



## ESA – New Entrant Registration

*This resource explains how districts register new NYSTRS members using the Employer Secure Area (ESA).*

Prior to registering an employee, please determine if they are currently a NYSTRS member. You can locate this feature under the "Membership" tab and select "Verification." If a membership is not already established, and the member is considered Mandatory, or is eligible to join as an optional member, you can follow the steps below to begin the registration process.

In addition, a complete membership application should be used to ensure the accuracy of the information you are providing for a new entrant. The application must be forwarded to NYSTRS.

### Enter Required Information

Under the "Membership" tab, select "Registration." Here, you will enter the member's information. You will enter the Social Security number, first, middle, and last name, any applicable former last name, date of birth, employment status, gender, and date of membership.

**Please note:** The date of membership cannot be more than 45 days in the past or 90 days into the future. Click "Continue" once you have entered all required information.

### Report Projected Earnings

Enter projected earnings or select Per-Diem Sub and click "Continue." Colleges and universities may use the Per-Diem Sub option for adjuncts if they expect them make less than \$45,000. If you expect the Per Diem Sub to make more than \$45,000, projected earnings must be input.

The contribution rate for a member can also be viewed under the "Membership" tab and selecting "Tier 6 Member Rates."

## Review/Confirm the Information and Submit to NYSTRS

### Review

If the projected earnings are incorrect, click "Edit Earnings" to adjust this information. If any of the remaining fields are incorrect, click "Start Over." You will be required to re-enter all the information.

### Confirm

Mark the appropriate checkboxes and click "Submit."



### Registration is Complete

If the person is successfully registered, their EmplId and contribution rate are displayed. Please write this EmplId in the appropriate location on the membership application. The EmplId should be included in your monthly reporting file, along with the applicable contribution amount.

**Reminder:** Please mail the completed membership application to NYSTRS at the address below.

**New York State Teachers' Retirement System  
10 Corporate Woods Drive  
Albany, NY 12211-2395**

If the person is already a registered member of NYSTRS, their EmplId and status will be displayed. **Reminder:** Prior to registering an employee, please use Membership Verification to determine if they are currently a NYSTRS member.

For Tier 6 members where projected earnings are required, a link is provided. If the "Provide Projected Earnings" link is displayed, please click the link and enter the earnings.

<b>Membership Registration</b>	
Welcome XXXXXXXXXXXX	
<b>This person is already a member of the Teachers' Retirement System</b>	
Please see the status below. If you have any questions, please contact the membership department at (800) 348-7298, Ext. 6190.	
<b>Reminder:</b> Please check the <b>Membership Verification</b> page before registering employees.	
<ul style="list-style-type: none"> <li><a href="#">Return to Membership Registration</a></li> </ul>	
Social Security Number:	xxx-xx-xxxx
Name:	Smith, John
EmplID:	XXXXXXX
Status:	Active as of 5/1/2013
Contributions Required:	<a href="#">Provide Projected Earnings</a>

If the registration cannot be processed, you will be directed to contact the NYSTRS Membership department at 800-348-7298, ext. 6190.