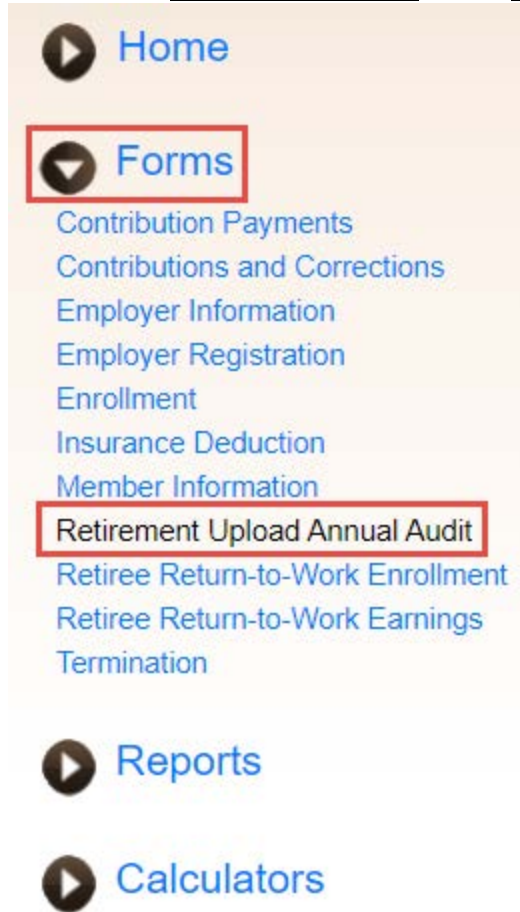




1. Log into [www.lasers.net](http://www.lasers.net) and locate the Retirement Upload under Forms option.



2. Choose File from your computer and click Submit to complete.  
Data file layouts for insurance and retirement files can be found at [here](#).

Retirement Upload Annual Audit <sup>?</sup>

Please refer to [Data File Layouts](#) for more information on correct data formatting.

Employer Name

Employer ID

File Upload	File Name Format
<input type="button" value="Choose File"/> No file chosen	RETnnnn_yyyy
	RET identifies the file type * nnnn is the employer/agency number * mmyyyy is the month and year of the processing period of the file