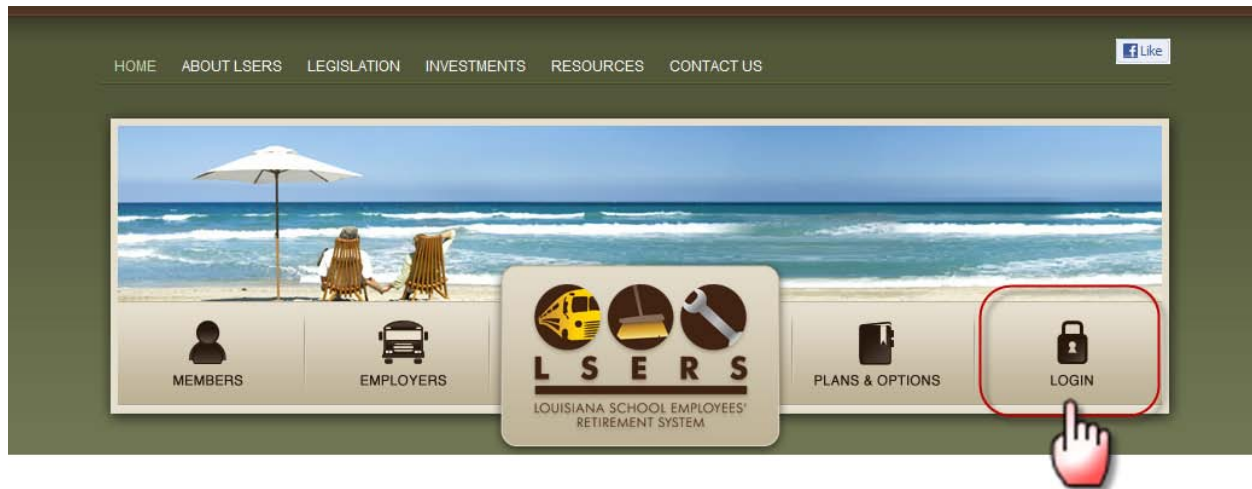




1. Access LSERS Website at www.lasers.net. Click **LOGIN**.



2. When the Login screen appears, click on **Member Registration**, and the next screen will display. Please turn all pop up blockers off.



3. The Member Registration screen appears. Type in all the required information:

- a. social security number
- b. last name
- c. email address
- d. password
- e. re-enter your password
- f. For security purposes, please *type in your own questions and answers*; (answers are case sensitive). Remember your questions and answers for future reference.
- g. After entering all the information, click on the **Submit** button.

Member Registration

(*) indicates required field. Please ensure you disable your pop-up blocker or allow Lsersweb.lasers.net under your settings. The security answers are case sensitive.

A *Social Security Number:

B *Last Name:

C *Email:

D *Password:

E Re-enter Password:

F { *First Security Question:
*Answer:

*Second Security Question:
*Answer:

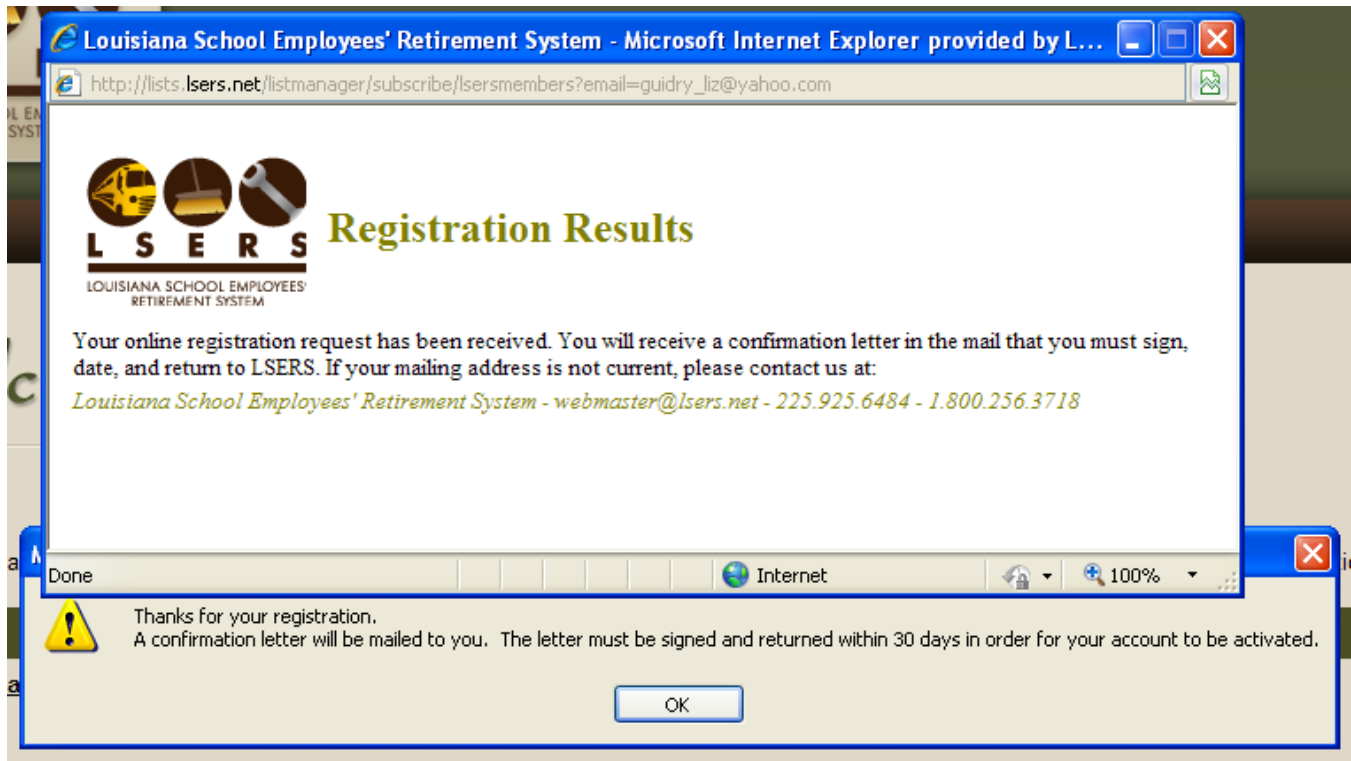
Check your mailing address. Once you complete online registration, you will receive a confirmation letter in the mail that you must **sign, date, and return the letter to LSERS within 30 days.**

Access cannot be activated until LSERS receives the signed and dated confirmation letter from you.

G Submit



- The following dialog box and message will appear confirming your registration and notifying you of a *Confirmation Letter* which will be mailed to the last address on file. After reading the message, click **OK**.





5. You will receive an email at the email address you entered. This email acknowledges receipt of your request to register for access to your account. A sample of what the email will look like is below:

The screenshot shows an email client interface. At the top, there is a purple header with the text "CONTACTS" and "Your confirmation is...". Below this is a toolbar with buttons for "Delete", "Reply", "Forward", "Spam", "Print", and a settings gear icon. The main content of the email is as follows:

Your confirmation is required to join the Lsersmembers mailing list

FROM: lersmembers-confirm+91858a86b7d49ebadb8449ee0893e80... +

TO: [Redacted]

Mailing list subscription confirmation notice for mailing list
Lsersmembers

We have received a request from 174.79.120.194 for subscription of your email address, "[Redacted]", to the lbersmembers@lists.lbers.net mailing list. To confirm that you want to be added to this mailing list, simply reply to this message, keeping the Subject: header intact. Or visit this web page:

<http://lists.lbers.net/listmanager/confirm/lbersmembers/91858a86b7d49ebadb8449ee0893e80bd59222cb>

Or include the following line -- and only the following line -- in a message to lbersmembers-request@lists.lbers.net:

confirm 91858a86b7d49ebadb8449ee0893e80bd59222cb

Note that simply sending a `reply` to this message should work from most mail readers, since that usually leaves the Subject: line in the right form (additional "Re:" text in the Subject: is okay).

If you do not wish to be subscribed to this list, please simply disregard this message. If you think you are being maliciously subscribed to the list, or have any other questions, send them to lbersmembers-owner@lists.lbers.net.

- Once you receive the acknowledgement email, visit LSERS' website at www.lservers.net and click on **Login** for a **one-time access** to your account/information. One-time access means you will be able to view your account one time only until LSERS receives your completed *Confirmation Letter*.

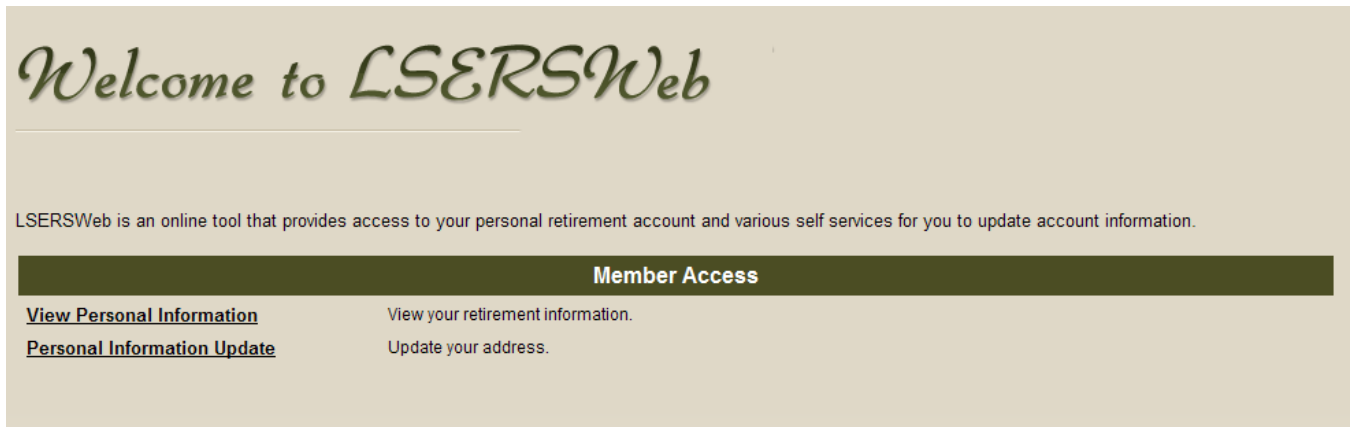


- Enter your social security number and the password you created when you registered. Then click on "Login"

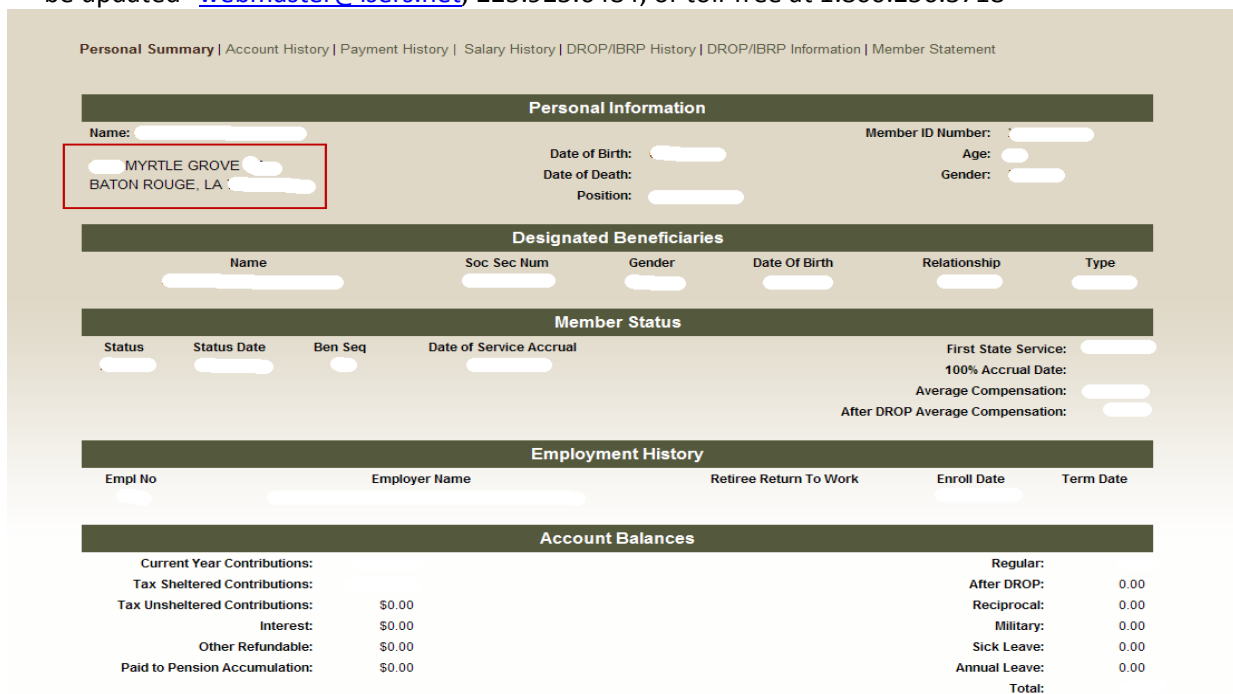




- 8. The "Welcome" screen appears, click on "View Personal Information"



- 9. The screen that appears contains your name and under your name is your mailing address. This is where you should check to see if your mailing address is correct. Contact LSERS if your address needs to be updated--webmaster@lsers.net; 225.925.6484; or toll-free at 1.800.256.3718



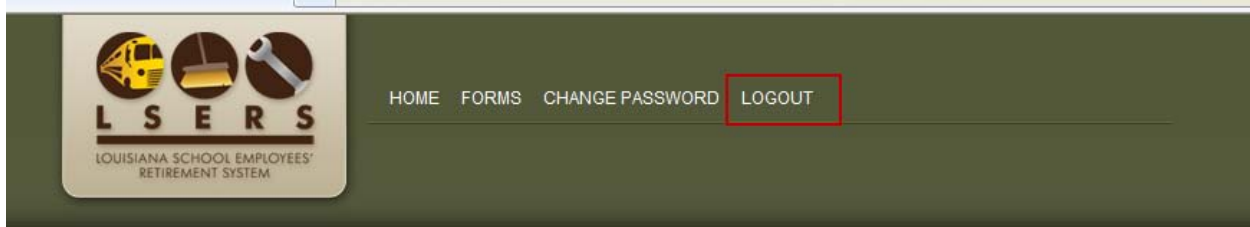
Note: Your mailing address must be correct because LSERS will be mailing you a *Confirmation Letter* that you must sign, date, and return so that your account access will be activated and authorized. LSERS will not authorize access until this letter is returned to our office. Please return to LSERS by one of the following methods:

- Scan: email to webmaster@lsers.net
- Fax: 225.922.0350
- Mail: LSERS, P O Box 44516, Baton Rouge, LA 70804-4516

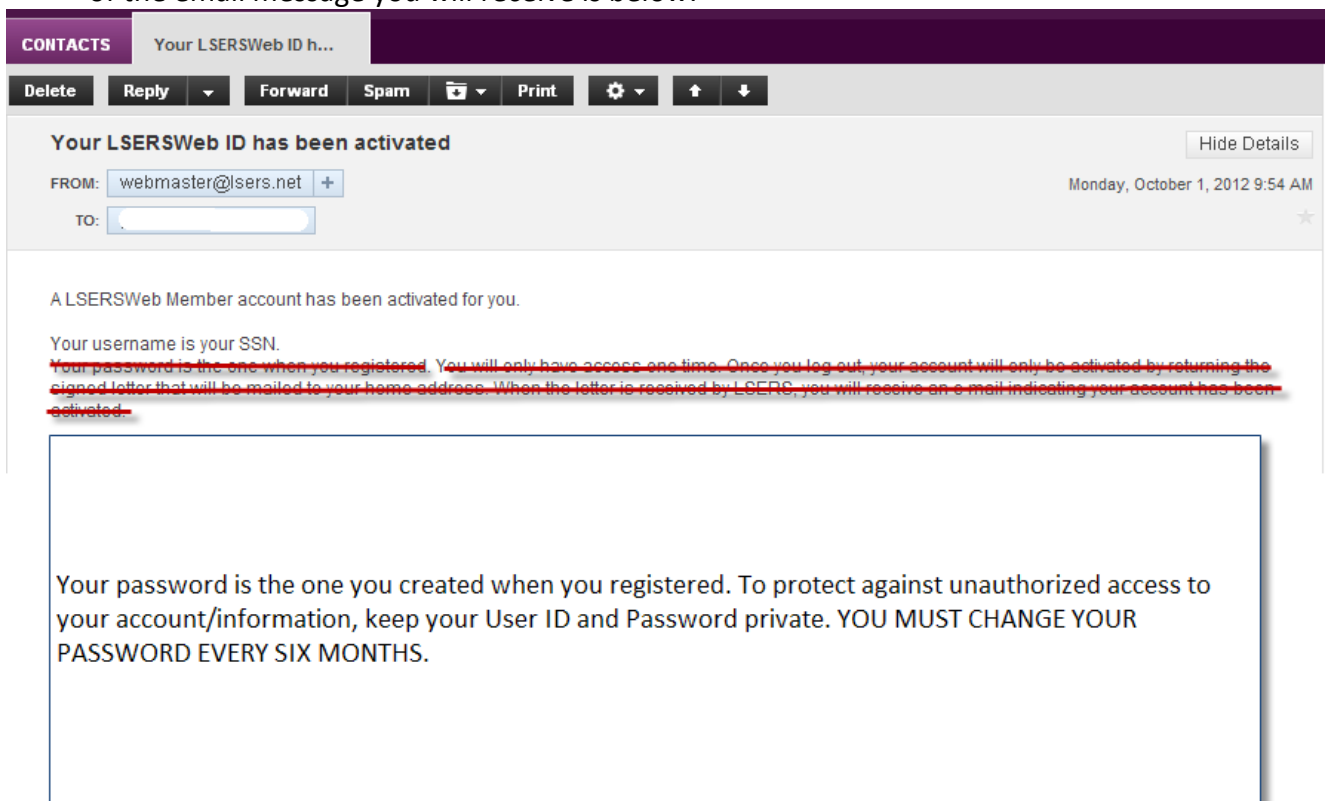


LOUISIANA SCHOOL EMPLOYEES'
RETIREMENT SYSTEM

10. Please remember to “Logout” when you’re finished reviewing your account.

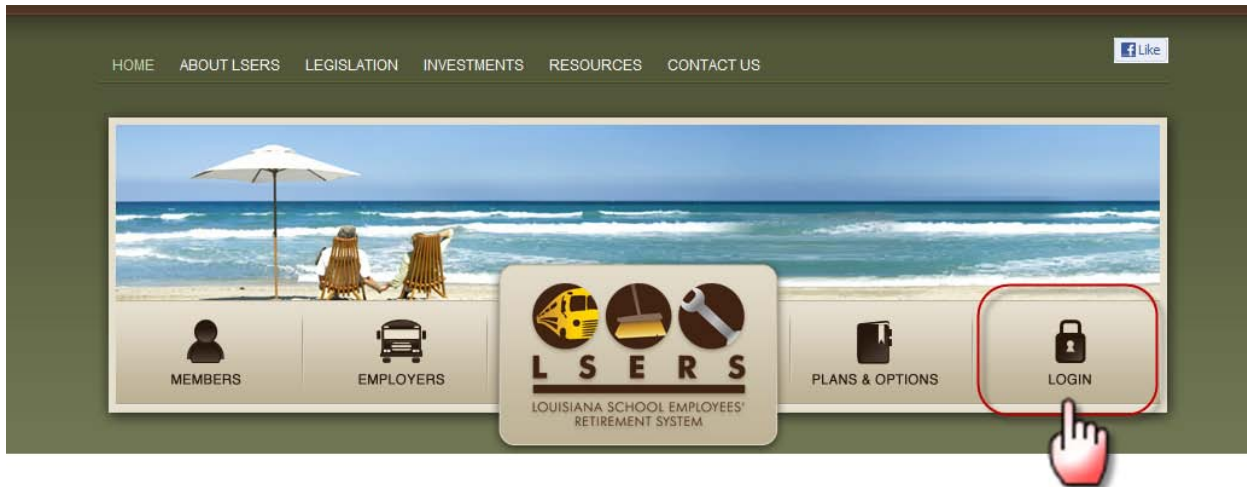


11. Upon receipt of your *Confirmation Letter*, LSERS will approve and activate your account. Upon activation, you will receive an email at the email address provided during registration. A sample of the email message you will receive is below:



12. Once your account has been activated by LSERS, you can access your account whenever you wish. To access, simply:

Go to the LSERS website at www.lasers.net and click on “LOGIN”



13. Enter your **social security number “SSN”** and your **password**, then click “Login”





14. Click on “ View Personal Information”

Welcome to LSERSWeb

LSERSWeb is an online tool that provides access to your personal retirement account and various self services for you to update account information.

Member Access

<u>View Personal Information</u>	View your retirement information.
<u>Personal Information Update</u>	Update your address.

The following screen will display:

[Personal Summary](#) | [Account History](#) | [Payment History](#) | [Salary History](#) | [DROP/IBRP History](#) | [DROP/IBRP Information](#) | [Member Statement](#)

Personal Information

Note the tabs at the top of the screen

By selecting each tab, various data is available for view related to your personal data

- **Personal Summary:**

This screen displays Personal Information, Designated Beneficiaries, Member Status, Employment History and Account Balances.

- **Account History:**

This screen displays Account History information from the day your service began with LSERS. Select Effective Date for detailed information concerning that specific year.

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

- **Payment History :**

This screen displays Payment History information if you are retired. By selecting each year, the detailed information is available regarding that year. If you are currently an active member, you will not have Payment History.

Year	Gross	Fed Tax	Insurance	Other Deds
<u>2011</u>	\$15,034.47	\$1,782.38	\$258.00	\$0.00
<u>2012</u>	\$9,519.51	\$1,112.00	\$270.90	\$0.00
Totals	\$24,553.98	\$2,894.38	\$528.90	\$0.00



LOUISIANA SCHOOL EMPLOYEES' RETIREMENT SYSTEM

• **Salary History:**

This screen displays Salary Information for the years you have been active in the LSERS system. The information will display by selecting the individual fiscal year.

Fiscal Year	Actual Salary	Full-Time Rate
<u>1984</u>	\$6,356.79	\$6,356.79
<u>1985</u>	\$7,650.48	\$7,650.48
<u>1986</u>	\$8,104.90	\$8,104.90
<u>1987</u>	\$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
<u>2007</u>	0	\$29,855.70	\$0.00	\$0.00
<u>2008</u>	0	\$14,523.25	\$0.00	\$664.84
<u>2009</u>	0	\$0.00	\$0.00	\$682.61

• **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 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:

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

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

Main Phone: 225.925.6484
1.800.256.3718

Technical Issues: webmaster@lsers.net