

# Retirement Online

## Getting Bronze Certified in Retirement Online

Bronze Certification is the first step to prepare your organization to use *Retirement Online*. In Bronze Certification, employers will receive their log-in credentials for *Retirement Online*. [Check this list](#) to see if you're already certified. **Your organization should complete Bronze Certification before May 31, 2018.**

### Step 1. Choose Security Administrators and Contact Administrators

Your Security and Contact Administrators work together to make sure that your organization's employer contacts have access to use *Retirement Online* so they can do business with NYSLRS.

Security Administrators have the ability to request and remove *Retirement Online* system access for users. They also monitor for fraud or suspicious activity, and report unusual activity to NYSLRS for follow-up. Contact Administrators maintain employer contact information.

To choose your Security Administrators and Contact Administrators, you must fill out and submit our authorization forms. Please contact our Employer Services Bureau at [NYSLRS\\_Employer\\_Access@osc.state.ny.us](mailto:NYSLRS_Employer_Access@osc.state.ny.us) to get copies of the forms.

Once we receive your forms, we will send your Security and Contact Administrators their log-in credentials. Usernames will be sent through email, and temporary passwords will be sent by mail.

### Step 2. Request Access for Employer Contacts and Assign Security Roles

In this step, your Contact Administrator will use *Retirement Online* to add the employer contacts that do business with or receive notifications from NYSLRS. The Security Administrator will then request *Retirement Online* system access for these users and assign them security roles.

A security role gives employer contacts the access they will need to perform their job duties in *Retirement Online*.

[Security Roles for Local Employers](#)

[Security Roles for State Employers](#)

To become Bronze certified, **all employers** must assign the following security roles:

- Contact Administrator
- Security Administrator
- Payroll
- Personnel

If you are a **local employer**, you will also need to assign the following roles:

- Employer Reporting Submitter
- Employer Reporting Approver

This will prepare you for when you start submitting reports and enrolling members through *Retirement Online*.

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### **Step 3. Employer Contacts Log In to *Retirement Online***

After your organization's employer contacts receive their log-in credentials, they need to sign in to *Retirement Online* and set up their account. This will require answering security questions for their account and resetting their password.

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Once all of your employer contacts for your location have signed in to *Retirement Online*, you have completed your Bronze Certification.

For complete description of the certification process and an introduction to using *Retirement Online*, go to:

[Certification requirements for Local and Municipal Employers](#)

[Certification requirements for State Employers](#)

If you have questions about *Retirement Online* or have issues signing in, please call the Retirement Online Help Desk at 844-619-9614 between 8:00 am – 4:30 pm Eastern Time or send an inquiry using the [Retirement Online Help Desk form](#). You can also visit our [Learn More about Retirement Online](#) for more information.