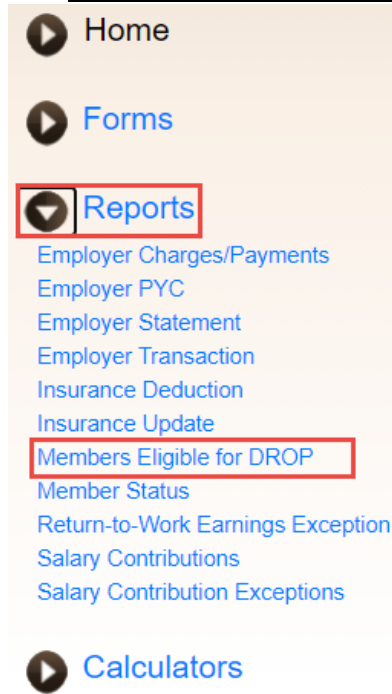


Purpose: To provide detailed instruction for employers on how to generate a retirement eligibility report – most specifically for employee/members approaching DROP eligibility and those still within their participation window.

1. Log into www.lasers.net and locate the Members Eligible for DROP report under Reports option.



2. Your Employer Name and ID will be prefilled. Click View Report to run this report.

Members Eligible for DROP [?]

Employer Name: [Dropdown Menu]
 Employer ID: [Dropdown Menu]

[View Report](#) [Clear](#)

Agency: 0102 Members Eligible For DROP

SSN	Name	DOB	Age	Serv. Credit	Address	1st St Serv	Estimated 1st Eligible	Months Remaining
[Redacted]	[Redacted]	[Redacted]	[Redacted]	11.87	[Redacted]	08/18/2008	08/26/2018	10
[Redacted]	[Redacted]	[Redacted]	[Redacted]	4.70	[Redacted]	10/19/2015	10/21/2020	36
[Redacted]	[Redacted]	[Redacted]	[Redacted]	10.40	[Redacted]	02/15/2010	05/05/2021	36

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