

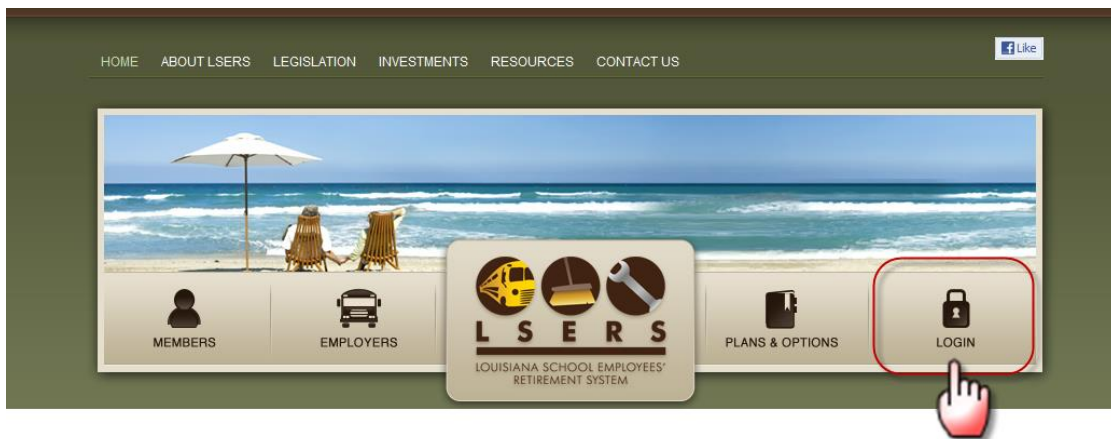
Purpose: To provide detailed instruction for employers (and employees who are authorized) to update contact information and change access permissions.

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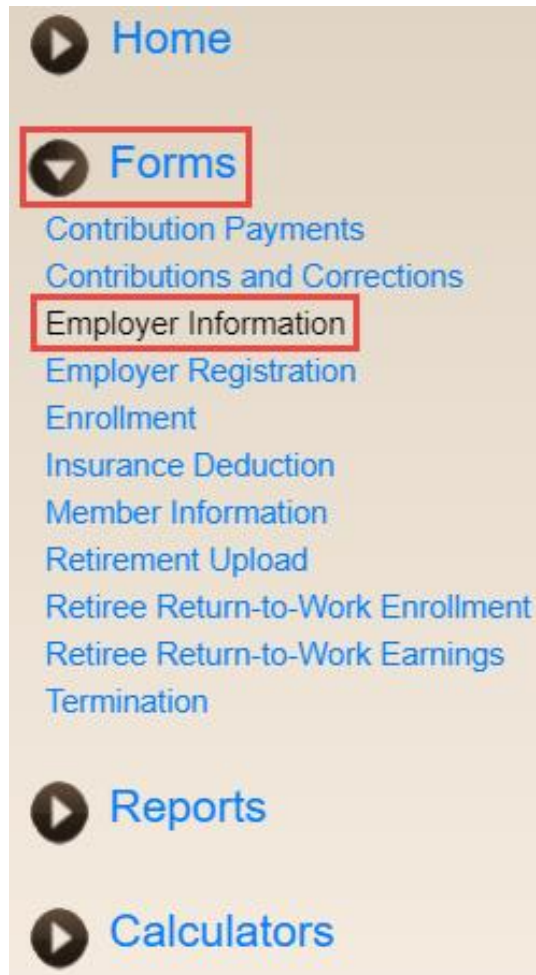
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Locate the form

1. Log into www.lasers.net and click on LOGIN.

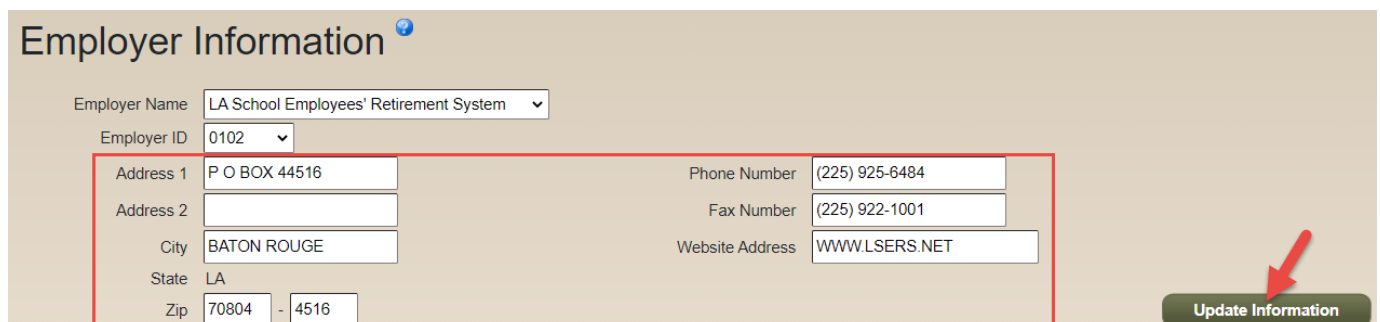


2. After login, find and click Employer Information.



Employer Information Update

3. Enter updated contact information and click Update Information.



The screenshot shows the 'Employer Information' form with the following fields:

Employer Name	LA School Employees' Retirement System	Phone Number	(225) 925-6484
Employer ID	0102	Fax Number	(225) 922-1001
Address 1	P O BOX 44516	Website Address	WWW.LSERS.NET
Address 2			
City	BATON ROUGE		
State	LA		
Zip	70804 - 4516		

The 'Update Information' button is highlighted with a red arrow.

Employer Access Change

- Select a record and click Edit to begin a change request.

Reminder: There may be more than one page of records.

Employer Access											
Email	Title	First Name	Last Name	Phone Number	Active	Address	Contr.	Employer	Enrollment	Inquiry Only	Termination
	Executive Court			(225) 925	Yes	Yes	Yes	Yes	Yes	No	Yes
	Retirement Ben			(225) 925	No	No	No	Yes	No	Yes	No
NET	RETIREMENT			(225) 925	Yes	Yes	No	Yes	No	No	Yes
				(225) 925	Yes	Yes	Yes	Yes	Yes	No	Yes
				(225) 925	Yes	Yes	Yes	Yes	Yes	No	Yes
	CFO			(225) 925	Yes	Yes	Yes	Yes	Yes	No	Yes
	Payables Accou			(225) 925	No	Yes	Yes	Yes	Yes	No	Yes
	Consulting Act			(225) 769	Yes	No	No	Yes	No	Yes	No
	Auditor			(225) 925	No	No	No	Yes	No	Yes	No
	Assistant Direct			(225) 925	No	Yes	Yes	Yes	Yes	No	Yes
	IT			(225) 925	Yes	Yes	Yes	Yes	Yes	No	Yes
	Retirement Ben			(225) 925	Yes	Yes	No	Yes	Yes	No	Yes
	Accountant Mar			(225) 925	Yes	Yes	Yes	Yes	Yes	No	Yes
	Administrative C			(225) 925	Yes	Yes	No	Yes	No	No	No
NET	HR SPECIALIS			(225) 925	Yes	Yes	No	Yes	Yes	No	Yes
	Retirement Ben			(225) 287	Yes	Yes	No	Yes	No	No	Yes
	Retirement Ben			(225) 922	Yes	Yes	No	Yes	No	No	Yes
				(225) 925	Yes	Yes	Yes	Yes	Yes	No	Yes
	Internal Auditor			(225) 925	Yes	Yes	Yes	Yes	Yes	No	Yes

Highlighted areas are waiting for Agency Head approval. Highlighted areas are noted as Access Types.

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- Make desired changes in the populated window and click Submit.

User Details

A Email Updated email will be your login email.

Employer LA School Employees' Retirement System

Employer ID 0102

Last Name

First Name Michelle

Title MANAGER

Phone (225) 925

Active

B **Permission**

Address

Contribution

Employer

Enrollment

Inquiry Only

Termination

Permission changes will be approved by your agency head via Email.

Submit **Cancel**



EMPLOYER INFORMATION UPDATE PROCEDURES

R. 12/2020

LOUISIANA SCHOOL EMPLOYEES' RETIREMENT SYSTEM

Permissions	Have Access To
Inquiry Only	Employer Information, Employer Registration, Inquiry only to Member Information, all Reports and Calculators
Address	Employer Information, Employer Registration, Member Information, all Reports and Calculators
Contribution	Full Access
Enrollment	Employer Information, Employer Registration, Member Information, Enrollment, Retiree RTW Enrollment, all Reports and Calculators
Termination	Employer Information, Employer Registration, Member Information, Termination, all Reports and Calculators

- A. User's contact and personnel information will be immediately updated after submission. Changed email will be the user's new login id.
- B. Permission changes will be sent to the agency head. Upon approval, the changes will be effective.
 - a. Pending records for permission changes will be highlighted in red.

Employer Access												
Highlighted areas are waiting for Agency Head approval												
Highlighted areas are noted as Access Types												
Email	Title	First Name	Last Name	Phone Number	Active	Address	Contr.	Employer	Enrollment	Inquiry Only	Termination	
...@sers.net					Yes	Yes	Yes	Yes	Yes	No	Yes	
...@sers.net	Executive Coun			(225) 925	Yes	No	No	Yes	No	Yes	No	
...@sers.net	Retirement Ben			(225) 925	Yes	Yes	No	Yes	No	No	Yes	
...@SERS.NET	RETIREMENT			(225) 925	Yes	No	Yes	No	No	No	Yes	
...@sers.net	CFO			(225) 925	Yes	Yes	Yes	Yes	Yes	No	Yes	
...@sers.net	Payables Accou			(225) 925	No	Yes	Yes	Yes	Yes	No	Yes	
...@sers.net	Auditor			(225) 925	Yes	No	No	Yes	No	Yes	No	
...@sers.net	Assistant Direct			(225) 925	Yes	Yes	Yes	Yes	Yes	No	Yes	
...@sers.net	IT			(225) 925	Yes	Yes	Yes	Yes	Yes	No	Yes	
...@sers.net	Retirement Ben			(225) 925	Yes	Yes	No	Yes	Yes	No	Yes	

- b. The agency head will receive an email as below:



Approve Employer for New Access

User Candice [redacted] ([redacted]@K12.LA.US) has requested access for Example Person ([redacted]@Test.com) with the following permissions:
 Enrollment
 Termination

To review, please click [here](#).

Access approved personnel will be responsible for certifying or viewing data. The 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. It is imperative that the approved personnel confirms his/her 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. LSERS does not share agency email addresses with any third-party vendor.

If this request is in error or has been requested by mistake, please contact our office at 225.925.6484 or toll free 1.800.256.3718. You may also contact us by [email](#).

Agency Head Approval

Please review and confirm

Name [Redacted]

Email [Redacted]

Title

Permissions

Inquiry Only

Address

Contribution

Enrollment

Termination

Approve

Reject

Cancel

Employer Notes

6. This section tracks transactions occurred to your agency account.

Employer Notes				
Note Date	Action	Note		Update User
8/23/2017 4:02:12 PM	4C	Contribut	[Redacted]	rs.net
8/23/2017 4:02:12 PM	4C	Contribut	[Redacted]	rs.net
8/1/2017 2:57:16 PM	4C	Contribut	[Redacted]	rs.net
8/1/2017 2:57:16 PM	4C	Contribut	[Redacted]	rs.net
8/1/2017 11:20:52 AM	4C	Contribut	[Redacted]	rs.net
8/1/2017 11:20:52 AM	4C	Contribut	[Redacted]	rs.net
6/28/2017 4:21:09 PM	4C	Contribut	[Redacted]	rs.net
6/28/2017 4:21:09 PM	4C	Contribut	[Redacted]	rs.net
5/31/2017 1:07:30 PM	4C	Contribut	[Redacted]	rs.net
5/31/2017 1:07:30 PM	4C	Contribut	[Redacted]	rs.net
5/11/2017 8:43:57 AM	4C	Contribut	[Redacted]	rs.net
5/11/2017 8:43:57 AM	4C	Contribut	[Redacted]	rs.net
3/30/2017 12:21:40 PM	4C	Contribut	[Redacted]	rs.net
3/30/2017 12:21:40 PM	4C	Contribut	[Redacted]	rs.net
2/16/2017 11:00:16 AM	4C	Contribut	[Redacted]	rs.net
2/16/2017 11:00:16 AM	4C	Contribut	[Redacted]	rs.net
1/26/2017 9:33:46 AM	4C	Contribut	[Redacted]	rs.net
1/26/2017 9:33:46 AM	4C	Contribut	[Redacted]	rs.net
12/22/2016 11:07:38 AM	4C	Contribut	[Redacted]	rs.net
12/22/2016 11:07:38 AM	4C	Contribut	[Redacted]	rs.net