



# Illinois Municipal Retirement Fund

Suite 500 2211 York Road Oak Brook IL 60523-2337

Service Representatives 1-800-ASK-IMRF

[www.imrf.org](http://www.imrf.org)

## SPECIAL MEMORANDUM

**Number:** 286

**Date:** November 8, 2004

**To:** Authorized Agents with Inactive Employer Access Accounts

**Subject:** Take advantage of secure Employer Access

During conversations with Authorized Agents across the state, I have learned that administering IMRF can be challenging and is often just one of many responsibilities. Did you know a tool is available that will allow you to manage some of your IMRF responsibilities more efficiently, accurately, and safely? That tool is the secure Employer Access area of [www.imrf.org](http://www.imrf.org), IMRF's website.

You applied for and received a User ID in the past, but because you never visited the site (or you haven't visited within the last six months), your account has now become inactive. I encourage you to reactivate your account. Simply call an IMRF Member Service Representative at 1-800-ASK-IMRF (1-800-275-4673) Monday through Friday, 7:30 A.M. to 5:30 P.M. When your account is active again, visit [www.imrf.org](http://www.imrf.org) and click on the "Employer Access" link on the left hand side of the page.

Each month more than 1,700 IMRF employers save time by using the secure Employer Access area to submit termination forms, monthly wage reports, wage adjustments, and member information changes.

Employer Access allows you to answer your members' questions more quickly because you can view members' personal information, service credit, reported wages and contribution history. You can look up information about your employer's IMRF account, such as resolutions passed by your governing body and your employer's previous and current IMRF contribution rates. The next year's rate is available by June. You can also view a history of forms you submitted electronically.

**Coming in April 2005**, IMRF will release its new Employer Access area. This new site will include an enhanced wage reporting function. This new wage reporting function will identify and allow you to fix any errors (missing members, unknown members, incorrect wages or contributions, etc.) **before you transmit** the detail wage file. Fixing errors before you send the wage report to IMRF will greatly reduce the need for wage adjustments (Form 3.20) and will increase more timely and accurate benefit payments to members.

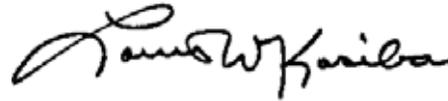
In addition, the enhanced wage reporting function will create your Form 3.10 Wage Reporting Summary automatically. We anticipate the enhanced wage reporting function will save you time and paper work (and eliminate those follow-up letters from IMRF).

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The Internet continues to grow as an efficient and economical business tool. Therefore, at some future date employers with Internet access will be required to submit their wage reports via our secure Employer Access area.

I hope you will join your fellow Authorized Agents who are saving time by using IMRF's secure Employer Access area. Call an IMRF Member Service Representative today at 1-800-ASK-IMRF (1-800-275-4673) to reactivate your account.

Sincerely,

A handwritten signature in black ink, appearing to read "Louis W. Kosiba". The signature is fluid and cursive, with the first name "Louis" being the most prominent.

Louis W. Kosiba  
Executive Director