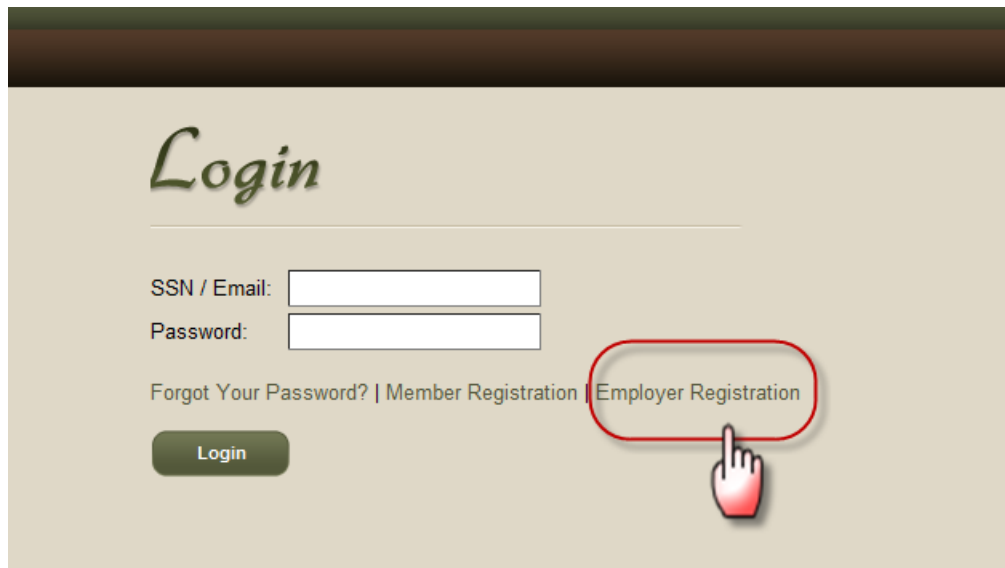
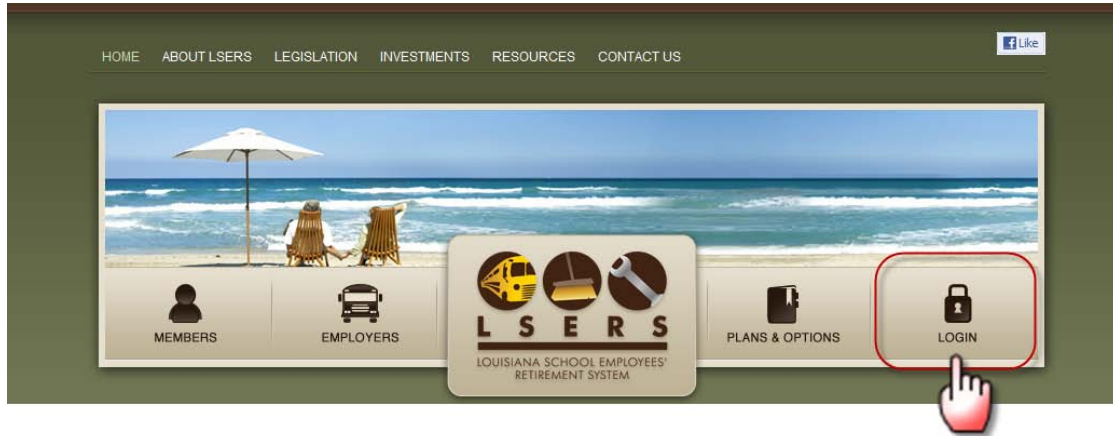


PURPOSE: To provide procedures for employers to request access to LSERSWeb in order to [view](#) and update member information, to [submit](#) online forms, and to [upload](#) salary and insurance files.

1. Access LSERS Website at www.lsers.net. Click Login.





LSERSWeb Employer Access Procedures

R. 4/16/14

LOUISIANA SCHOOL EMPLOYEES' RETIREMENT SYSTEM

- Select **Employer Registration** and the following **Authorized Employer Contacts** form will display.

Authorized Employer Contacts

Please complete all sections. Signatures are required for designated authorized signers. Designate personnel who will be responsible for certifying or viewing data. The designated personnel should be familiar with the accuracy of the data, as the employer will be responsible, under the provisions of La R.S. 11:1201-B, for any errors that result from incorrect certifications. Personnel with "Inquiry Only" access will not be an authorized signer. Exception: the Superintendent/Agency Head is an "Authorized Signer," even with "Inquiry Only" access. Always allow pop-ups from this site

Upon completing the Form 03-01, all listed agency personnel will receive an email requiring confirmation of their email address. It is imperative that all listed agency personnel confirms their subscription for LSERS email list service. LSERS provides important information and updates through email and, without confirmation, it will hinder agency personnel from gaining valuable LSERS information. Procedures provided at [here](#) will supply a step-by-step process on what is required to confirm the email subscription. Ensure your agency staff is aware they have been authorized access to LSERS inquiry and/or other online forms. LSERS does not share agency email addresses with any third party vendor.

Legend for access requests: I - Inquiry Only E - Enrollment T - Termination A - Address C - CCR/4C/Ins Ded/Sal Contr

Employer Information

Employer Name: Employer ID Number: Agency Website Address:

Employer Address: Telephone Number:

City, State, Zip: Fax Number:

Information on Designated Personnel

Designee First Name: Designee Last Name:

Position or Title:

Date Signed:

Requests access to (check all that apply)
 I E T A C

Replaces previously designated personnel?
 Yes No

Name to be deleted from list:

Phone Number/Ext:

E-mail address: Signature:

Employer Certification

Agency Head First Name: Agency Head Last Name:

Email: Agency Head Signature:

- Complete all information based on your agency and access.

Upon completion **Submit then Print**; you may need to change the margins on your printer to .25 each.

Sign and date the printed form. Form must also be signed and dated by the Agency Head.

Please return to LSERS by one of the following methods:

Scan: e-mail to websupport@lsers.net

Fax: 225.922.0350

Mail: LSERS, PO Box 44516, Baton Rouge, LA 70804



Note: Unreturned or unsigned letters will cause your login to be cancelled. Your login will also be cancelled after 180 days of inactivity.

4. LSERS will promptly verify your information.

You will receive an e-mail at the email address entered on the Employer Registration form. The e-mail will be similar to the one below, depending on the e-mail software you are using, but with your agency number.



102-confirm+c22077d0f35c7be6b6e922d310883b2fcba17e7b@lists.lasers.net

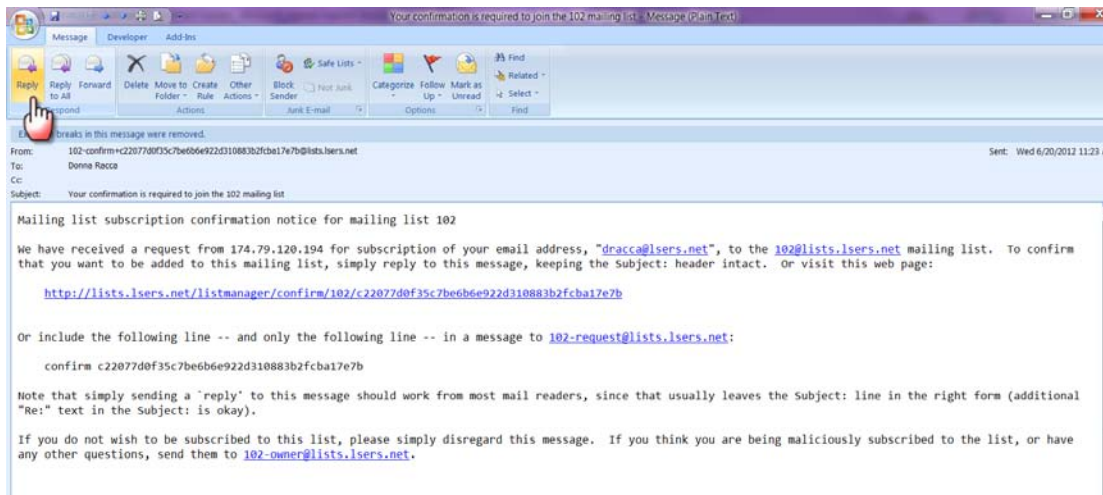
Agency Number

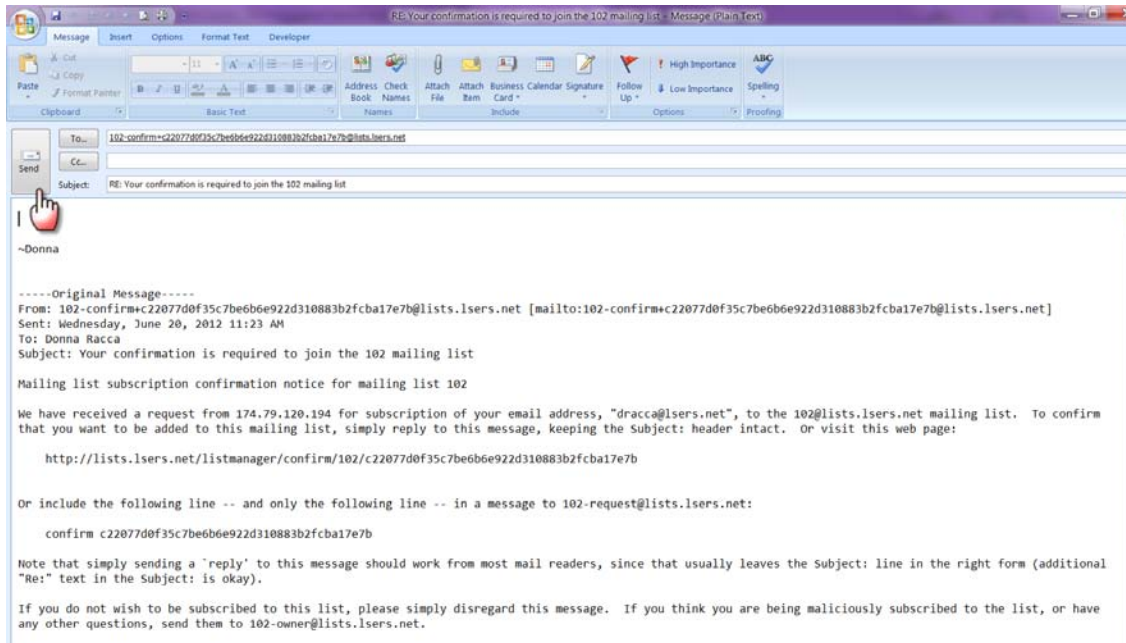
The subject line will be similar to this:

Your confirmation is required to join the **102** mailing list

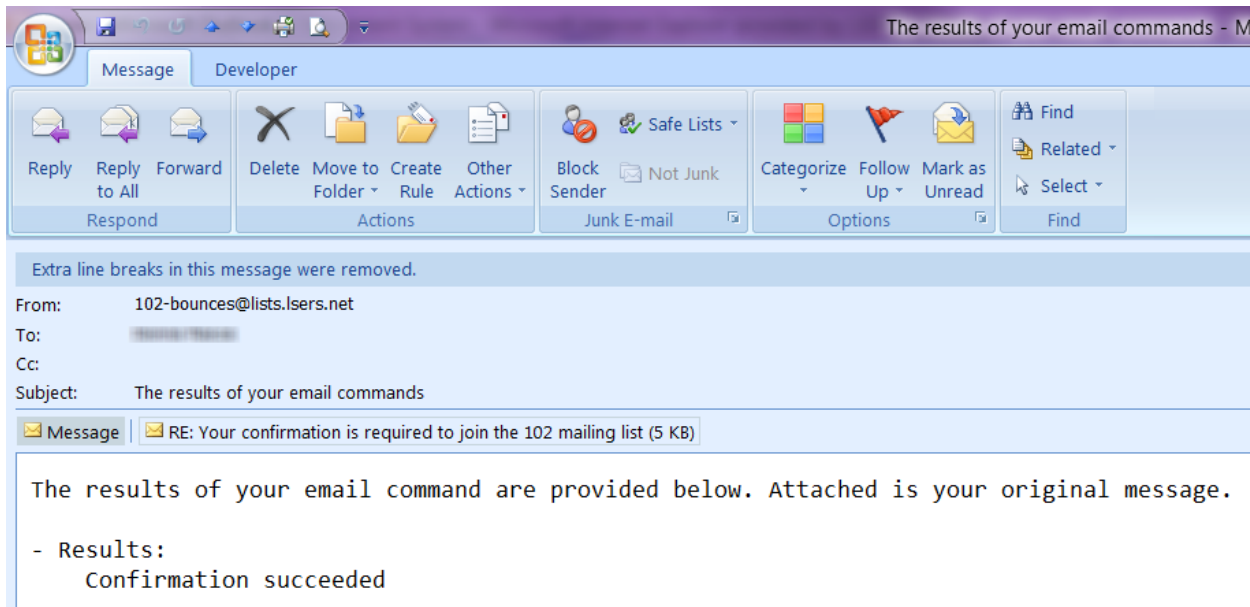
Agency Number

5. Open the e-mail, reply and send:

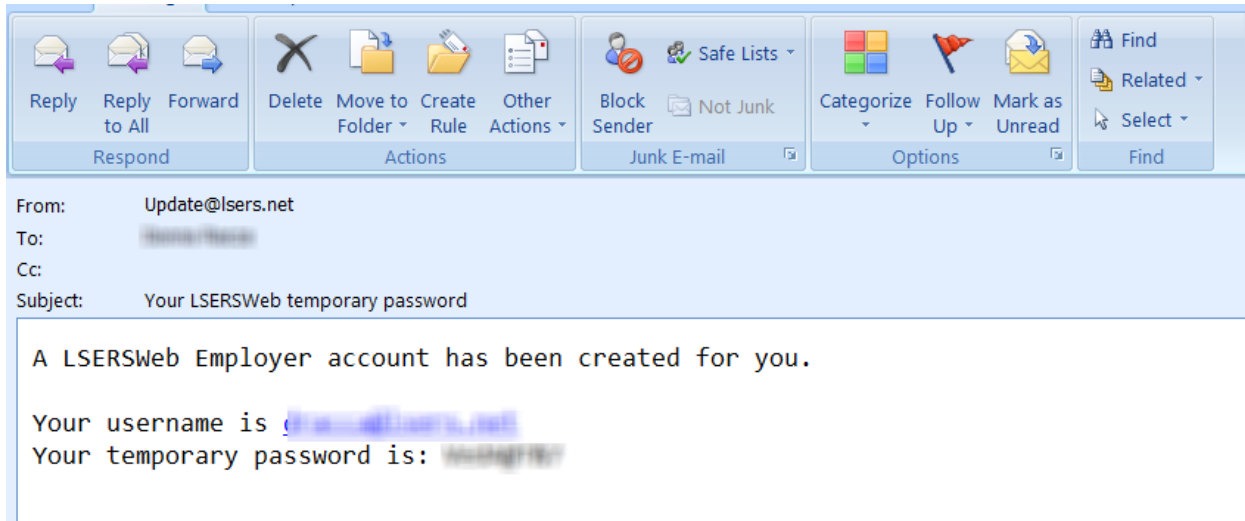




6. You will then receive a confirmation e-mail similar to this:



7. Once your Form 1 is received and processed at LSERS, you will receive an e-mail with your temporary password.



Access to the LSERS website www.lsers.net

8. Login with the email address and your password

To change password:





- Update the Password and Select **Submit**.
- On the **Personal Summary** screen, enter the Members Social Security Number to view member information.

- Personal Summary:**
This screen displays the member Personal Information, Designated Beneficiaries, Member Status, Employment History and Account Balances
- Account History:**
This screen displays Member Account History information from the day their service began with LSERS until current.
Select **Effective Date** for detailed information concerning that year

Account History						
Seq	Effective Date	Employer or Transaction Type	Actual Salary	Full-Time Rate	Contributions	Contribution Type
1	6/30/2007	LA SCHOOL EMPLOYEES RETIREMENT SYSTEM	\$11,608.48	\$11,608.48	\$870.63	TSREG

- Salary History:**
This screen will display the Members Salary History information for the years they have been Active in the LSERS system. The detail information will display by selecting the individual fiscal year

Fiscal Year	Actual Salary	Full-Time Rate
1984	\$6,356.79	\$6,356.79
1985	\$7,650.48	\$7,650.48
1986	\$8,104.90	\$8,104.90
1987	\$8,040.72	\$8,040.72

- DROP/IBRP History:**
This screen displays a retired member's DROP or IBRP history, if applicable.



DROP History				
Fiscal Year	Benefit Sequence	Deposit	Withdrawal	Interest
2007	0	\$29,855.70	\$0.00	\$0.00
2008	0	\$14,523.25	\$0.00	\$664.84
2009	0	\$0.00	\$0.00	\$682.64

- DROP/IBRP Information:**

This screen displays a retired member's DROP or IBRP information, if applicable.

DROP Information	
Beginning Date: 6/15/2006	Monthly Deposit Amount: \$2,382.11
Ending Date: 1/3/2008	Balance: \$43,967.18
# months in DROP: 18.66	Option: 1

- Member Statement:**

Member Statements are available for each fiscal year of the LSERS membership.

Select each fiscal year for that year's statement.

Fiscal Year
<u>7/1/1983 - 06/30/1984</u>
<u>7/1/1984 - 06/30/1985</u>
<u>7/1/1985 - 06/30/1986</u>
<u>7/1/1986 - 06/30/1987</u>

Contact Information:

Louisiana School Employees' Retirement System

Physical Address: 8660 United Plaza Blvd
Baton Rouge, LA 70809-7004

Mailing Address: PO Box 44516
Baton Rouge, LA 70804-4516

Main Phone: 225.925.6484
800.256.3718

Technical Issues: webmaster@lsers.net