



**To:** Chief School Administrators  
College and University Presidents

## **Administrative Bulletin**

*Issue No. 2010-1*

*January 2010*

### **NYSTRS Launches Employer Secure Area**

It's official: NYSTRS' Employer Secure Area (ESA) is up, running and ready to use! Our self-service system allows employers to check and submit employee information securely through our Web site, [www.nystrs.org](http://www.nystrs.org).

Thanks to the Membership Verification feature of the ESA, employers can now confirm an employee's membership status with NYSTRS conveniently online in a fraction of the time it used to take when using the verification phone line.

**Please Note:** It is important that employers activate their ESA accounts as soon as possible since the online membership verification feature replaces the phone line, which is now disabled.

#### **How to Activate Your ESA Account**

As a chief school administrator, you recently received via e-mail the username and password required to activate your district's account. **It is important that you login to the ESA within 45 days** of receiving this login information. If the account isn't activated during that time, the login credentials will expire.

To activate your account, please visit the [Employers page of NYSTRS' Web site](#) where you will find the Employer Secure Area button. Once logged in to the ESA, you can designate a security administrator who will grant membership verification rights to personnel in your district. NYSTRS recommends providing rights to any staff who:

- verifies the membership status of a new hire;
- determines if contributions should be withheld; or,
- needs an employee's date of membership in NYSTRS.

NYSTRS is pleased to bring this self-service site to our employers. We are confident you will find it convenient and easy to use.

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