



To: Chief School Administrators
College and University Presidents

Administrative Bulletin

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Coming Soon: The Employer Secure Area

NYSTRS will soon launch a new Web application that will make it easier and faster for employers to communicate and transact business with NYSTRS. The Employer Secure Area (ESA) will enable employers to check and submit employee information securely through the Retirement System's Web site at www.nystrs.org. The launch is planned for January.

The first self-service feature offered will be membership verification. Currently employers must call the automated Membership Verification Line to confirm an employee's status. The new secure Web application will allow you to obtain the same information quicker and more conveniently than the current method.

Future ESA functionality will include membership enrollment and allow for the submission of loan billing information and employer reports.

How to Activate Your ESA Account

Watch your inbox in early January for an e-mail from NYSTRS. We will send you a username and temporary password along with instructions for activating your ESA account. **It is important that you activate your account immediately**, as the login credentials will expire after 45 days.

When activating the account, you will designate a security administrator. This person will decide who may have access to the ESA and will be NYSTRS' Employer Secure Area contact. You could designate yourself or a point person on your staff.

The security administrator will establish user rights for designated administrative and support staff. Each user can have full or limited access. For example, your human resources representative may be granted access to the membership verification page, while personnel responsible for reporting member information to NYSTRS are given access to the ESA's reporting functions only.

NYSTRS is pleased to bring this self-service site to our employers as part of our ongoing commitment to enhancing service to employers and members.

Administrative Bulletins dating from 2000 to the present are available on our Web site at www.nystrs.org. Select the Employers tab and visit the [Administrative Bulletins page](#).