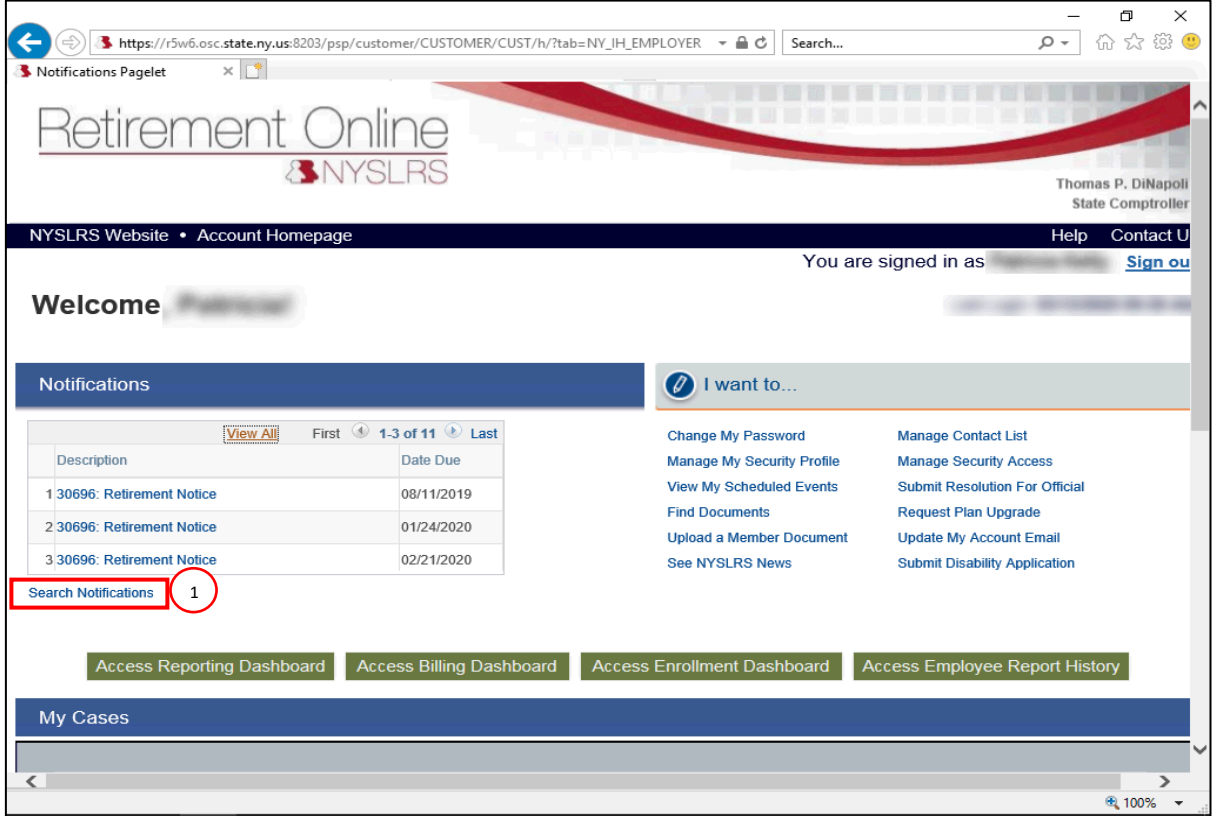



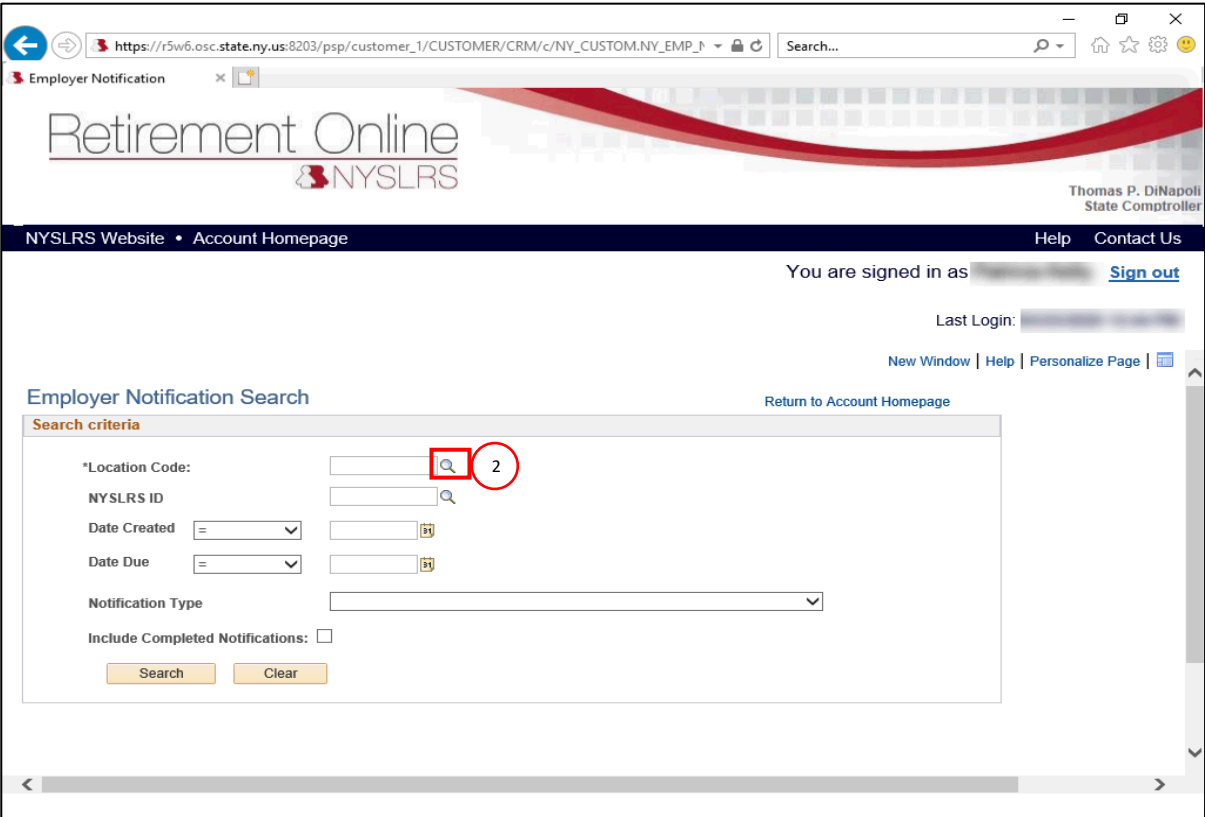
Thomas P. DiNapoli, State Comptroller

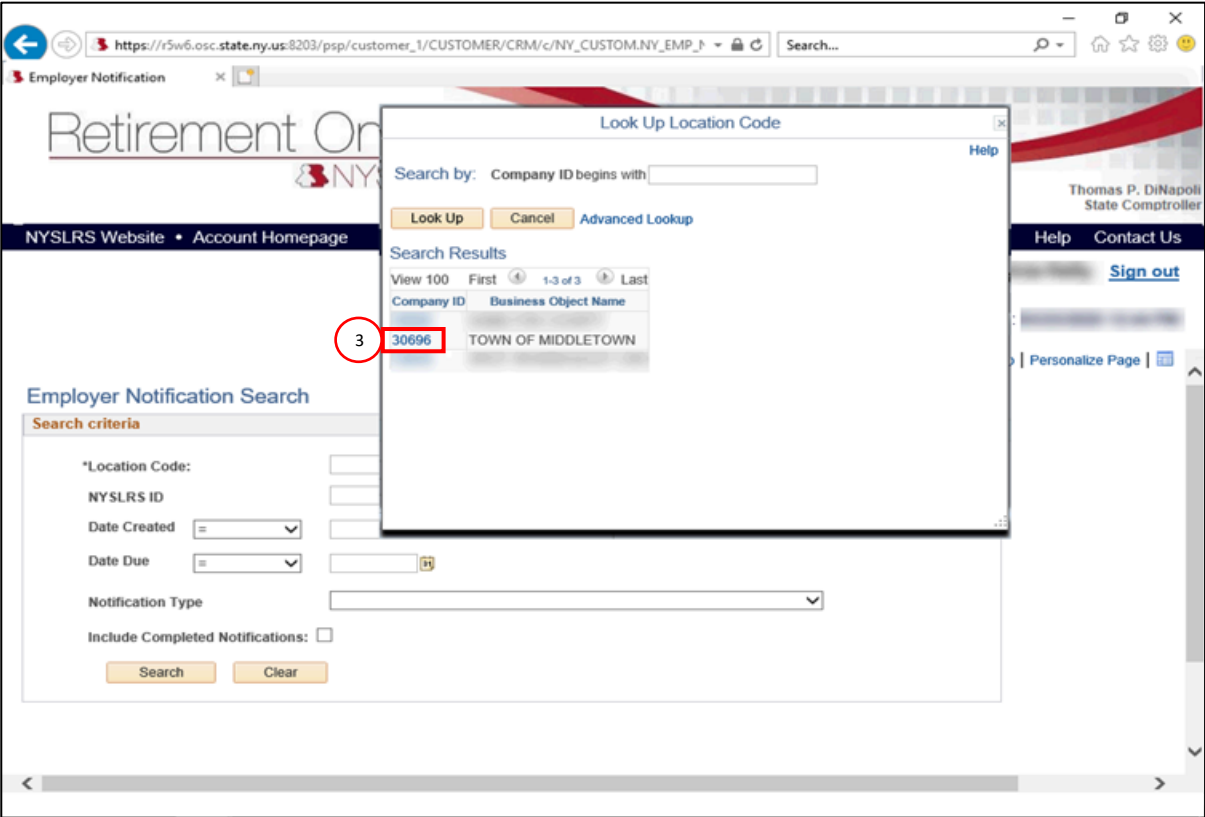


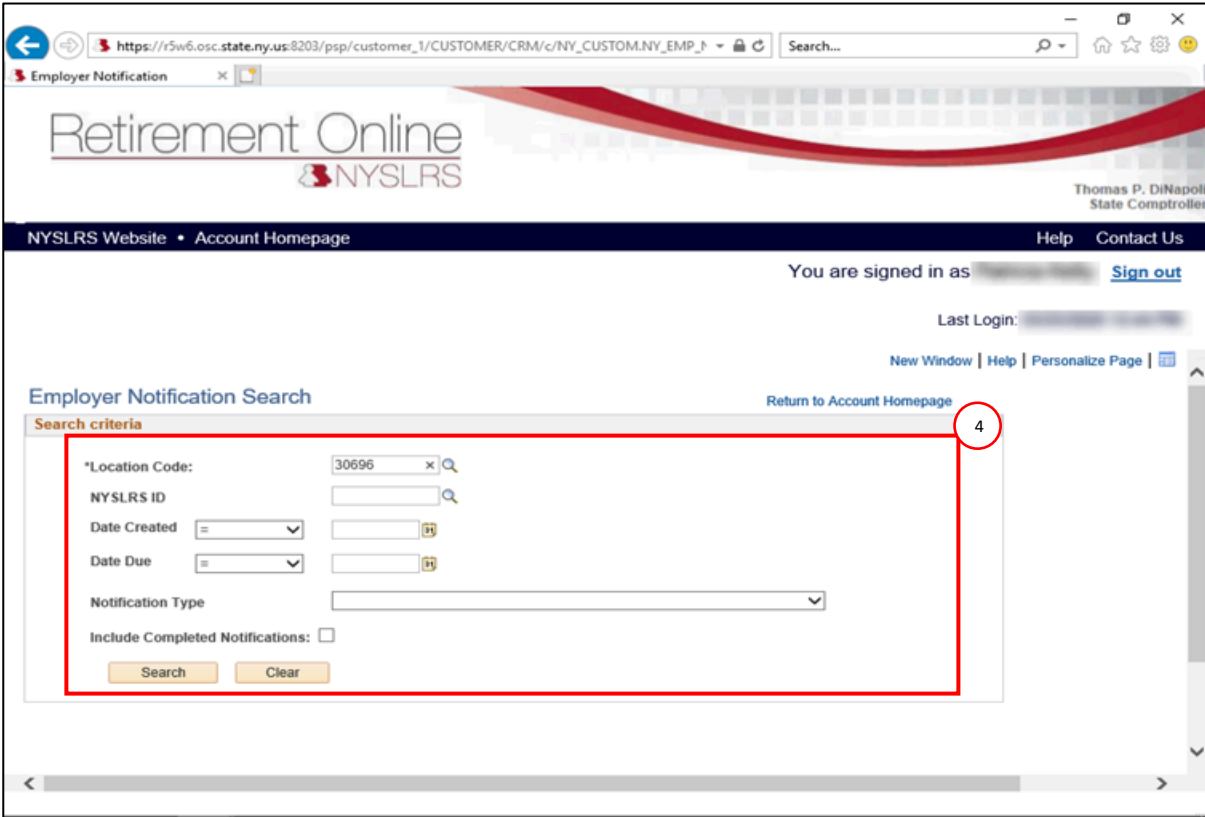
Accessing and Searching for Notifications

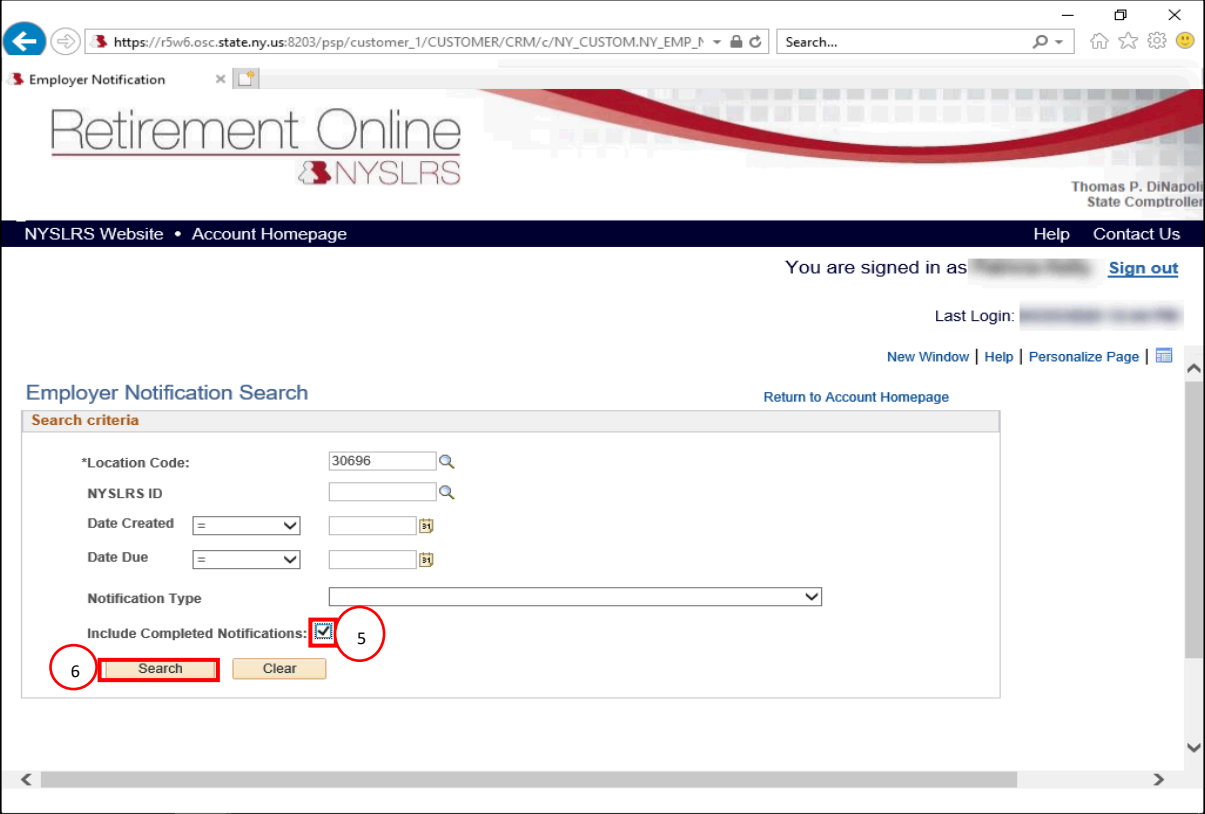
This guide shows you (as an employer contact) how to access and search for notifications in *Retirement Online* using the Search Notifications link located in the Notifications section.

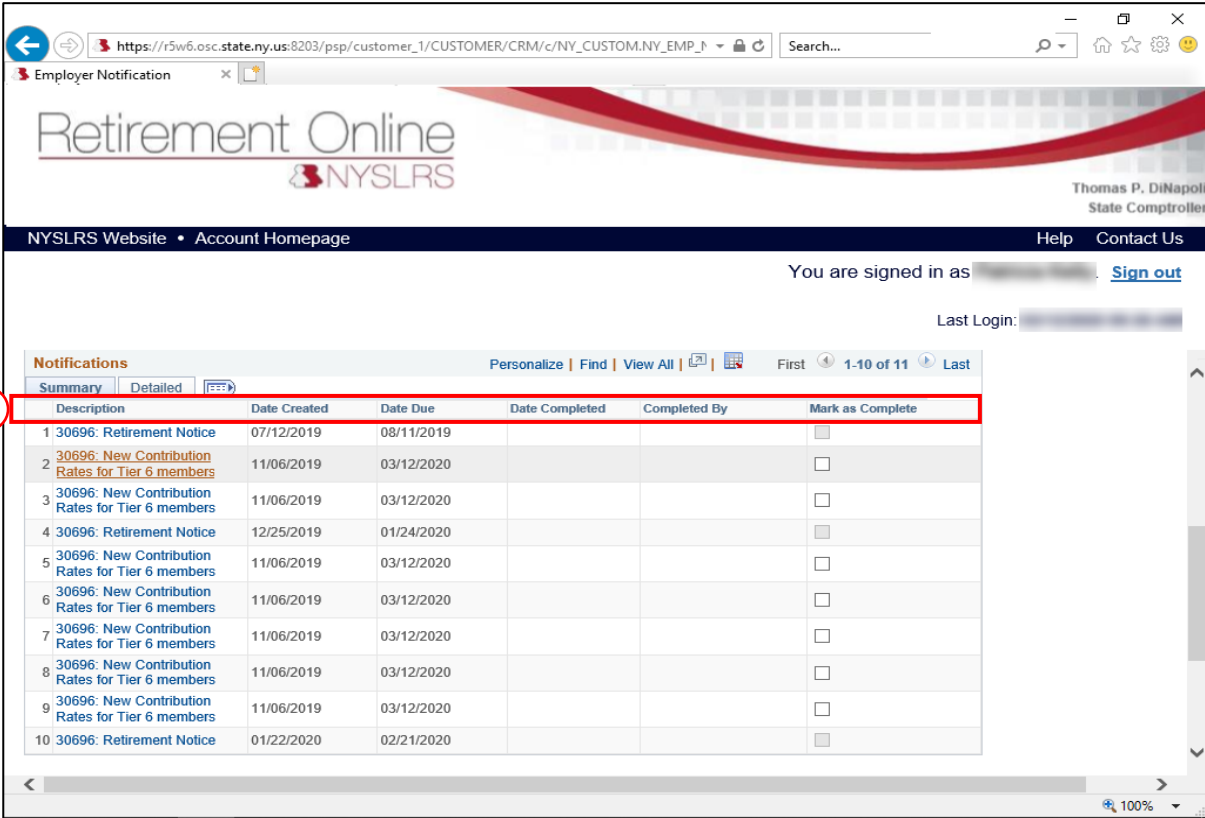
Step	Action									
1.	<p>From your <i>Retirement Online Account Homepage</i>, click the Search Notifications link in the 'Notifications' section.</p> <p>Search Notifications</p>	 <p>The screenshot shows the Retirement Online NYSLRS Account Homepage. The browser address bar displays the URL: https://r15w6.osc.state.ny.us:8203/psp/customer/CUSTOMER/CUST/h/?tab=NY_IH_EMPLOYER. The page header includes the NYSLRS logo and the name of the State Comptroller, Thomas P. DiNapoli. The user is signed in as [redacted]. The main content area features a 'Notifications' section with a table of retirement notices. The 'Search Notifications' link is highlighted with a red box and a circled '1'.</p> <table border="1" data-bbox="709 727 1186 880"> <thead> <tr> <th>Description</th> <th>Date Due</th> </tr> </thead> <tbody> <tr> <td>1 30696: Retirement Notice</td> <td>08/11/2019</td> </tr> <tr> <td>2 30696: Retirement Notice</td> <td>01/24/2020</td> </tr> <tr> <td>3 30696: Retirement Notice</td> <td>02/21/2020</td> </tr> </tbody> </table>	Description	Date Due	1 30696: Retirement Notice	08/11/2019	2 30696: Retirement Notice	01/24/2020	3 30696: Retirement Notice	02/21/2020
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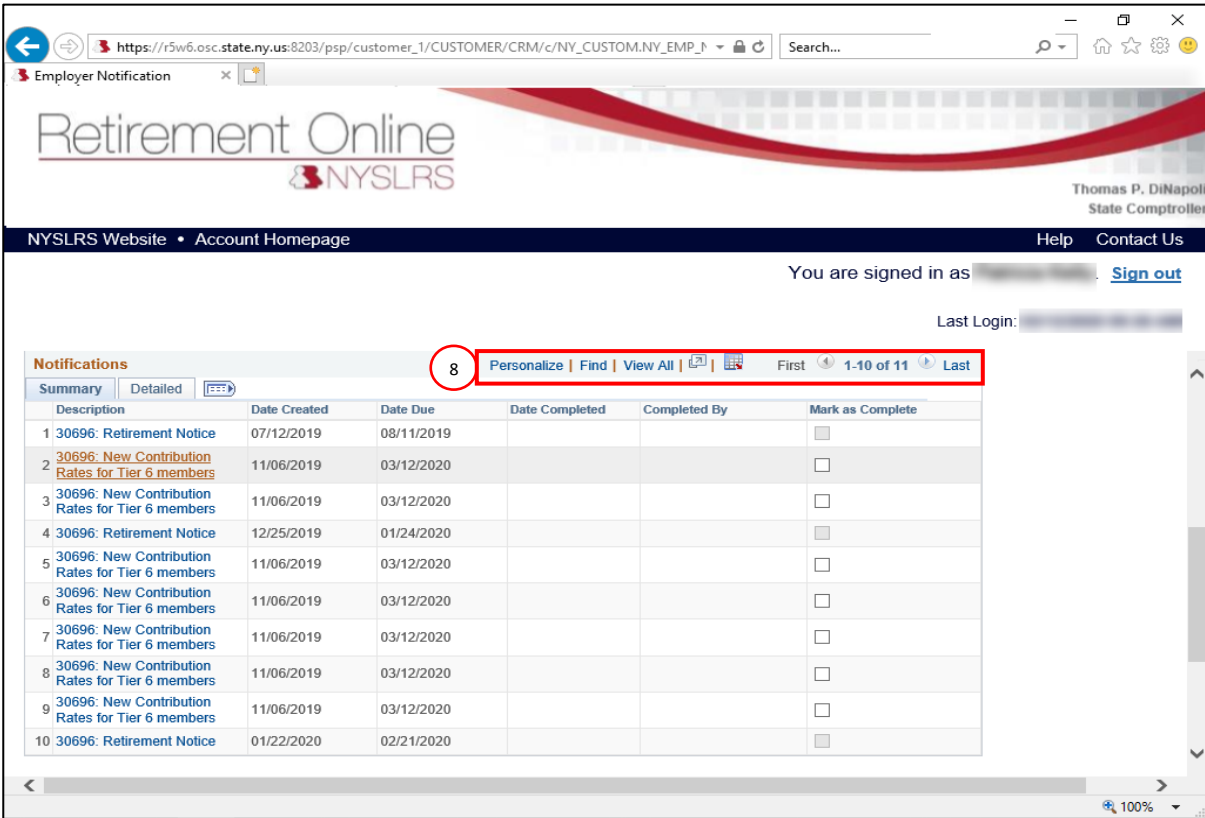
Step	Action	
2.	<p>The <i>Employer Notification Search</i> page will appear. Click the Look Up icon next to the Location Code field.</p>  <p>Note: The only required field on this page is the Location Code field.</p>	

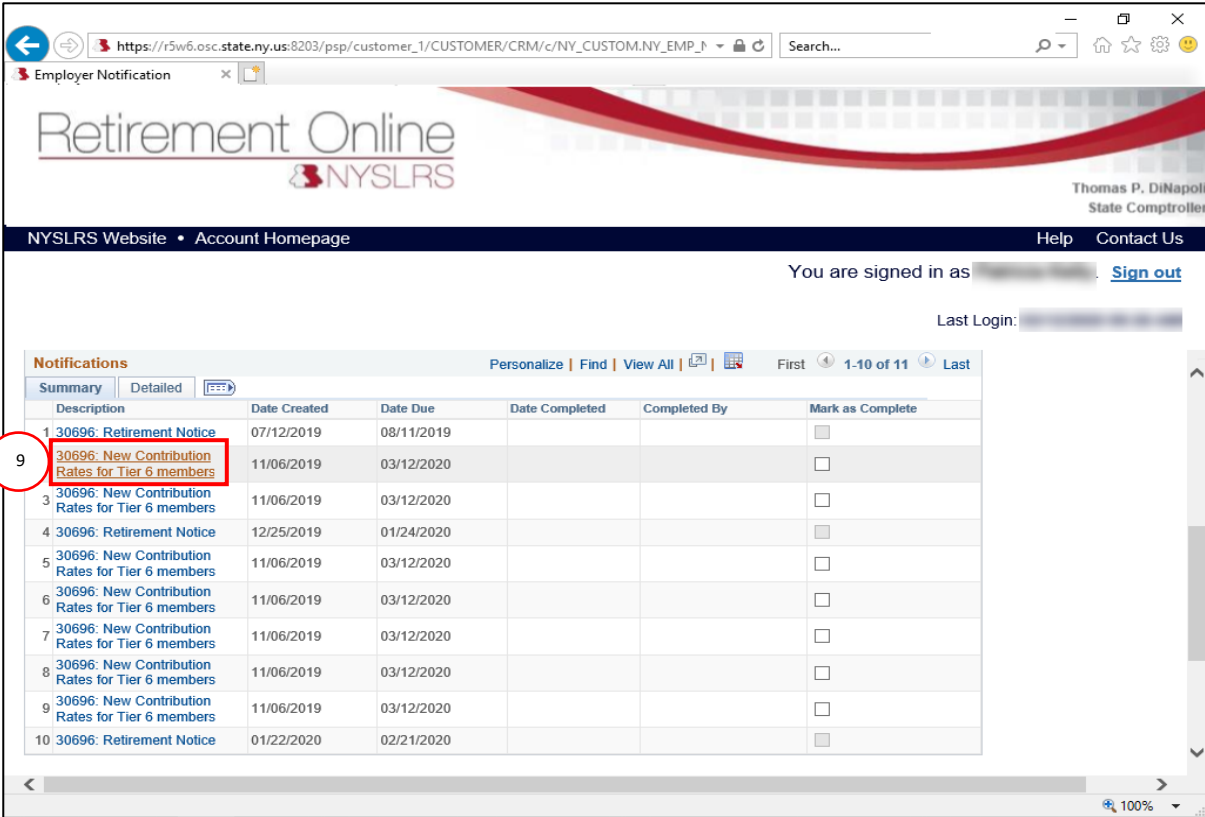
Step	Action	
<p>3.</p>	<p>The 'Look Up Location Code' pop-up will appear. If you report for multiple locations, more than one employer location code will be listed. Click the appropriate Company ID link.</p> <p>30696</p> <p>Note: Company ID refers to the Location Code.</p>	 <p>The screenshot shows a web browser window with the URL https://r5w6.osc.state.ny.us:8203/psp/customer_1/CUSTOMER/CRM/c/NY_CUSTOM.NY_EMP_1. The page title is "Retirement Online" and the user is logged in as "Thomas P. DiNapoli, State Comptroller". A "Look Up Location Code" pop-up window is open, showing search criteria and results. The search criteria include "Company ID begins with" and "Advanced Lookup". The search results table has two columns: "Company ID" and "Business Object Name". The first result is "30696 TOWN OF MIDDLETOWN", with the number "3" circled in red next to the company ID. The background page shows an "Employer Notification Search" form with fields for "Location Code", "NYSLRS ID", "Date Created", "Date Due", and "Notification Type".</p>

Step	Action	
4.	The <i>Employer Notification Search</i> page will appear. Fill out applicable fields to narrow your search results.	 <p>The screenshot shows the Retirement Online NYSLRS website. The page title is "Retirement Online NYSLRS". The user is signed in as "Thomas P. DiNapoli, State Comptroller". The page is titled "Employer Notification Search". The search criteria section is highlighted with a red box and contains the following fields:</p> <ul style="list-style-type: none"> *Location Code: 30696 NYSLRS ID: [Empty] Date Created: [Dropdown] [Date Picker] Date Due: [Dropdown] [Date Picker] Notification Type: [Dropdown] Include Completed Notifications: <input type="checkbox"/> Buttons: Search, Clear

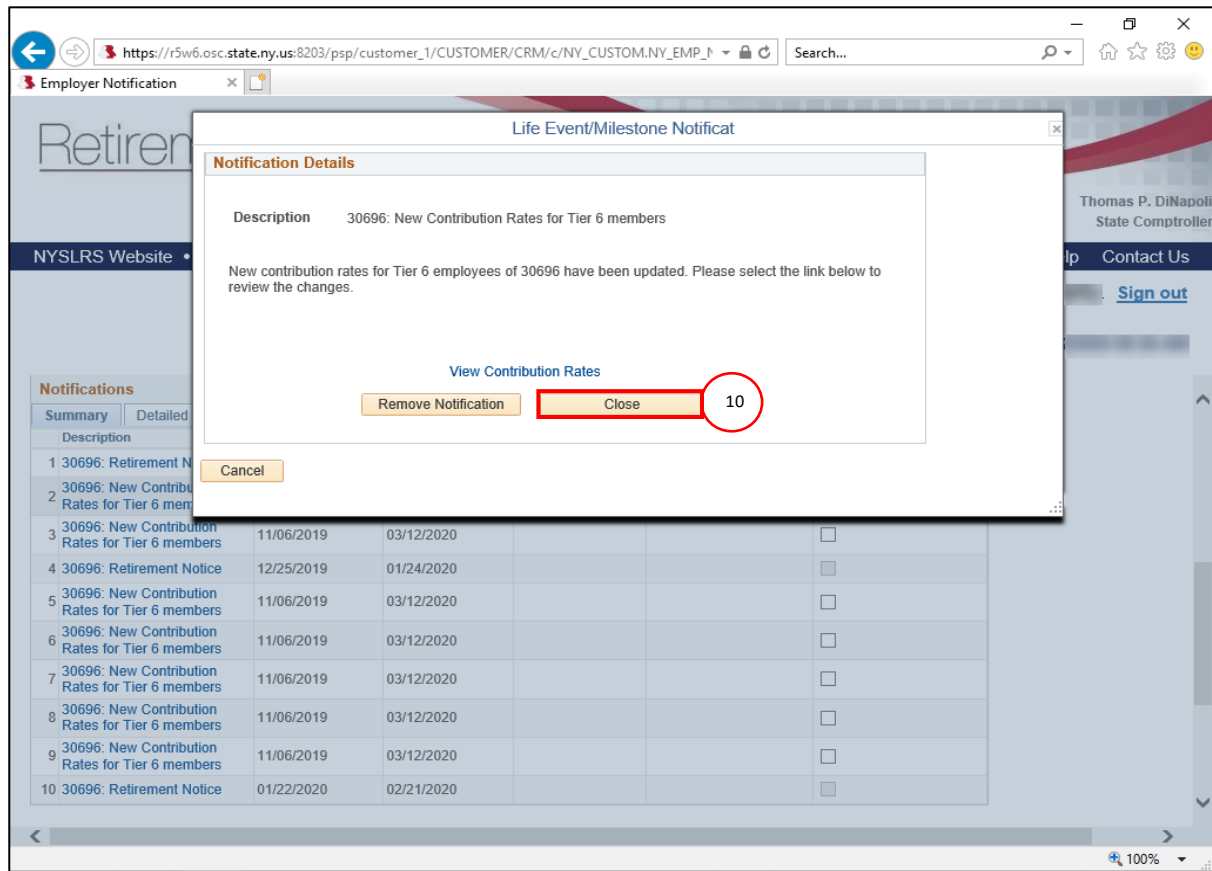
Step	Action	
<p>5.</p>	<p>If you want to view completed notifications, as well as current notifications, click the Include Completed Notifications box.</p> <p>Note: If this box is not checked, only current notifications will appear in your search results.</p>	 <p>The screenshot shows the 'Employer Notification Search' interface. The search criteria section includes fields for Location Code (30696), NYSLRS ID, Date Created, and Date Due. The 'Include Completed Notifications' checkbox is checked and circled with a red '5'. The 'Search' button is circled with a red '6'.</p>
<p>6.</p>	<p>Click the Search button.</p> <p>Search</p>	

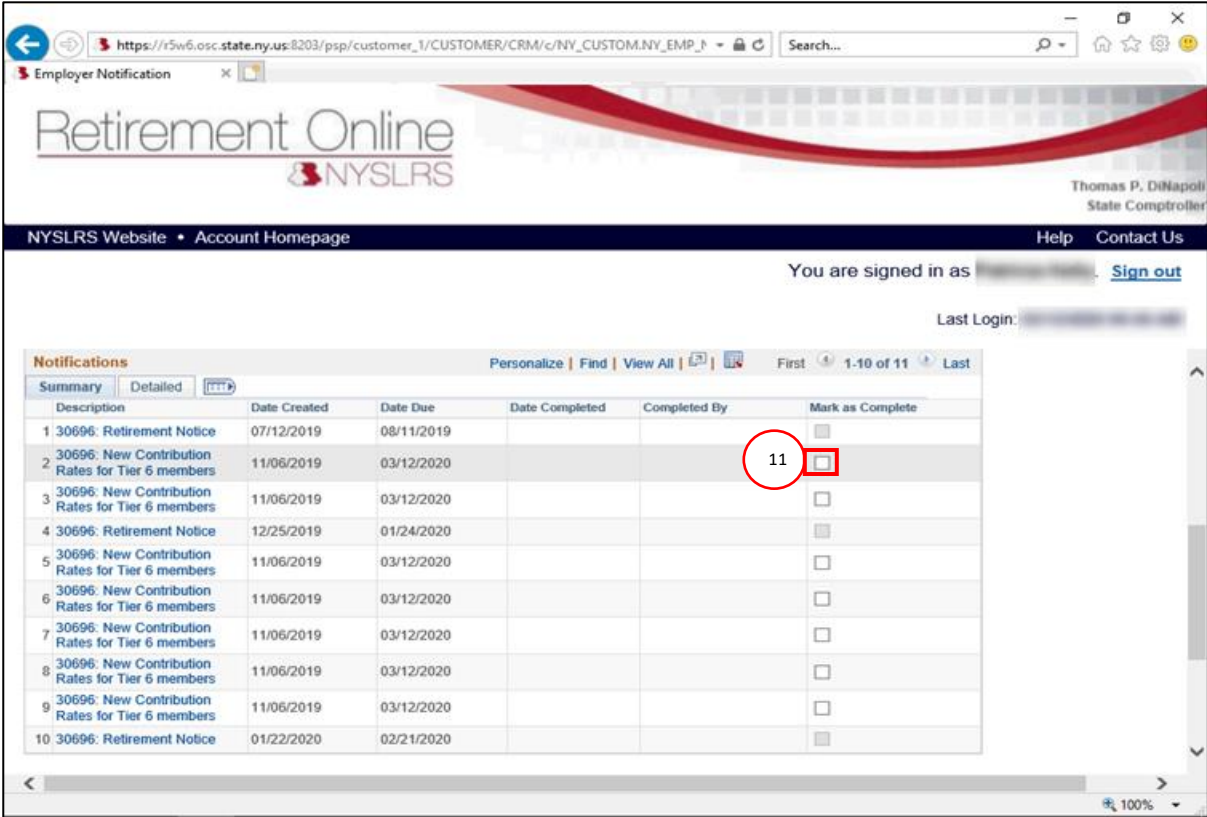
Step	Action																																																																														
7.	<p>The search results will appear.</p> <p>Description: An abbreviated description of the notification and the location code to which it applies; provides a link to open the notification.</p> <p>Date Created: Lists the notifications chronologically from oldest to newest.</p> <p>Date Due: Lists the expiration date associated with a notification, if any.</p> <p>Date Completed: Lists the date the notification was completed.</p> <p>Completed By: Lists the User ID of the employer contact that completed the notification.</p> <p>Mark as Complete: Allows you to mark informational notifications complete from this view.</p> <p>Note: You will only be able to view the notifications associated with your security role(s).</p>	 <p>The screenshot shows the Retirement Online NYSLRS website interface. At the top, there is a search bar and navigation links. Below the header, the user is signed in as Thomas P. DiNapoli, State Comptroller. The main content area displays a list of notifications under the heading 'Notifications'. The table has columns for 'Description', 'Date Created', 'Date Due', 'Date Completed', 'Completed By', and 'Mark as Complete'. A red circle highlights the number '7' in the first column of the table, corresponding to the 7th row of data.</p> <table border="1" data-bbox="745 738 1696 1096"> <thead> <tr> <th></th> <th>Description</th> <th>Date Created</th> <th>Date Due</th> <th>Date Completed</th> <th>Completed By</th> <th>Mark as Complete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>30696: Retirement Notice</td> <td>07/12/2019</td> <td>08/11/2019</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td>30696: Retirement Notice</td> <td>12/25/2019</td> <td>01/24/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>6</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>7</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>8</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>9</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>10</td> <td>30696: Retirement Notice</td> <td>01/22/2020</td> <td>02/21/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Description	Date Created	Date Due	Date Completed	Completed By	Mark as Complete	1	30696: Retirement Notice	07/12/2019	08/11/2019			<input type="checkbox"/>	2	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	3	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	4	30696: Retirement Notice	12/25/2019	01/24/2020			<input type="checkbox"/>	5	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	6	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	7	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	8	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	9	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	10	30696: Retirement Notice	01/22/2020	02/21/2020			<input type="checkbox"/>
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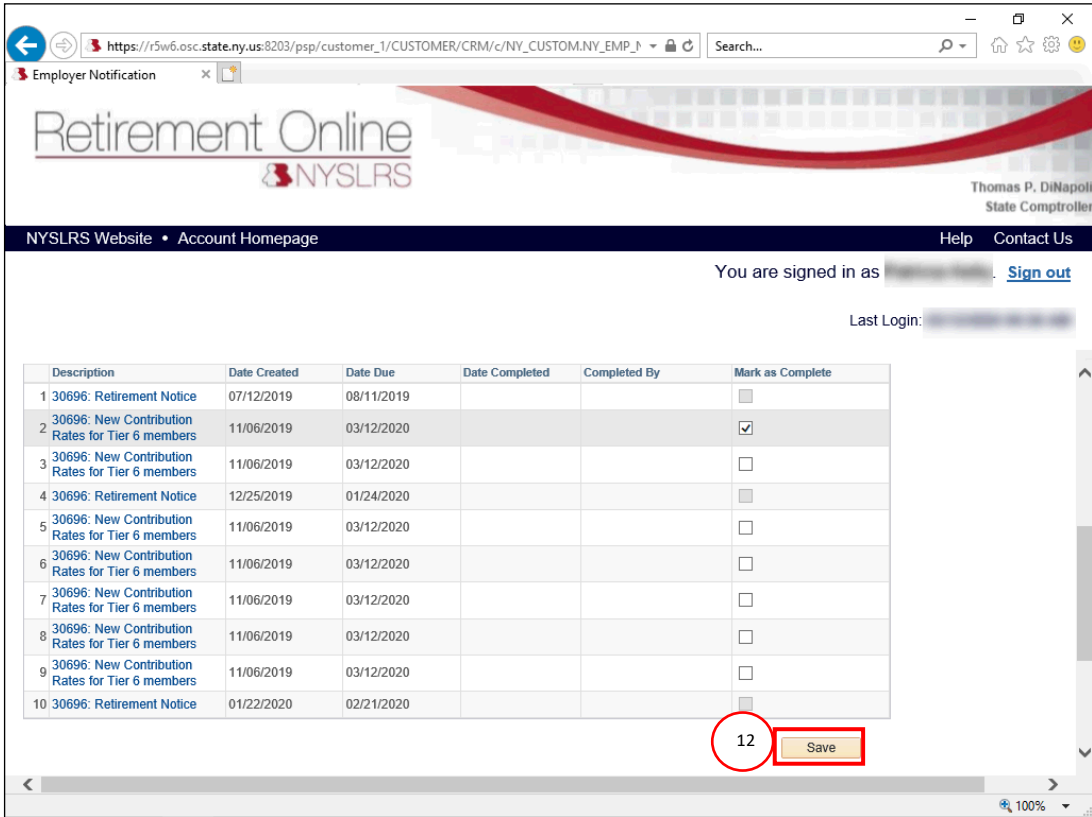
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<p data-bbox="113 250 159 289">8.</p> <p data-bbox="210 250 630 365">If needed, there are additional features on this page that can help you perform your searches:</p> <p data-bbox="210 406 661 519">Click the Personalize link to change the order of how the table columns appear.</p> <p data-bbox="210 527 346 560"></p> <p data-bbox="210 609 619 682">Click the View All link to view a complete list of notifications.</p> <p data-bbox="210 690 336 722"></p> <p data-bbox="210 771 640 876">Click the Zoom Notifications icon to see a full list of notifications in a separate screen.</p> <p data-bbox="210 885 273 925"></p> <p data-bbox="210 974 609 1079">Click the Export icon to export your search results to an Excel document.</p> <p data-bbox="210 1088 262 1128"></p> <p data-bbox="210 1169 640 1242">Click the Show Next Row button to view the next 10 notifications.</p> <p data-bbox="210 1250 262 1282"></p>		 <p>The screenshot shows the Retirement Online Employer Notification page. The page title is "Retirement Online" with the NYSLRS logo. The user is signed in as Thomas P. DiNapoli, State Comptroller. The page displays a table of notifications with columns: Description, Date Created, Date Due, Date Completed, Completed By, and Mark as Complete. The table contains 10 rows of notifications. A red box highlights the "Personalize" link in the table's toolbar, which is labeled with the number "8".</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Date Created</th> <th>Date Due</th> <th>Date Completed</th> <th>Completed By</th> <th>Mark as Complete</th> </tr> </thead> <tbody> <tr> <td>1 30696: Retirement Notice</td> <td>07/12/2019</td> <td>08/11/2019</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4 30696: Retirement Notice</td> <td>12/25/2019</td> <td>01/24/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>6 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>7 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>8 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>9 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>10 30696: Retirement Notice</td> <td>01/22/2020</td> <td>02/21/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Description	Date Created	Date Due	Date Completed	Completed By	Mark as Complete	1 30696: Retirement Notice	07/12/2019	08/11/2019			<input type="checkbox"/>	2 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	3 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	4 30696: Retirement Notice	12/25/2019	01/24/2020			<input type="checkbox"/>	5 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	6 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	7 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	8 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	9 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	10 30696: Retirement Notice	01/22/2020	02/21/2020			<input type="checkbox"/>
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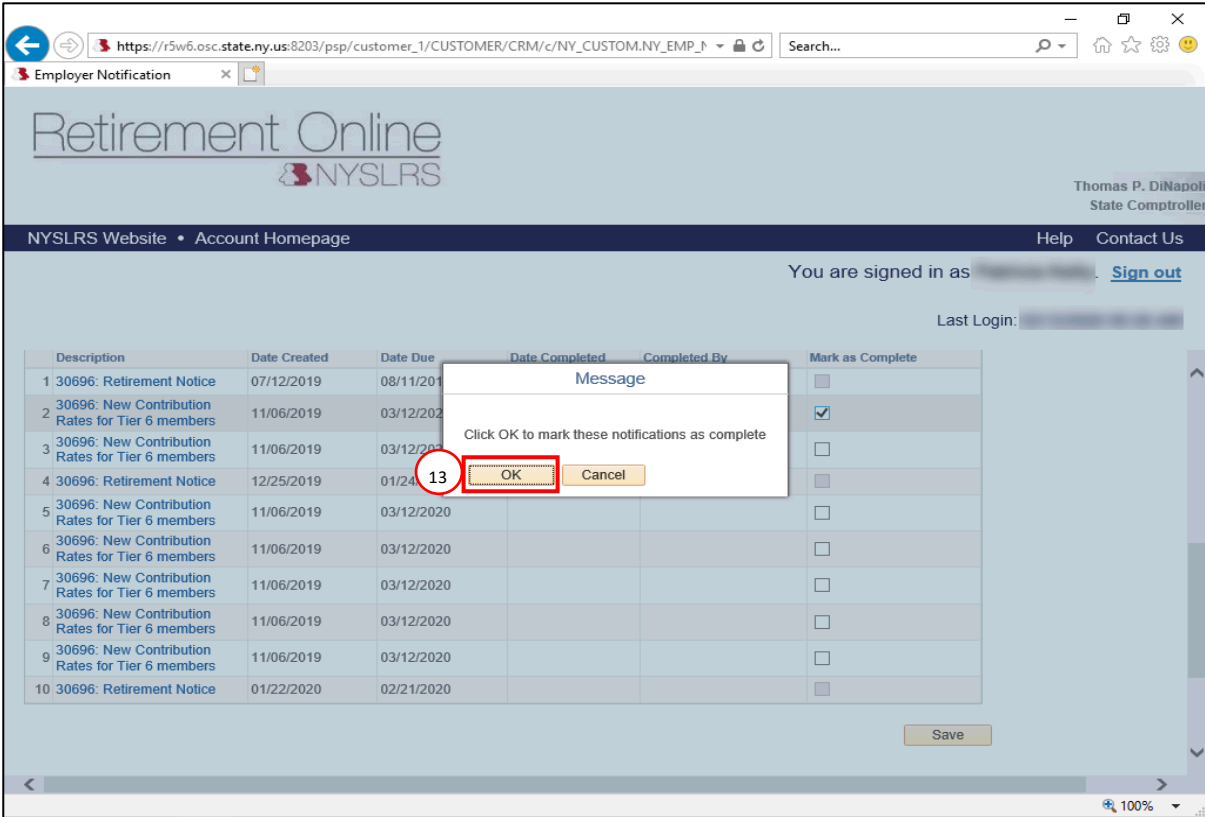
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<p>9.</p>	<p>To view a notification, click on the Description link.</p> <p>30696: New Contribution Rates for Tier 6 members</p>	 <p>The screenshot shows the Retirement Online NYSLRS website interface. At the top, there is a navigation bar with the NYSLRS logo and the name of the State Comptroller. Below this, a user is signed in, and a list of notifications is displayed. The notification '30696: New Contribution Rates for Tier 6 members' is highlighted with a red box. The number '9' is circled in red next to the notification's description link.</p> <table border="1"> <thead> <tr> <th></th> <th>Description</th> <th>Date Created</th> <th>Date Due</th> <th>Date Completed</th> <th>Completed By</th> <th>Mark as Complete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>30696: Retirement Notice</td> <td>07/12/2019</td> <td>08/11/2019</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td>30696: Retirement Notice</td> <td>12/25/2019</td> <td>01/24/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>6</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>7</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>8</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>9</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>10</td> <td>30696: Retirement Notice</td> <td>01/22/2020</td> <td>02/21/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Description	Date Created	Date Due	Date Completed	Completed By	Mark as Complete	1	30696: Retirement Notice	07/12/2019	08/11/2019			<input type="checkbox"/>	2	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	3	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	4	30696: Retirement Notice	12/25/2019	01/24/2020			<input type="checkbox"/>	5	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	6	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	7	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	8	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	9	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	10	30696: Retirement Notice	01/22/2020	02/21/2020			<input type="checkbox"/>
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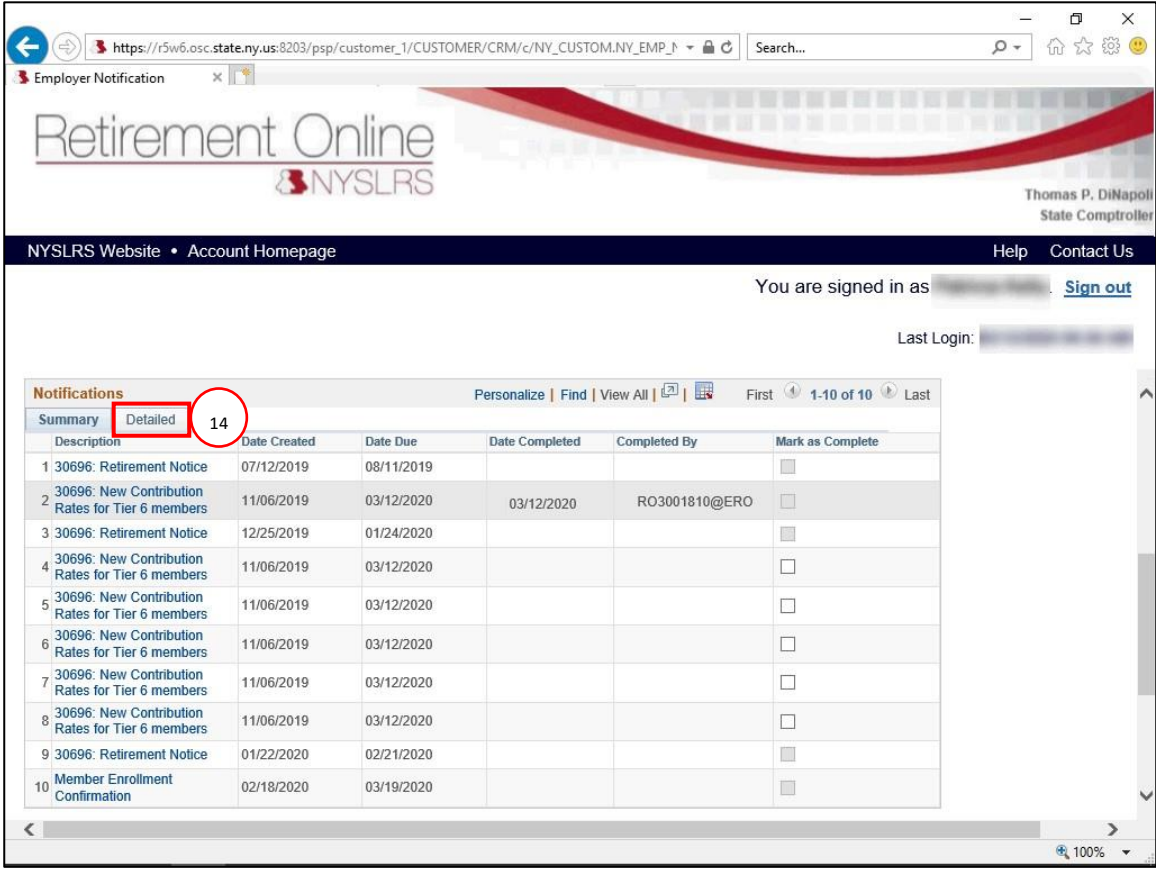
Step	Action
<p>10</p>	<p>The 'Notification Details' pop-up will appear. Review the notification description and, if applicable, take the necessary action. When you are done, click the Close button.</p> <div data-bbox="214 483 493 532" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Close</div>


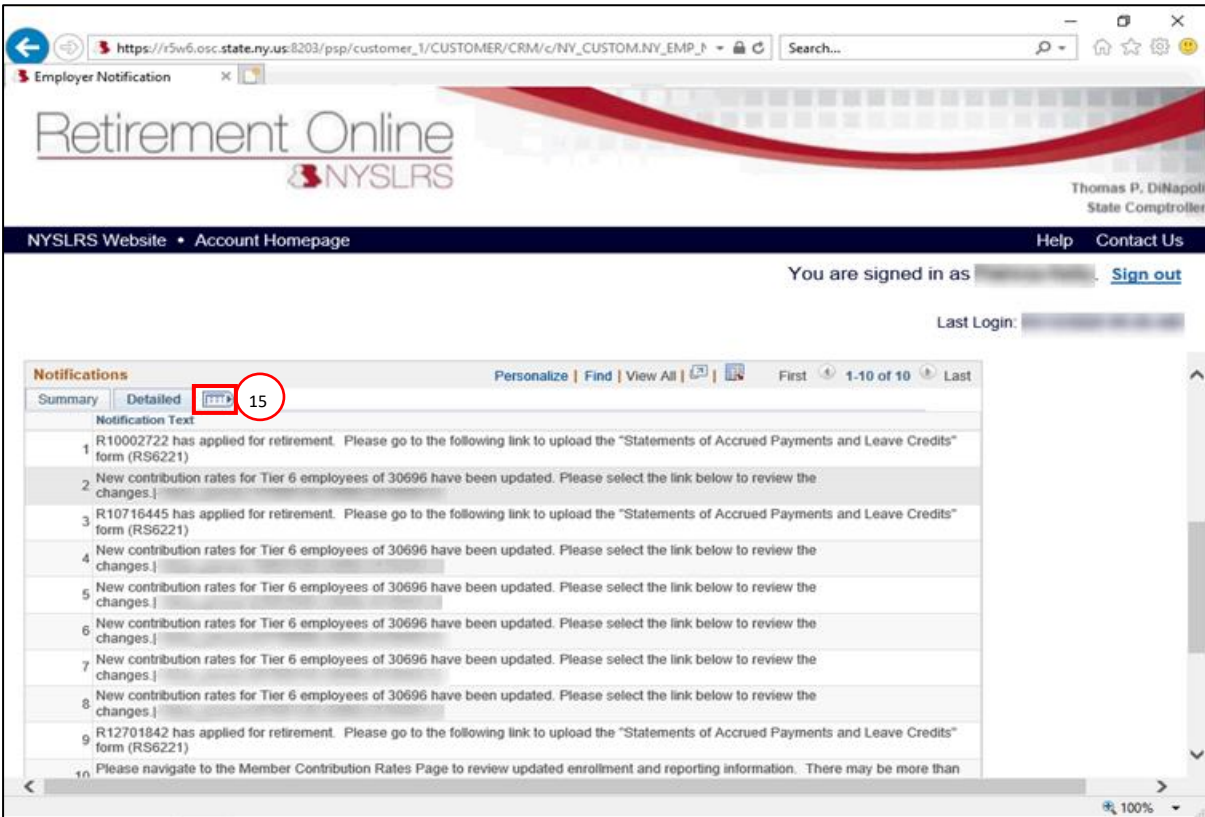



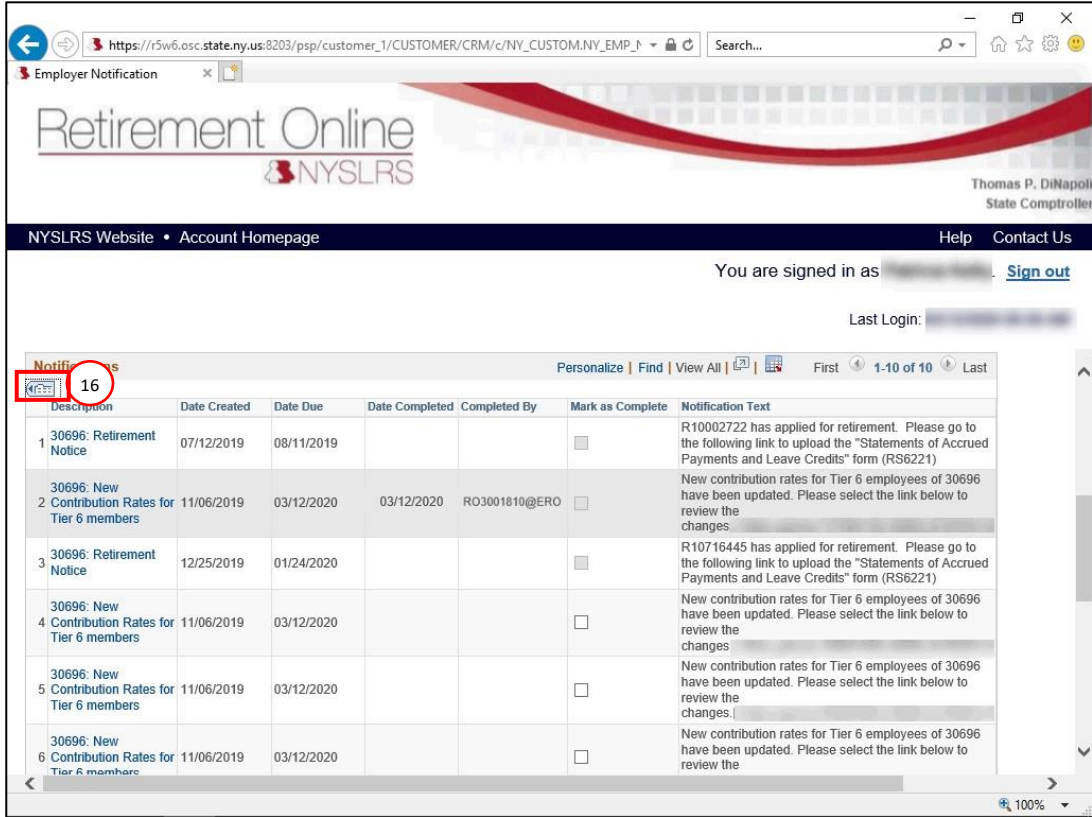
Step	Action																																																																														
<p data-bbox="113 250 163 289">11</p> <p data-bbox="210 250 661 479">The Mark as Complete box will only be enabled for informational notifications. To mark an informational notification as complete, click the Mark as Complete box.</p> <p data-bbox="210 483 247 516"><input type="checkbox"/></p> <p data-bbox="210 548 661 828">Note: You will not be able to mark an actionable notification as complete from this view. To mark an actionable notification complete, you must open the notification and complete the task.</p>		 <p data-bbox="722 277 1921 1089">The screenshot shows the Retirement Online NYSLRS website interface. At the top, there is a navigation bar with the NYSLRS logo and the name of the State Comptroller. Below this is a 'Notifications' section with a table of 10 items. The second row of the table is highlighted, and its 'Mark as Complete' checkbox is circled in red with the number 11 next to it. The table columns are: Description, Date Created, Date Due, Date Completed, Completed By, and Mark as Complete.</p> <table border="1" data-bbox="743 630 1696 1024"> <thead> <tr> <th></th> <th>Description</th> <th>Date Created</th> <th>Date Due</th> <th>Date Completed</th> <th>Completed By</th> <th>Mark as Complete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>30696: Retirement Notice</td> <td>07/12/2019</td> <td>08/11/2019</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>30696: New Contribution Rates for Tier 5 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td>30696: Retirement Notice</td> <td>12/25/2019</td> <td>01/24/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>6</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>7</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>8</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>9</td> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>10</td> <td>30696: Retirement Notice</td> <td>01/22/2020</td> <td>02/21/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Description	Date Created	Date Due	Date Completed	Completed By	Mark as Complete	1	30696: Retirement Notice	07/12/2019	08/11/2019			<input type="checkbox"/>	2	30696: New Contribution Rates for Tier 5 members	11/06/2019	03/12/2020			<input type="checkbox"/>	3	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	4	30696: Retirement Notice	12/25/2019	01/24/2020			<input type="checkbox"/>	5	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	6	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	7	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	8	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	9	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	10	30696: Retirement Notice	01/22/2020	02/21/2020			<input type="checkbox"/>
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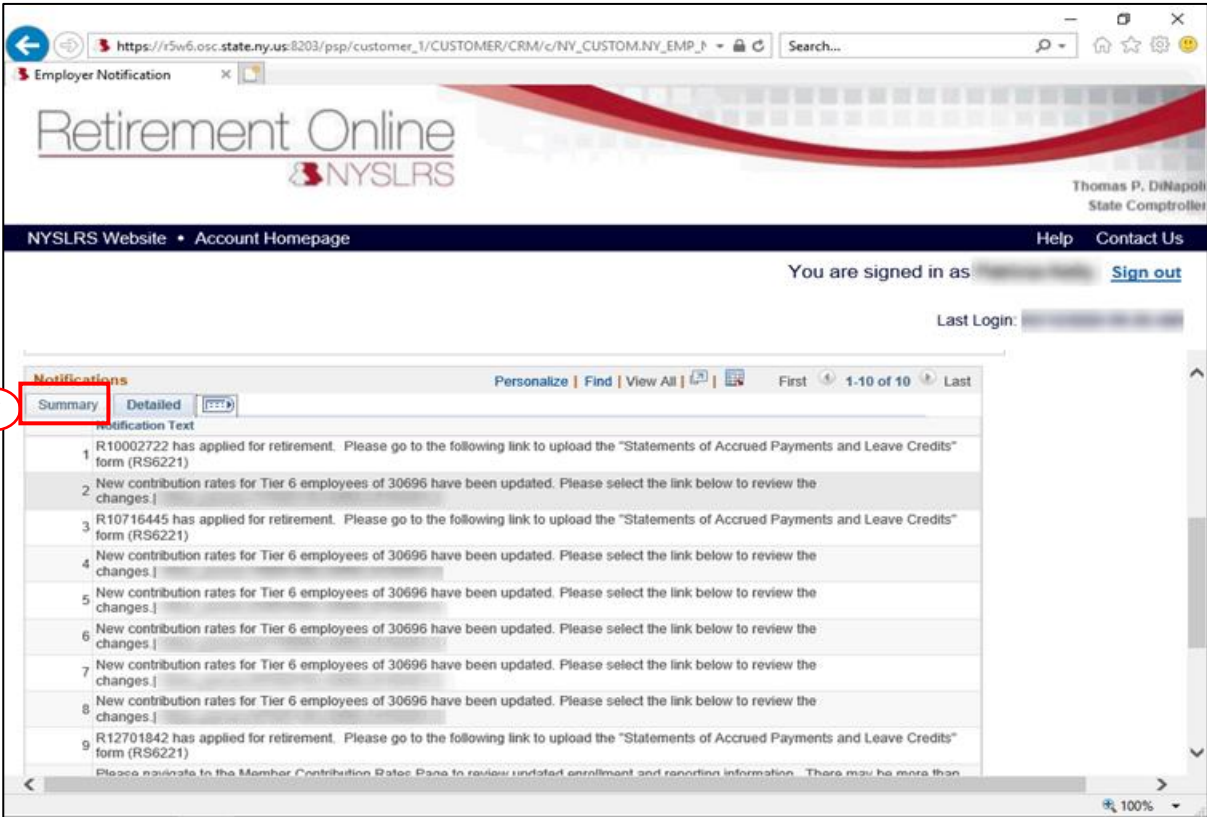
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<p>12</p>	<p>Click the Save button.</p> 	 <p>The screenshot shows the Retirement Online NYSLRS website interface. At the top, there is a navigation bar with the NYSLRS logo and the name of the State Comptroller. Below this is a table with 10 rows of notices. The table has columns for Description, Date Created, Date Due, Date Completed, Completed By, and Mark as Complete. The second row is checked. At the bottom right of the table area, a 'Save' button is circled in red, with the number '12' next to it.</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Date Created</th> <th>Date Due</th> <th>Date Completed</th> <th>Completed By</th> <th>Mark as Complete</th> </tr> </thead> <tbody> <tr> <td>1 30696: Retirement Notice</td> <td>07/12/2019</td> <td>08/11/2019</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>3 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4 30696: Retirement Notice</td> <td>12/25/2019</td> <td>01/24/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>6 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>7 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>8 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>9 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>10 30696: Retirement Notice</td> <td>01/22/2020</td> <td>02/21/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Description	Date Created	Date Due	Date Completed	Completed By	Mark as Complete	1 30696: Retirement Notice	07/12/2019	08/11/2019			<input type="checkbox"/>	2 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input checked="" type="checkbox"/>	3 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	4 30696: Retirement Notice	12/25/2019	01/24/2020			<input type="checkbox"/>	5 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	6 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	7 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	8 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	9 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	10 30696: Retirement Notice	01/22/2020	02/21/2020			<input type="checkbox"/>
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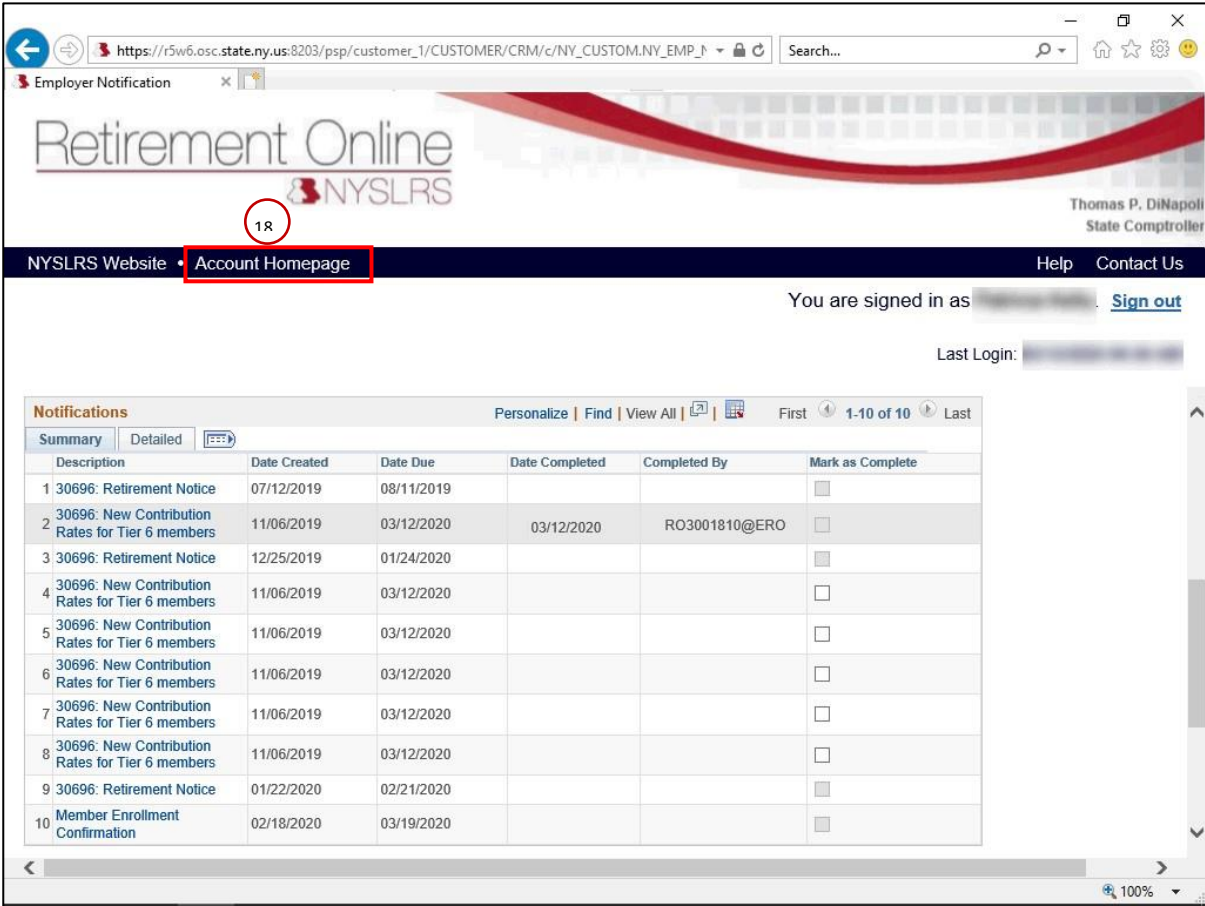
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<p data-bbox="113 250 159 285">13</p>	<p data-bbox="210 250 583 324">A 'Message' pop-up will appear. Click the OK button.</p>  <p data-bbox="210 409 638 672">Note: Once a notification is marked as complete and saved, the Date Completed and Completed By fields will become populated with the date and the User ID of the employer contact who completed the notification.</p> <p data-bbox="210 721 659 867">Any other employer contacts with the same security role at the same location will see these populated fields the next business day.</p>	 <p data-bbox="722 276 1919 1088">The screenshot shows the Retirement Online NYSLRS interface. A table of notifications is displayed with columns: Description, Date Created, Date Due, Date Completed, Completed By, and Mark as Complete. A 'Message' dialog box is overlaid on the table, containing the text 'Click OK to mark these notifications as complete' and two buttons: 'OK' and 'Cancel'. The number '13' is circled in the screenshot, corresponding to the step number in the table.</p> <table border="1" data-bbox="743 623 1696 974"> <thead> <tr> <th>Description</th> <th>Date Created</th> <th>Date Due</th> <th>Date Completed</th> <th>Completed By</th> <th>Mark as Complete</th> </tr> </thead> <tbody> <tr> <td>1 30696: Retirement Notice</td> <td>07/12/2019</td> <td>08/11/2019</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>3 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4 30696: Retirement Notice</td> <td>12/25/2019</td> <td>01/24/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>6 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>7 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>8 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>9 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>10 30696: Retirement Notice</td> <td>01/22/2020</td> <td>02/21/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Description	Date Created	Date Due	Date Completed	Completed By	Mark as Complete	1 30696: Retirement Notice	07/12/2019	08/11/2019			<input type="checkbox"/>	2 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input checked="" type="checkbox"/>	3 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	4 30696: Retirement Notice	12/25/2019	01/24/2020			<input type="checkbox"/>	5 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	6 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	7 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	8 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	9 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	10 30696: Retirement Notice	01/22/2020	02/21/2020			<input type="checkbox"/>
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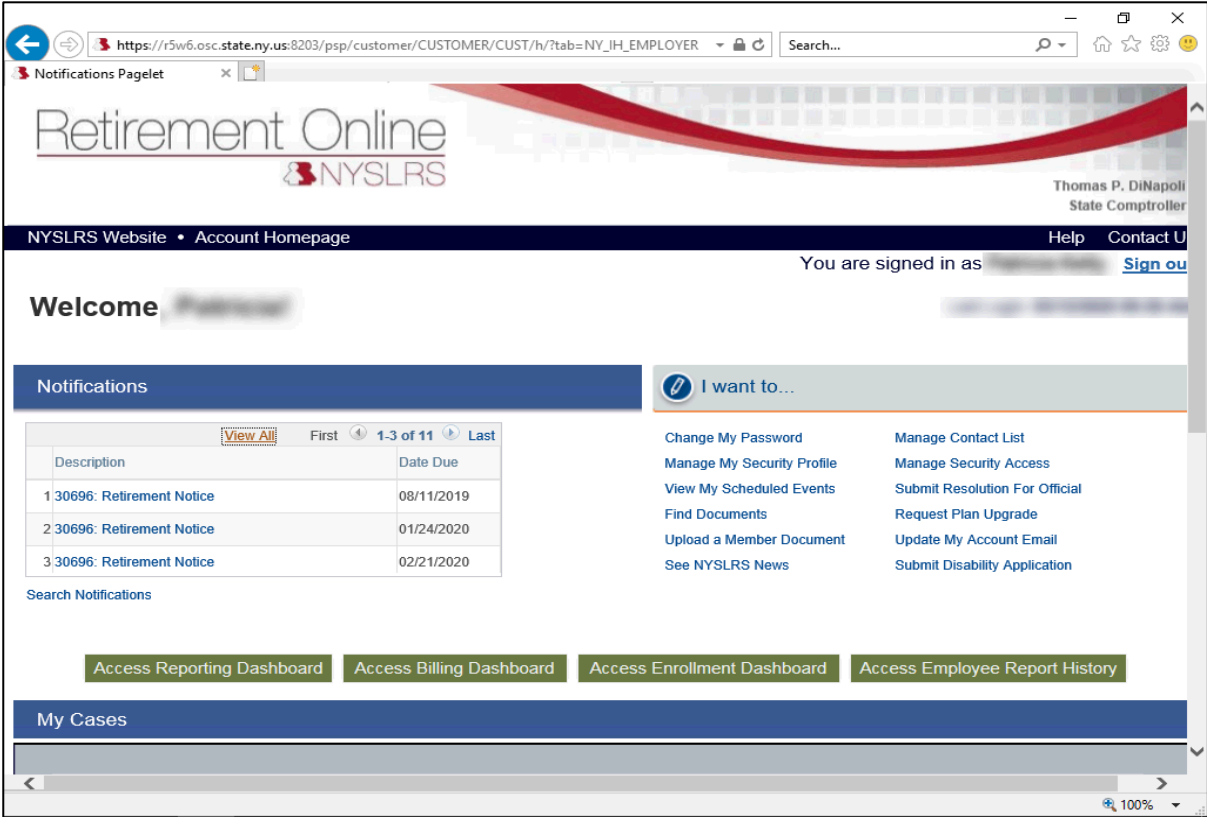
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<p data-bbox="113 253 159 289">14</p> <p data-bbox="210 253 642 402">The <i>Employer Notification Search</i> page will appear. To view the notifications in a read-only format, click the Detailed tab.</p> <div data-bbox="216 407 350 451" style="border: 1px solid black; padding: 2px; display: inline-block;">Detailed</div>		 <p>The screenshot shows the Retirement Online NYSLRS website interface. At the top, there is a search bar and navigation links. Below the header, the user is signed in as Thomas P. DiNapoli, State Comptroller. The main content area displays a 'Notifications' section with a table of 10 items. The 'Detailed' tab is selected and circled in red, with the number '14' also circled in red next to it. The table contains the following data:</p> <table border="1" data-bbox="772 630 1682 1057"> <thead> <tr> <th>Summary</th> <th>Detailed</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th>Description</th> <th>Date Created</th> <th>Date Due</th> <th>Date Completed</th> <th>Completed By</th> <th>Mark as Complete</th> <th></th> </tr> </thead> <tbody> <tr> <td>1 30696: Retirement Notice</td> <td>07/12/2019</td> <td>08/11/2019</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>2 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td>03/12/2020</td> <td>RO3001810@ERO</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>3 30696: Retirement Notice</td> <td>12/25/2019</td> <td>01/24/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>4 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>5 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>6 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>7 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>8 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>9 30696: Retirement Notice</td> <td>01/22/2020</td> <td>02/21/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>10 Member Enrollment Confirmation</td> <td>02/18/2020</td> <td>03/19/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Summary	Detailed						Description	Date Created	Date Due	Date Completed	Completed By	Mark as Complete		1 30696: Retirement Notice	07/12/2019	08/11/2019			<input type="checkbox"/>		2 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020	03/12/2020	RO3001810@ERO	<input type="checkbox"/>		3 30696: Retirement Notice	12/25/2019	01/24/2020			<input type="checkbox"/>		4 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>		5 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>		6 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>		7 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>		8 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>		9 30696: Retirement Notice	01/22/2020	02/21/2020			<input type="checkbox"/>		10 Member Enrollment Confirmation	02/18/2020	03/19/2020			<input type="checkbox"/>	
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<p data-bbox="113 250 159 285">15.</p> <p data-bbox="205 250 651 399">The Detailed tab shows the full notification text that appears in the actual notification. It will not include any actionable hyperlinks.</p> <p data-bbox="205 448 621 552">To see a combined view of both tabs, click the Expanded View button.</p> 		 <p>The screenshot shows the Retirement Online interface. At the top, there is a search bar and navigation links. The main content area displays a 'Notifications' section with two tabs: 'Summary' and 'Detailed'. The 'Detailed' tab is active, and a red circle highlights the number '15' next to it. Below the tabs, a list of notifications is shown, each with a number and a description of the notification text.</p>

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<p>16</p>	<p>The expanded view will appear. To return to the previous view, click the Show Tabs button.</p> 	 <p>The screenshot shows the Retirement Online NYSLRS website interface. At the top, there is a navigation bar with the NYSLRS logo and the name of the State Comptroller. Below this, a user is signed in. The main content area displays a 'Notifications' section with a table of messages. The 'Show Tabs' button in the notification header is circled in red, corresponding to step 16.</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Date Created</th> <th>Date Due</th> <th>Date Completed</th> <th>Completed By</th> <th>Mark as Complete</th> <th>Notification Text</th> </tr> </thead> <tbody> <tr> <td>30696: Retirement Notice</td> <td>07/12/2019</td> <td>08/11/2019</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>R10002722 has applied for retirement. Please go to the following link to upload the "Statements of Accrued Payments and Leave Credits" form (RS6221)</td> </tr> <tr> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td>03/12/2020</td> <td>RO3001810@ERO</td> <td><input type="checkbox"/></td> <td>New contribution rates for Tier 6 employees of 30696 have been updated. Please select the link below to review the changes.</td> </tr> <tr> <td>30696: Retirement Notice</td> <td>12/25/2019</td> <td>01/24/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>R10716445 has applied for retirement. Please go to the following link to upload the "Statements of Accrued Payments and Leave Credits" form (RS6221)</td> </tr> <tr> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>New contribution rates for Tier 6 employees of 30696 have been updated. Please select the link below to review the changes.</td> </tr> <tr> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>New contribution rates for Tier 6 employees of 30696 have been updated. Please select the link below to review the changes.</td> </tr> <tr> <td>30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>New contribution rates for Tier 6 employees of 30696 have been updated. Please select the link below to review the changes.</td> </tr> </tbody> </table>	Description	Date Created	Date Due	Date Completed	Completed By	Mark as Complete	Notification Text	30696: Retirement Notice	07/12/2019	08/11/2019			<input type="checkbox"/>	R10002722 has applied for retirement. Please go to the following link to upload the "Statements of Accrued Payments and Leave Credits" form (RS6221)	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020	03/12/2020	RO3001810@ERO	<input type="checkbox"/>	New contribution rates for Tier 6 employees of 30696 have been updated. Please select the link below to review the changes.	30696: Retirement Notice	12/25/2019	01/24/2020			<input type="checkbox"/>	R10716445 has applied for retirement. Please go to the following link to upload the "Statements of Accrued Payments and Leave Credits" form (RS6221)	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	New contribution rates for Tier 6 employees of 30696 have been updated. Please select the link below to review the changes.	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	New contribution rates for Tier 6 employees of 30696 have been updated. Please select the link below to review the changes.	30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	New contribution rates for Tier 6 employees of 30696 have been updated. Please select the link below to review the changes.
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<p>17.</p>	<p>The Summary and Detailed tabs will appear. To return to the summary view, click the Summary tab.</p> <p>Summary</p>	 <p>The screenshot shows the Retirement Online NYSLRS website interface. At the top, there is a navigation bar with the NYSLRS logo and the text 'Retirement Online NYSLRS'. Below this, there is a header area with 'NYSLRS Website • Account Homepage' and 'Help Contact Us'. The main content area shows a notification list. The 'Notifications' section has two tabs: 'Summary' and 'Detailed'. The 'Summary' tab is selected and circled in red. The notification list contains several entries, including: <ul style="list-style-type: none"> R10002722 has applied for retirement. Please go to the following link to upload the "Statements of Accrued Payments and Leave Credits" form (RS6221) New contribution rates for Tier 6 employees of 30696 have been updated. Please select the link below to review the changes. R10716445 has applied for retirement. Please go to the following link to upload the "Statements of Accrued Payments and Leave Credits" form (RS6221) New contribution rates for Tier 6 employees of 30696 have been updated. Please select the link below to review the changes. New contribution rates for Tier 6 employees of 30696 have been updated. Please select the link below to review the changes. New contribution rates for Tier 6 employees of 30696 have been updated. Please select the link below to review the changes. New contribution rates for Tier 6 employees of 30696 have been updated. Please select the link below to review the changes. New contribution rates for Tier 6 employees of 30696 have been updated. Please select the link below to review the changes. R12701842 has applied for retirement. Please go to the following link to upload the "Statements of Accrued Payments and Leave Credits" form (RS6221) </p>

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<p>18.</p>	<p>The Summary tab will appear. To return to your <i>Retirement Online Account Homepage</i>, click the Account Homepage link.</p> <p>Account Homepage</p>	 <p>The screenshot shows the Retirement Online Account Homepage. The browser address bar displays the URL: https://r5w6.osc.state.ny.us:8203/psp/customer_1/CUSTOMER/CRM/c/NY_CUSTOM.NY_EMP_N. The page title is "Retirement Online" and "NYSLRS". The user is signed in as Thomas P. DiNapoli, State Comptroller. The navigation bar includes "NYSLRS Website" and "Account Homepage" (highlighted with a red box). The main content area shows a "Notifications" section with a "Summary" tab selected. A red circle with "18" is placed over the "Summary" tab. Below the tab is a table of notifications.</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Date Created</th> <th>Date Due</th> <th>Date Completed</th> <th>Completed By</th> <th>Mark as Complete</th> </tr> </thead> <tbody> <tr> <td>1 30696: Retirement Notice</td> <td>07/12/2019</td> <td>08/11/2019</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td>03/12/2020</td> <td>RO3001810@ERO</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3 30696: Retirement Notice</td> <td>12/25/2019</td> <td>01/24/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>6 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>7 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>8 30696: New Contribution Rates for Tier 6 members</td> <td>11/06/2019</td> <td>03/12/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>9 30696: Retirement Notice</td> <td>01/22/2020</td> <td>02/21/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>10 Member Enrollment Confirmation</td> <td>02/18/2020</td> <td>03/19/2020</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Description	Date Created	Date Due	Date Completed	Completed By	Mark as Complete	1 30696: Retirement Notice	07/12/2019	08/11/2019			<input type="checkbox"/>	2 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020	03/12/2020	RO3001810@ERO	<input type="checkbox"/>	3 30696: Retirement Notice	12/25/2019	01/24/2020			<input type="checkbox"/>	4 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	5 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	6 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	7 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	8 30696: New Contribution Rates for Tier 6 members	11/06/2019	03/12/2020			<input type="checkbox"/>	9 30696: Retirement Notice	01/22/2020	02/21/2020			<input type="checkbox"/>	10 Member Enrollment Confirmation	02/18/2020	03/19/2020			<input type="checkbox"/>
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19	<p>The <i>Retirement Online Account Homepage</i> will appear.</p> <p>You have successfully accessed and searched for notifications in <i>Retirement Online</i>.</p>	 <p>The screenshot shows the Retirement Online Account Homepage. At the top, there is a navigation bar with the NYSLRS logo and the name of the State Comptroller, Thomas P. DiNapoli. Below this, a breadcrumb trail indicates the user is on the 'Account Homepage'. A 'Welcome' message is followed by a 'Notifications' section containing a table of retirement notices. To the right of the notifications is a 'I want to...' menu with various account management options. At the bottom, there are four buttons for accessing different dashboards: Reporting, Billing, Enrollment, and Employee Report History.</p> <table border="1" data-bbox="743 695 1220 850"> <thead> <tr> <th colspan="2">View All</th> <th>First</th> <th>1-3 of 11</th> <th>Last</th> </tr> <tr> <th>Description</th> <th>Date Due</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1 30696: Retirement Notice</td> <td>08/11/2019</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2 30696: Retirement Notice</td> <td>01/24/2020</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3 30696: Retirement Notice</td> <td>02/21/2020</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	View All		First	1-3 of 11	Last	Description	Date Due				1 30696: Retirement Notice	08/11/2019				2 30696: Retirement Notice	01/24/2020				3 30696: Retirement Notice	02/21/2020			
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