

**PURPOSE:** To provide procedures for employers to request access to LSERSWeb in order to manage their employees' retirement information.

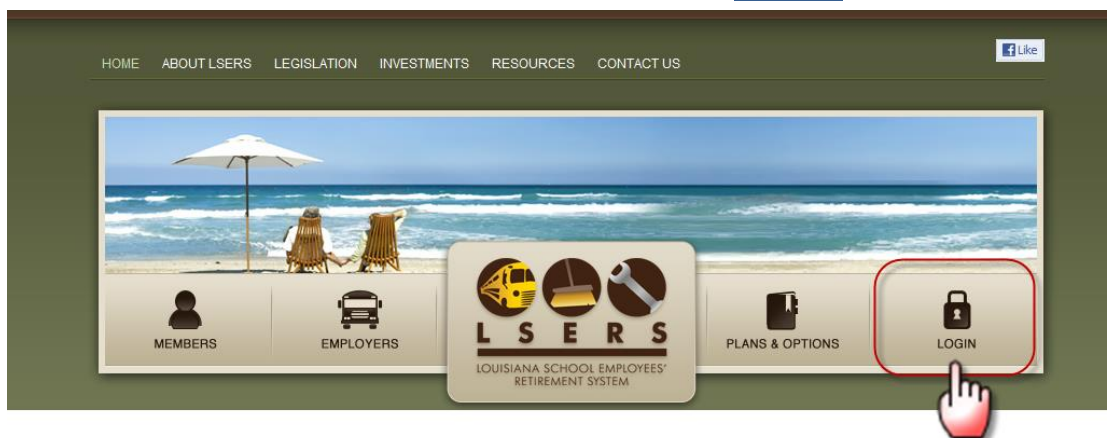
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### 1. An existing user can request for a new user's access.

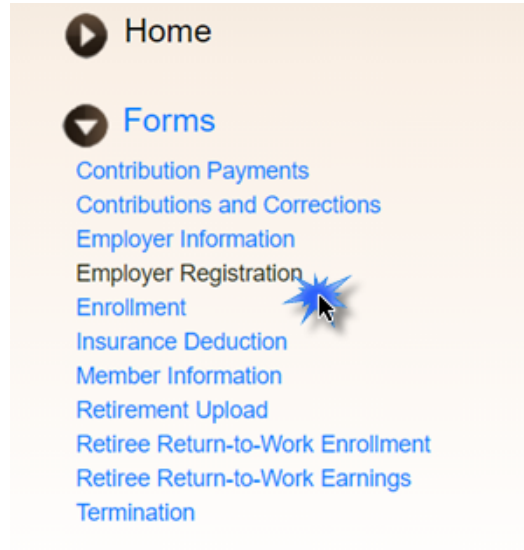
A new employer user must be registered by an active user through Forms>Employer Registration after login the system. If you need to register your agency's first account with LSERS, please contact us at [webmaster@lasers.net](mailto:webmaster@lasers.net) or 225.925.6484.

### 2. Access LSERS' website at [www.lasers.net](http://www.lasers.net). Click **LOGIN**.



### 3. After login, find and click Employer Registration.

On the left side menu, click Forms to active the sub-menu and click Employer Registration.



### 4. Enter all required information and select desired Permissions. Then click Register.

#### Employer Registration ?

Employer Name	<input type="text" value="LA School Employees' Retirement System"/>	
Employer ID	<input type="text" value="0102"/>	
First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email	<input type="text"/>	
Title	<input type="text"/>	
Phone	<input type="text"/>	

**Permissions**

Inquiry Only

Address

Contribution

Enrollment

Termination

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



## 5. You will see a confirmation page.

### Register Confirmation

Your registration request has been sent to your agency head for approval. Once processed by your agency head, you will receive an email with instructions on completing your registration.

## 6. Your agency head will be contacted by an email with options to approve or deny your request.



### Approve Employer for New Access

User Candice [REDACTED] ([REDACTED]@K12.LA.US) has requested access for Example Person ([EmailTest@Test.com](mailto:EmailTest@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

<p><b>Name</b> [REDACTED]</p> <p><b>Email</b> [REDACTED]</p> <p><b>Title</b> <input type="text" value="Tester"/></p>	<p><b>Permissions</b></p> <p>Inquiry Only <input type="checkbox"/></p> <p>Address <input checked="" type="checkbox"/></p> <p>Contribution <input type="checkbox"/></p> <p>Enrollment <input checked="" type="checkbox"/></p> <p>Termination <input type="checkbox"/></p>
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[Approve](#)

[Reject](#)

[Cancel](#)



## 7. If your agency head approves the request, you will receive a confirmation email.



### Confirm Registration

John Smith ([ApprovalTest@Test.com](mailto:ApprovalTest@Test.com)) has been approved for access.

## 8. The new registered user will receive an email with a temporary login password as below:



### Employer Registration Approved

You have recently registered for access to LSERSWeb and your agency head has approved it. Your temporary password is [REDACTED]. If you did not make this request or have requested access by mistake, please contact our office at 225.925.6484 or toll free 1.800.256.3718. You may also contact us by [email](#).

[Click here to login.](#)

After the initial login, the system will prompt a password reset process.

## Change Password

You are required to change your password before accessing the system.

Current Password

New Password

Confirm Password



## 9. If your agency head denies the request, you will receive a notification email.



### Approve Employer for New Access

John Doe ([rejectingtest@test.com](mailto:rejectingtest@test.com)) has been rejected.

If you have any concerns or questions you can contact us at 225.925.6484 or toll free 1.800.256.3718. You may also contact us by [email](#).

## 10. The new registered user will receive an email as below:



### Employer Registration Rejected

You have recently registered for access to LSERSWeb; however, it is denied by your agency head. If the rejection is an error by mistake and you need to request the access again, please contact our office at 225.925.6484 or toll free 1.800.256.3718. You may also contact us by [email](#).