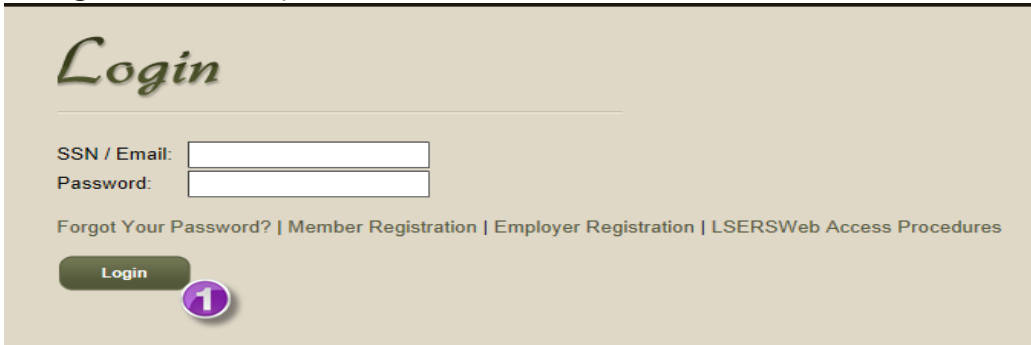


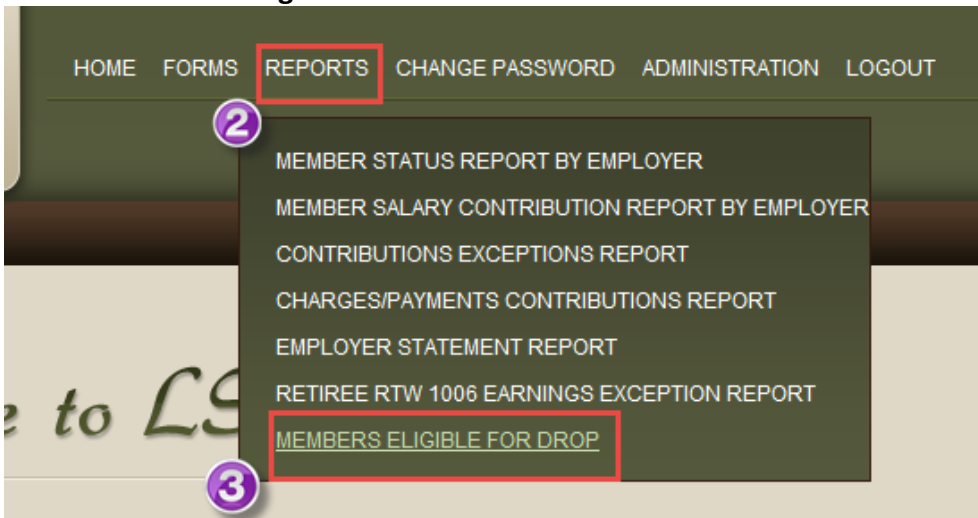
**Purpose**

To provide detailed instruction for employers on how to generate a retirement eligibility report – most specifically for employee/members approaching DROP eligibility and those still within their participation window.

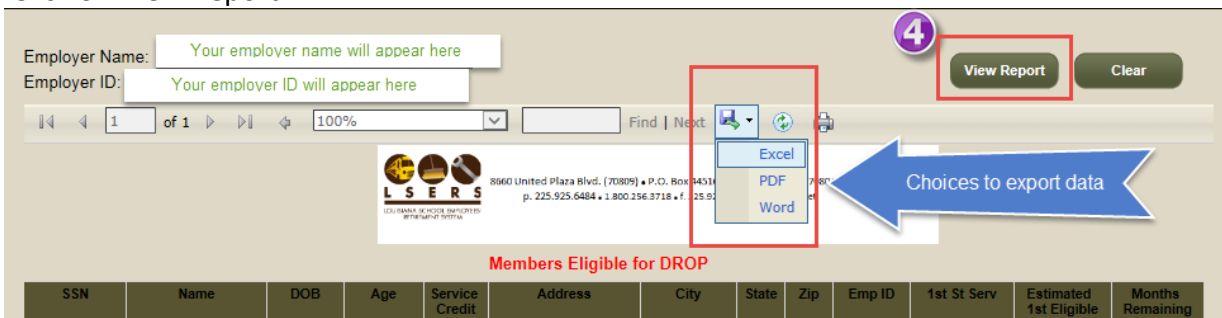
1. Login to your Employer Access on [LSERSWeb](#). (Refer to [LSERSWeb Employer Access](#) procedures for login instructions.)



2. Hover your mouse pointer over **REPORTS**
3. Click on **Members Eligible for DROP**



4. Click on View Report



NOTE: Eligibility data recorded as of 6/30/20XX. Typically this report is generated at the end of each fiscal year to determine those approaching eligibility; however, you can extract the data at any time.