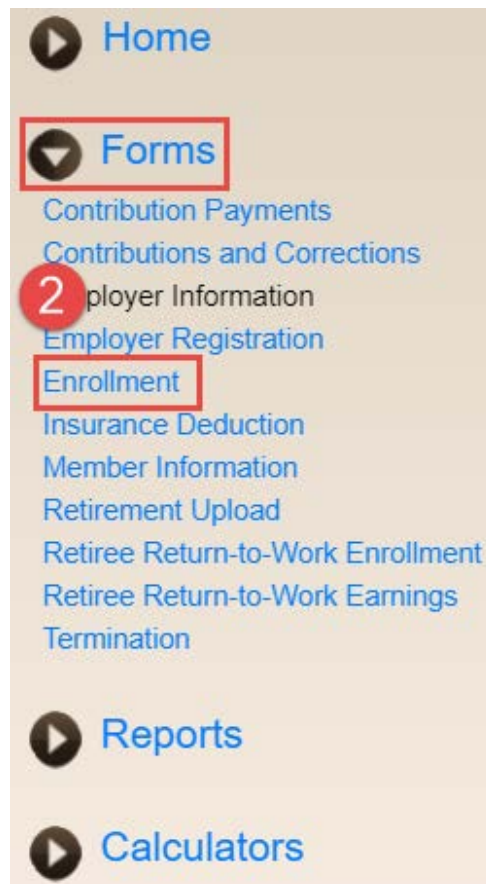


Who is eligible for membership in LSERS? Refer to the [Fact Sheet 2 - LSERS Membership](#).

NOTE: Effective March 29, 2017, employers are no longer required to re-enroll members who continue working after their DROP participation period ends. LSERS will automatically re-enroll a DROP member when the employer reports salary and contributions after 30 days from the DROP end date. If an employer reports salary prior to 30 calendar days, an exception will appear for that member, "No Enrollment for This Person – No Matching Employment Record". **NO ACTION IS NEEDED BY THE EMPLOYER.** When the employer reports salary after the 30 calendar days, LSERS will automatically enroll the member and clear the previous month's exception.

1. Log in to [LSERSWeb](#) and access the online Enrollment form.
2. Click Forms and choose Enrollment. If you do not see the option, please make sure you were authorized the access through Employer Information.



3. Before you start, please make sure you have a copy of member's Social Security Card, Driver's License/State ID and signed [Form 2SS](#) which are required to be uploaded below. If the Title of Position is Retain, a copy of [Form 2R](#) is also required to be uploaded. They will be required to be uploaded before the enrollment form can be submitted.

4. Complete the online form.
 - A. Enter the member's social security number. If the employee is already an LSERS member, all information in "B" will populate.
 - B. Enter all information or correct populated information if the employee is already a member.

Fields marked with * are required.

SSN* **A** Employer: LA School Employees' Retirement System

B Employee Information

Last Name*		Date of Birth*	Home (must be physical address) Address 1*	Mailing <input checked="" type="checkbox"/> Same as Home Address 1
First Name*	Marital Status*	Address 2	Address 2	Address 2
Middle Name	Cell Phone*	City*	City*	City*
Suffix	Alternative Phone	State*	State*	State*
Gender*	Member Status	Zip*	Zip*	Zip*
Current Service Credit		Email <input type="text"/>		

Note: * **Entered Email will be registered as LSERSWeb login ID.**

- a. The member will receive an email to ask him/her to set up password.



Set Password

You have recently registered for access to LSERS Web. If this is correct, you need to set a strong password by clicking the button below. Please make sure the password follows this criteria:

- at least one (1) upper-case letter
- at least one (1) number
- at least one (1) special character - eg. asterisk (*) or plus sign (+)

If you did not make this request 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](#).

Set Password

- b. The member will enter password on the web page shown as below, and click Reset.

Reset Password

Enter your email address

Set a new password

Confirm your new password

Reset

Passwords must have at least one non letter or digit character.
 Passwords must have at least one digit ('0'-'9').
 Passwords must have at least one uppercase ('A'-'Z').

- c. Once it's confirmed, the member is ready to login the account.

Reset Password Confirmation

Your password has been reset. You may [log in](#) now.

Login

Email

Password

Login

[Member Registration](#)
[Employer Registration](#)
[Forgot your password?](#)
[LSERSWeb Access Procedure](#)

- C. Previous Employment/Membership: If No or Uncertain, no further information needed; If Yes, two follow up questions will pop up.

C Previous Employment / Membership

Information is being requested in accordance with Act 992 of 2010 to determine appropriate retirement provisions for this hire. If the applicant has not refunded or retired from the other state systems, contribution rate will be 7.5%

Was applicant a previous member of a state retirement system in Louisiana?

Yes
 No
 Uncertain

Was applicant a previous member of a state retirement system in Louisiana?

Select System:

Did applicant withdraw their contributions or retire when they left their previous employment?

D. Enrollment Information

Enrollment Information

Employment Status*

Full-Time a
 Part-Time

Full-Time Hours Per Week * b

c Title of Position *

d Date of Employment *

e Months of Contract *

- a. Employment Status: Indicate whether the employee will be working Full-time or Part-time. Refer to [Fact Sheet 2 – LSERS Membership](#) for definitions of Full-time and Part-time membership.
- b. Enter Full Time Hours Per Week.
- c. Select the Title of the Position from the drop-down arrow.
- d. Enter the Date of Employment began.
- e. Enter Months of Contract from the drop-down arrow, i.e. 9, 10, 11, or 12.

- E. [Form 2F](#) - Click the Yes box if applicant has completed the [Form 2F](#). If the applicant has not completed the [Form 2F](#), click the link to [Form 2F](#) to launch the form for printing and completing. Once the [Form 2F](#) is signed, click the Yes box.



Form 2F

Since this applicant is being enrolled on or after January 1, 2013, the employer must provide the Forfeiture of Benefits Attestation, [Form 2F](#), to the applicant for attesting to the provisions of La. R.S. 11:293.

Has the applicant been presented the Form 2F? Yes

If No, print the form from the link above. Once the form is presented, answer Yes to proceed with processing the enrollment.

F. Document Uploads – Required documents must be attached before the enrollment can be submitted.

Document Uploads

Required Documents

Type	Document (PDF Files Only)	Comment
MEMBER SOCIAL SECURITY CARD	<input type="button" value="Choose File"/> No file chosen	<input style="width: 95%;" type="text"/>
MEMBER DRIVER'S LICENSE/STATE ID	<input type="button" value="Choose File"/> No file chosen	<input style="width: 95%;" type="text"/>
STATEMENT CONCERNING YOUR EMPLOYMENT IN A JOB NOT COVERED BY SOCIAL SECURITY	<input type="button" value="Choose File"/> No file chosen	<input style="width: 95%;" type="text"/>

Other Documents

Type	Document (PDF Files Only)	Comment
<input style="width: 95%;" type="text" value=""/>	<input type="button" value="Choose File"/> No file chosen	<input style="width: 95%;" type="text"/>

5. Once the online enrollment is submitted, an acknowledgement letter for the member will be mailed from the LSERS office within 2 business days. See an example as below.



ENROLLMENT ONLINE PROCEDURES

R. 3/2021

LOUISIANA SCHOOL EMPLOYEES'
RETIREMENT SYSTEM



8660 United Plaza Blvd. Baton Rouge, LA 70809 • www.lasers.net
p. 225.925.6484 • 1.800.256.3718 • f. 225.922.1001 • e. webmaster@lasers.net

Form 04-02L

7/30/2013

DOE JOHN
123 OAK STREET
BATON ROUGE, LA 70805

Re: Member No. 6789

Dear Member:

Thank you for all you do as a public employee serving the State of Louisiana. Your contribution to the State is very important.

As a public employee, you are now enrolled in a state retirement system. Your employer, Bogalusa City Schools, enrolled you in the Louisiana School Employees' Retirement System (LSERS) effective 7/31/2013 which should be your first day of work. You will be contributing to a public pension plan in lieu of social security for the purpose of providing you with a pension for life upon retirement.

The information below was reported by your employer when you were enrolled. If any of the following information is incorrect, please call 1.800.256.3718 and ask for the enrollment accountant, email LSERS webmaster@lasers.net or mail a letter to P.O. Box 44516; Baton Rouge, LA 70804.

- Position: ADMINISTRATIVE
- Date of Birth: 1/2/1985
- Gender: MALE

If the following forms were not provided to your employer upon enrollment, please email or mail the following documents to webmaster@lasers.net or P.O. Box 44516; Baton Rouge, LA 70804. Please sign the forms where necessary.

- Form 2SS – Statement Concerning Your Employment in a Job Not Covered by Social Security
- Form 3 – Named Beneficiary
- Copy of your and your beneficiary's Birth Certificates
- Copy of your and your beneficiary's Social Security Cards

We encourage you to visit on our secure website at www.lasers.net for access to your membership information. You will have access to view your contribution balance, named beneficiaries, years of service, calculation of estimate benefits and other important retirement information. Click on Login and click on Member Registration for instructions to sign up for access. We encourage you also to sign up for our Email Subscription at the bottom of our home page to receive information and updates regarding your LSERS membership.

Again, welcome to LSERS.

Striving for Excellence in Customer Service