

Security Administrator Appointment Request





Sign In

Username

Keep me signed in

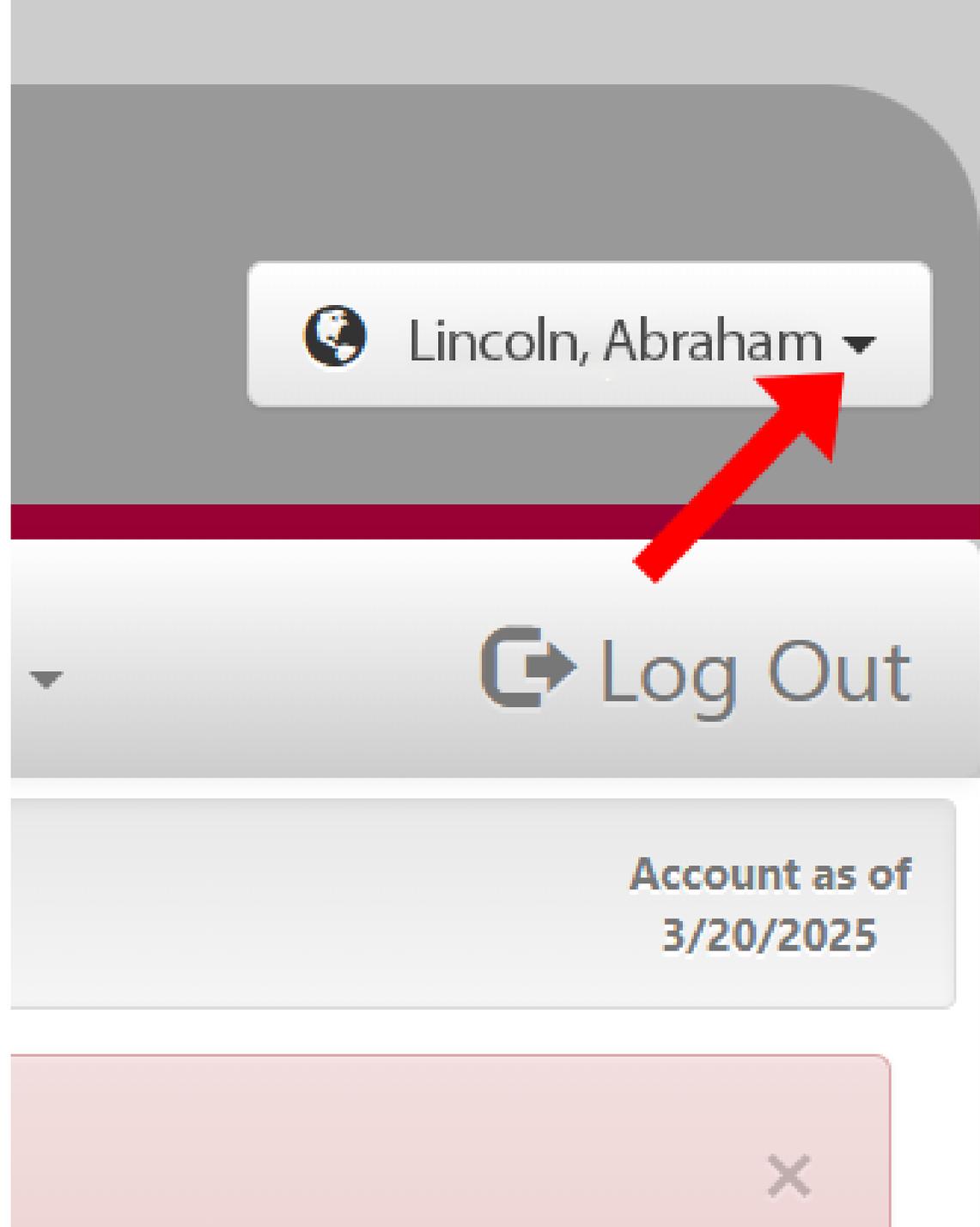
Next

[Unlock account?](#)

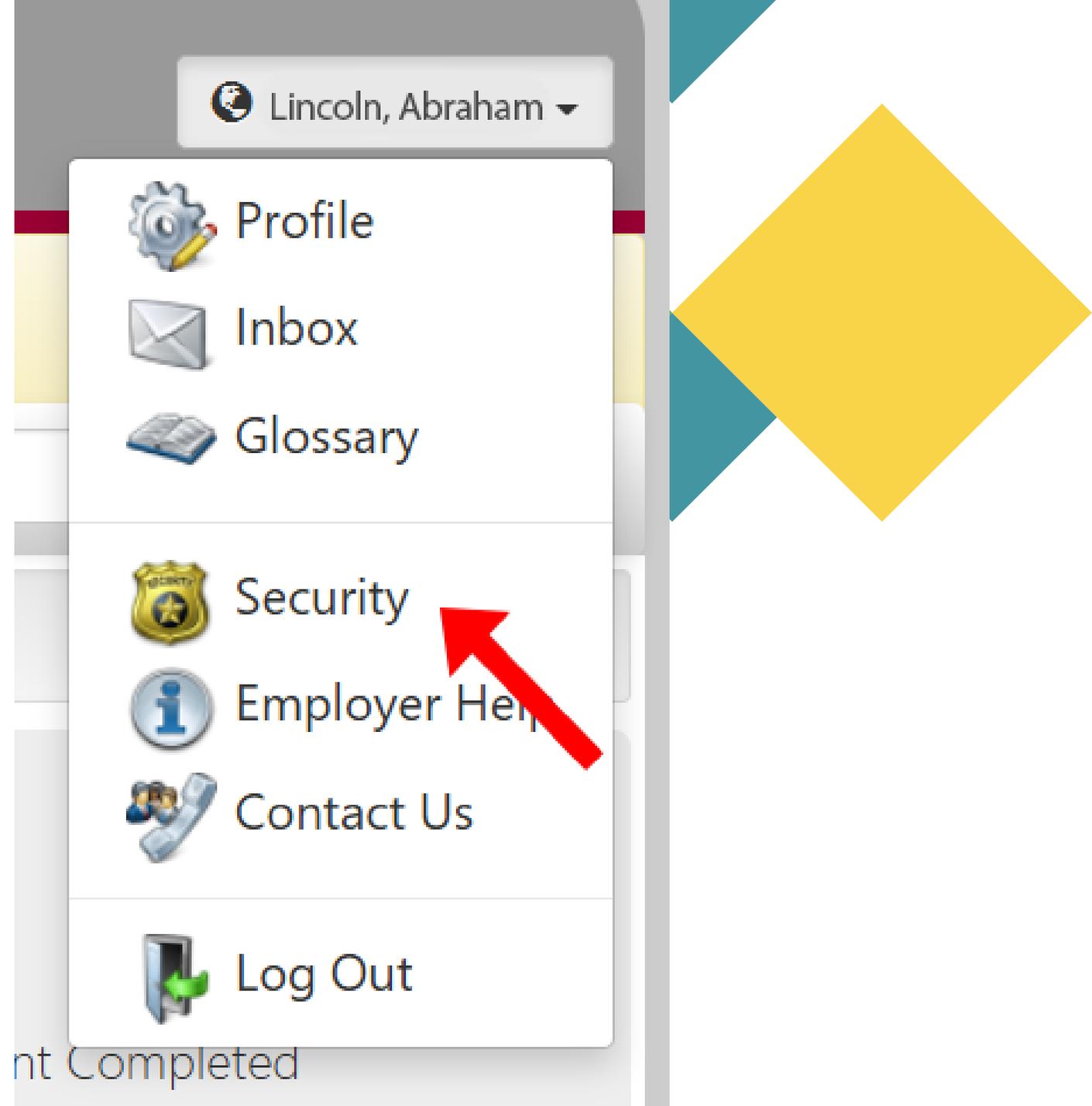
[Help](#) 

**Step 1: Login to
Employer Services**

Step 2: Click the arrow next to your name in the top right hand corner of the screen.



Step 3: Click "Security".



nt Completed

AGENCY RETIREMENT COORDINATOR APPOINTMENT REQUEST

All Retirement Coordinators will need to complete the Agency Retirement Coordinator Appointment Request form and have their agency's designated Agency Head or Administrator submit the form on their behalf to gain access to the website.

[Click here to download and complete the Agency Retirement Coordinator Appointment Request form for a new Retirement Coordinators](#) 

AGENCY PAYROLL COORDINATOR & SIGNATURE DESIGNEE APPOINTMENT REQUEST

Retirement Coordinators will be responsible for signing up and approving their agency's Payroll Coordinators and Signature Designees. All Payroll Coordinators and Signature Designees will need to complete the Agency Payroll Coordinator & Signature Designee Appointment Request form and have the Retirement Coordinator submit the form on their behalf to gain access to the website.

[Click here to download and complete the Agency Payroll Coordinator & Signature Designee Appointment Request form for a new Payroll Coordinator or Signature Designee](#) 

AGENCY SECURITY ADMINISTRATOR APPOINTMENT REQUEST

Security Administrators will be responsible for semi-annually reviewing the list of the employees of their agency who can access the SRS member services website on behalf of the agency and shall be responsible to remove such access for those individuals that are no longer employed by that agency.

[Click here to download and complete the Agency Security Administrator Appointment Request form for a new Security Administrator](#) 

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www.srs.illinois.gov

All aspects of the administration of the State Retirement Systems of Illinois (SRS), including but not limited to benefit calculation and payment, must comply with state and federal law (40 ILCS 5/2, 5/14, and 5/18). No employee of SRS has the authority to bind the System to take action contrary to the law, even in the event of a misstatement of law. Furthermore, while this statement describes SRS' current understanding of the law, this could change as a result of court opinions, statutory changes or other matters (e.g. Attorney General's opinions). Accordingly, SRS is required under law to correct any mistake in benefit amount, even after payments have begun. Use of any information from this website, form or any other document provided by SRS is for general information only.

Step 4: Click "Click here to download and complete the Agency Security Administrator Appointment Request form for a new Security Administrator".



2101 South Veterans Parkway
P.O. Box 19255
Springfield, IL 62794-9255

217-785-7444
Email: sers@srs.illinois.gov

Employer's request to appoint the Security Administrator for the SRS Employer Services website

Complete this form to appoint your Security Administrator for the SRS Employer Services Website who will have access to such website and shall be responsible to validate and apply changes to access rights for the employees designated to access such website on behalf of your agency.

All fields are required

Name:

Date of Birth: Last four of SSN:
mm/dd/yyyy

Agency Name:

Work Address:

Work Phone: Fax:
(area code) xxx-xxxx ext.

Work Email:

Is the SA also a Payroll Coordinator?

Check box if appointee is a new Security Administrator.

Reset Form

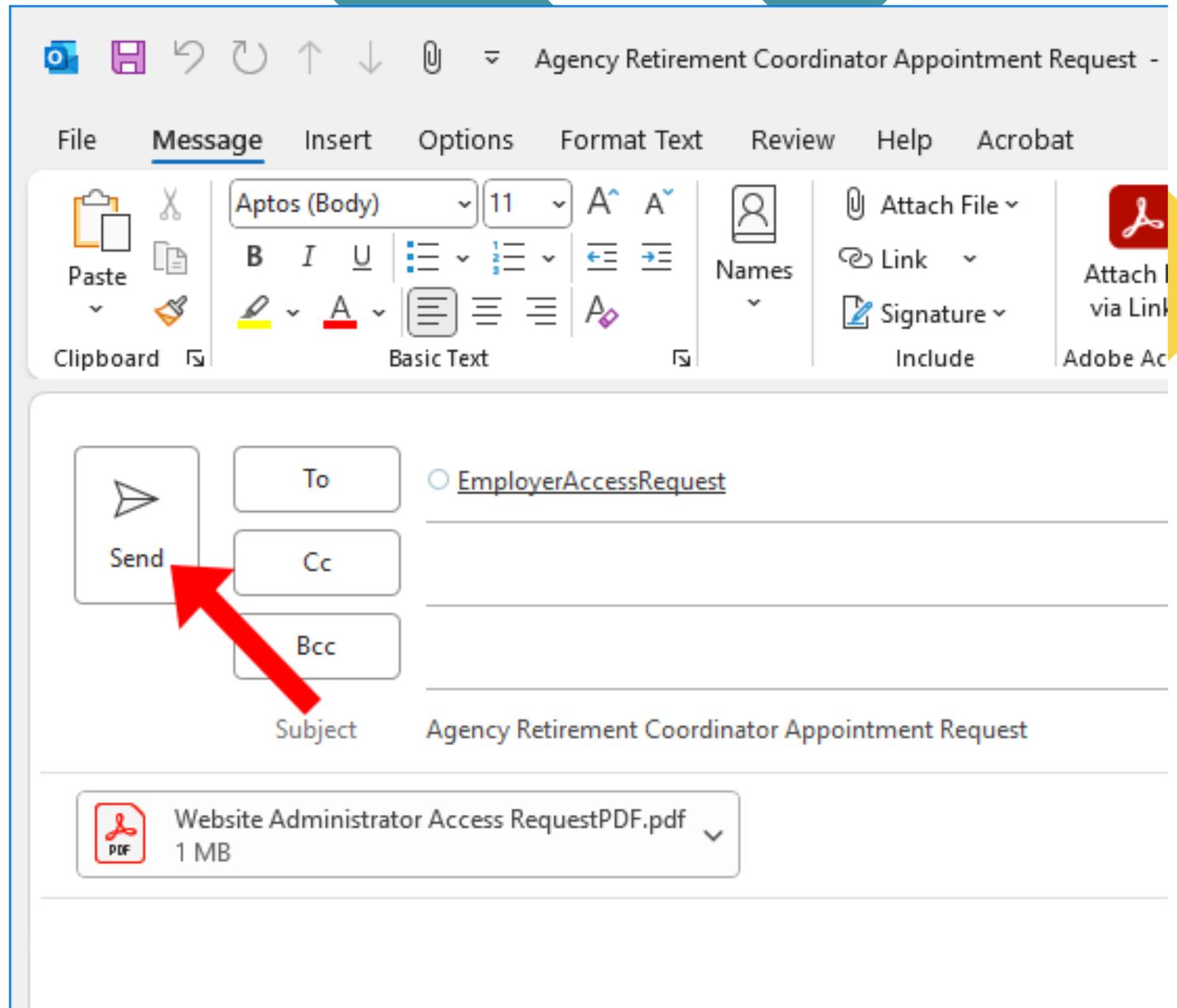
Email to SRS

Step 5: Fill out the form.



Step 6: Click the "Email to SRS" button located within the form.

Step 7: Send the email.



The screenshot displays the Microsoft Word ribbon interface for an email. The title bar reads "Agency Retirement Coordinator Appointment Request". The ribbon includes tabs for "File", "Message", "Insert", "Options", "Format Text", "Review", "Help", and "Acrobat". The "Message" tab is active, showing options for "Clipboard", "Basic Text", "Names", "Attach File", "Link", and "Signature".

The email composition area shows the following fields:

- To:** [EmployerAccessRequest](#)
- Cc:**
- Bcc:**
- Subject:** Agency Retirement Coordinator Appointment Request

A red arrow points to the "Send" button, which is located to the left of the "To" field. Below the email fields, an attachment is visible: "Website Administrator Access RequestPDF.pdf" (1 MB).



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All fields are required

Name: _____

Date of Birth: _____ Last four of SSN: _____
mm/dd/yyyy

Agency Name: _____

Work Address: _____

Work Phone: _____ Fax: _____
(area code) xxx-xxxx ext.

Work Email: _____

Is the SA also a Payroll Coordinator?

Check box if appointee is a new Security Administrator.

Reset Form

Email to SRS

Legal Disclaimer:

_____, has been designated to perform Website Security Administrator functions related to the access rights for our employees who access the SRS Employer Services website on behalf of our agency .

Upon the submission of this form to SERS, the Security Administrator agrees that they will be given access to this Employer Services data site on an as needed basis to perform their Website Security Administrator duties. The Security Administrator agrees to limit the use of this Employer Services data site, data solely for legitimate SERS member-related business purposes. The Security Administrator's employing agency also agrees that the Security Administrator will not use or disclose SERS records or data for any purpose other than in connection with the specific member for whom the data is sought.

The employing agency and Security Administrator agree to take all reasonable and appropriate measures to protect the information accessed from the SRS Employer Services data site and to prevent unauthorized access to the site by unauthorized third parties. SERS is responsible only for its security issues and does not assume any responsibility for the security issues of the Security Administrator's employer or any consequences resulting from the Security Administrator's access to the Employer Services data site. The information displayed on the SRS Employer Services data site reflects the records of SERS. These records can change because of an audit or because of new data received from a member or an employer.

The Security Administrator acknowledges that the right to access the SRS Employer Services data site can be terminated with or without notice at any time by SERS.

Form to Appoint Security Administrator