



## **myVRS for Employers Fact Sheet**

### **What can I do in *myVRS* for Employers?**

- Create service retirement, disability retirement and Workforce Transition Act (WTA) estimates for your employees. Compare estimates for different retirement options an employee selects. Save estimates in your employees' *myVRS* member online accounts.
- Look up the same information your employees see in their *myVRS* accounts, including current service and contributions—updated when you submit your monthly report.
- View employment and compensation history for deferred members or previous employees.
- Certify certain types of prior service for current and previous employees.
- Update employees' addresses.
- Download the latest Member Benefit Profile (MBP) for your employees.
- Double check the coverage you offer; look up your employer contacts authorized to obtain information from VRS.
- Stay in the loop for future enhancements.

### **How do I gain access to *myVRS* for Employers?**

Send a completed and approved Authorization of Employer Contacts (VRS-67) to VRS. Your secure access to confidential VRS member information must first be authorized before you can use *myVRS* for Employers. Your administrative authority—the individual who oversees your agency or employer—approves your access on the authorization form. Generally, those who administer employee benefits and those who require payroll-related information from VRS are eligible for secure access.

### **How do I register for *myVRS* for Employers?**

Once VRS processes your Authorization of Employer Contacts (VRS-67), you will receive a one-time only access code at your work mailing address. You will use this code to register for *myVRS* for Employers, which includes setting up your username and password to use each time you log into your employer account. The access code is valid for 30 days from the date it is issued, so register as soon you receive it. Contact VRS toll free at 1-888-VARETIR (827-3847) if you lose your access code or it is no longer valid.

*More...*

## Terms and Conditions for using *myVRS* for Employers

As part of the registration process, you are required to agree to the following terms and conditions:

- I agree not to share my username and access information with anyone.
- I understand that I will use the information obtained from this site only for legitimate business purposes.
- I agree to comply with VRS audit processes and understand that any misuse of this site or information provided may result in the loss of my access privileges and criminal liability.
- I agree to notify VRS if I leave or change positions and no longer require access to member information.
- I agree to notify VRS of any change in agency information, such as new contacts or a new address.

### If I use QuickAccess, can I get into *myVRS* for Employers?

If you were a frequent user of QuickAccess before the launch of *myVRS* for Employers, you received an access code in the mail in February to register your new account. If you did not register at that time and are still using QuickAccess, you will need to submit an Authorization of Employer Contacts (VRS-67) to receive another access code. If you have not used QuickAccess in some time or have never been authorized to access VRS member information, you will need to submit this form as well.

NOTE: Effective May 15, 2007, VRS will no longer offer QuickAccess.

### Can I access my member information in *myVRS* for Employers?

No. You must access your own information through your personal *myVRS* member online account.

### Once I receive my access code, where do I register and log in?

From the VRS Web site at [www.varetire.org](http://www.varetire.org), select the "Employer" tab, which will take you to the employer homepage. From this page, select the *myVRS* for Employers logo and follow the instructions from there.

### Questions?

If you have questions about authorization or using *myVRS* for Employers, please call VRS toll free at 1-888-VARETIR (827-3847) and follow the prompts to speak with a VRS Employer Advisor.

