

Bill Hanney

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To: Amy Little
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Attachments: registration_form.jpg



Online Workshop Registration Update

We are fast approaching the October 1 deadline for the online registration process for our 2014 preretirement workshops! Internal testing of this process continues and we are quite pleased with its overall progress. As with anything new, we are also experiencing occasional growing pains.

The following information is a brief overview of the online registration:

- The member registers online and submits the registration application.
- SERS sends an email to the Retirement Coordinator for approval and emails the member pending approval.
- Once the Retirement Coordinator approves the member's registration, the member is notified via email that they have been approved for the workshop and receive a workshop agenda.

- As the workshop date approaches, the member will receive a reminder email.

Attached is an image of the registration form for your review. Special note: The member will have to formally get their supervisor's approval prior to submitting their registration to SERS. If you have questions or comments about the new registration process, email Dave Thompson, manager of the Field Services division, at dave.thompson@srs.illinois.gov.

Additional information will be sent to you next Monday.