

Employer Website Training Guide

In order to access the Employer Website Training Guide, you will first need to log in to Member Services as a Retirement Coordinator. The following steps will assist you in logging in to the SRS Member Services Website and finding the Employer Website Training Guide.

Logging into the SRS Member Services Website

After you have successfully completed the registration process and have received the confirmation email, you are now ready to log into the SRS Member Services website.

From your computer, open up a new browser (Internet Explorer 9 or higher is recommended) and type in the following address: <https://memberservices.srs.illinois.gov/>

You will then be prompted to enter in your Illinois Public ID and password. Once you enter in your registered Illinois Public ID and Password, click Sign In:

ILLINOIS.GOV

Sign up
Don't have an Illinois Public ID?

Sign in
Illinois Public ID:
Password:
 Remember Me

[Can't access your account?](#)

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Landing Page

If you are a Retirement Coordinator, Payroll Coordinator, and/or Signature Designee and also a member of SERS, JRS, or GARS, you will be automatically directed to the Landing Page after logging in. If you are accessing the website as an Employer and want to service a member, click on the orange Employer Website button. If you are accessing the website as an Active Member and want to view your own membership record, click on the blue Member Website button.

SRS STATE RETIREMENT SYSTEMS

Member Services

Smith, John ▾

Landing Page

Click below to enter the **Employer Website** for Retirement and Payroll Coordinators

Employer Website

Click below to enter the **Member Website** to view your membership record

Member Website

© 2014 - State Retirement Systems www.srs.illinois.gov Environment: DEBUG
Build: 1.0.5245.13915
Date: 5/12/2014 8:43:50 AM

Employer Dashboard

The Employer Dashboard is your homepage as a Retirement Coordinator, Payroll Coordinator, or Signature Designee. The dashboard gives you a brief synopsis of what you have access to on the site.

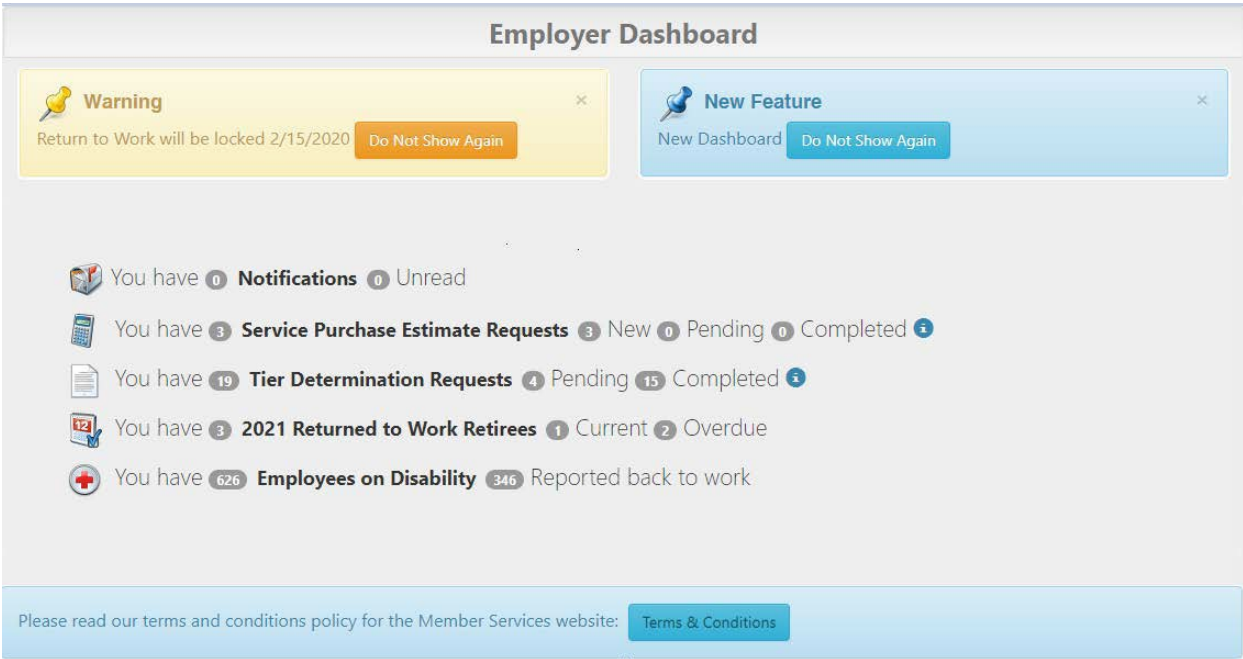
You can access the Employer Dashboard by clicking on the Dashboard icon in the main menu bar.

Announcements will be displayed at the top of the dashboard, providing notifications of system-wide changes and events. An announcement can be dismissed by clicking the x in the upper right-hand corner of the announcement.

Notifications will provide the total count of messages in your inbox and specify any unread messages.

You will have access to various employer functionalities and the counts based on status. At this time, you have access to **Service Purchase Estimate Requests**, **Tier Determination Requests**, **Returned to Work Retirees** and **Employees on Disability**.

At the bottom, legal Terms & Conditions of the SRS Member Services website are available to review.



Warning
Return to Work will be locked 2/15/2020 Do Not Show Again

New Feature
New Dashboard Do Not Show Again

You have **0** Notifications **0** Unread

You have **3** Service Purchase Estimate Requests **3** New **0** Pending **0** Completed

You have **19** Tier Determination Requests **4** Pending **15** Completed

You have **3** 2021 Returned to Work Retirees **1** Current **2** Overdue

You have **626** Employees on Disability **346** Reported back to work

Please read our terms and conditions policy for the Member Services website: [Terms & Conditions](#)

Training Guide

To access the Employer Website Training Guide from the Employer Dashboard, select the “Publications” drop down link, then “Retirement Coordinator Manual”. You’ll be taken directly to the Employer Website Training Guide, giving you complete details on the Member Services website as a Retirement Coordinator.

