b>Totals:</b>	-561.24	-685.25			0	

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