



Reporting Tips

Courtesy of the New York State Teachers' Retirement System



September 2016

Security Enhancement Coming Soon to the Employer Secure Area (ESA)

In an effort to provide the highest level of security for employer and member information, an important security enhancement is coming next week to the [ESA](#).

This upgrade will require another layer of verification when you login to ESA. After you enter your username and password, we will send you a security personal identification number (PIN) by way of phone call or email (per your choosing). You will be required to enter the PIN to login.

NYSTRS takes the security of member and employer data very seriously. Thank you for your assistance in taking great precaution as well.

ESA User Validation

Has someone in your office retired or changed job functions? If so, now is the time to have his or her ESA rights updated or deleted. Your chief school administrator or college/university president should log into the ESA to confirm the users are accurately listed. It only takes a few minutes to validate the list and ensure the right users are receiving the information they need.

Loan Bills

Just a reminder that September is when NYSTRS sends your monthly loan bills and notifications via ESA. Your district's employer reporting user and loan billing user will receive an email when the bill is available for viewing and processing.

Please refer to the [Loan Billing Procedures](#) to help you process your loan bill. The procedures are also available in [Section 6](#) of the Employer Manual. If you have any further questions regarding the loan bill or processing, please give our Loan Unit a call at (800) 348-7298, Ext. 6080.

*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.*