

Employer Website Training Guide

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

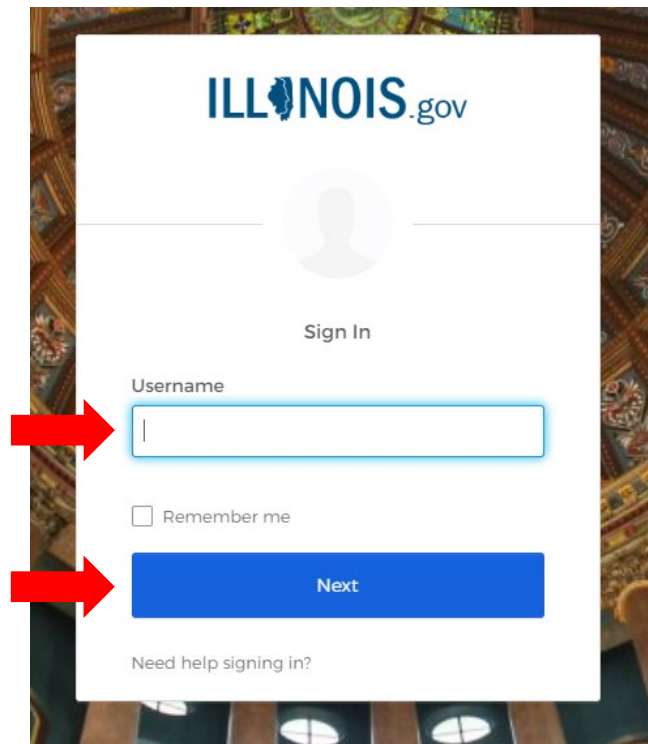
Logging into the SRS Employer Services Website

After you have successfully completed the registration process and have received the confirmation email, you are now ready to log into the SRS Employer Services website. If you need assistance with setting up your account, visit the instructions document at

<https://www2.illinois.gov/sites/SRS/SERS/Documents/Workforce%20Account%20Activation%20Instructions%20for%20external%20users.pdf>

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

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



ILLINOIS.gov

Sign In

Username

Remember me

Next

Need help signing in?

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.

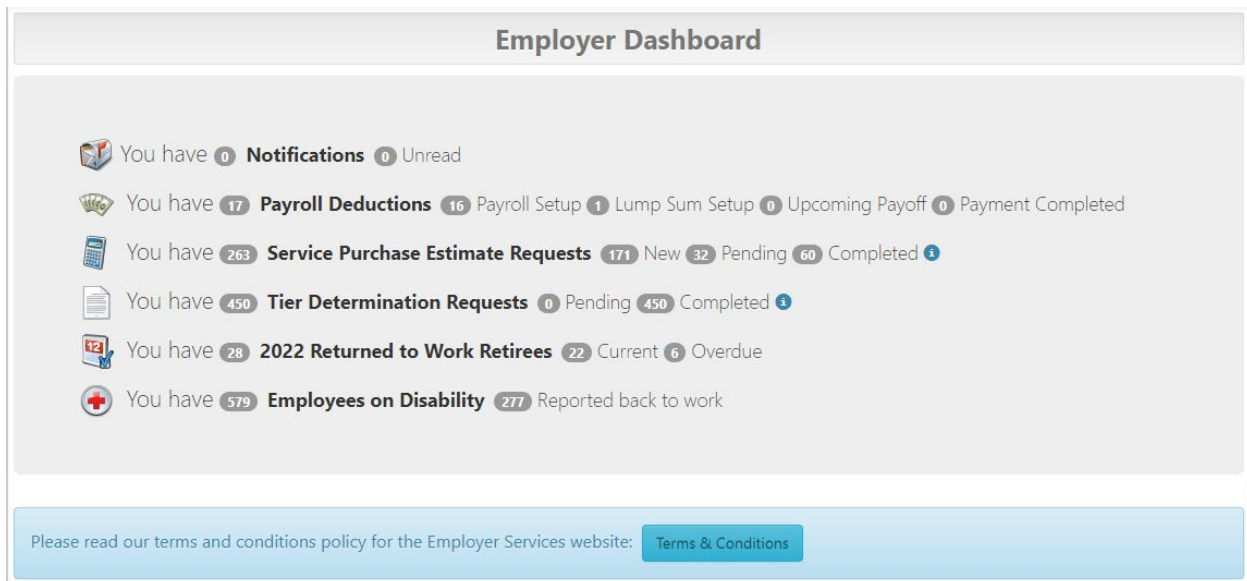
You can access the Employer Dashboard by clicking on the Dashboard icon in the main menu bar.

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 Employer Services website are available to review.



Employer Dashboard

- You have **0** Notifications **0** Unread
- You have **17** Payroll Deductions **16** Payroll Setup **1** Lump Sum Setup **0** Upcoming Payoff **0** Payment Completed
- You have **263** Service Purchase Estimate Requests **171** New **32** Pending **60** Completed ⓘ
- You have **450** Tier Determination Requests **0** Pending **450** Completed ⓘ
- You have **28** 2022 Returned to Work Retirees **22** Current **6** Overdue
- You have **579** Employees on Disability **277** Reported back to work

Please read our terms and conditions policy for the Employer 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 Employer Services website as a Retirement Coordinator.

