Membership Applications Needed
When registering an employee via the Employer Secure Area (ESA), it is imperative to submit the completed Membership Application (NET-2) immediately. This allows us to update the member’s address and beneficiary information.

Updating District Contacts
There are two different areas to add/delete district users. Please note the updating of one does not translate to the other.

**Employer Secure Area (ESA)** – The ESA contact changes can be made by either the district’s Chief School Administrator or the designated Security Administrator within the application. The ESA contacts are used for ESA related items.

**District Contact Change (QTR-81)** – Any other district-related correspondence or inquiries are based on the district contacts provided on District Contact Change Form (QTR-81). Changes to this population require a completed QTR-81. When updating email addresses, please complete the Employer EMail Address/Payroll Vendor Information (QTR-81.1). In an effort to ensure Administrative Bulletins and Reporting Tips reach a wide audience, all contacts receive this correspondence.

Retiree Payments
When completing the QTR-78, please be sure to indicate balance of contract payments, if applicable, to ensure an accurate benefit calculation for our members.

Fax Numbers
Loans and Subsequent Service: (518) 447-2829
Employer Reporting/Terminating Employees: (518) 447-2979 and (518) 447-4721
Membership: (518) 447-4749
Prior Service/Transfer In and Out: (518) 447-4720

These Reporting Tips are available on the Employers page at NYSTRS.org. Contact us at (800) 356-3128, Ext. 6220 or employer@nystrs.org with any questions about the Tips.