



To: Chief School Administrators
College and University Presidents

Administrative Bulletin

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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.

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. Select the Employers tab and visit the [Administrative Bulletins page](#).