

TRF Employer Interactive: SSN/TRF# Cross-Reference Instructions

These are the instructions for using the **SSN/TRF# Cross-Reference** option available through the TRF Employer Interactive.

The SSN/TRF# Cross-Reference feature is designed for employers to retrieve member TRF numbers, pre/post 96 status, and retirement status. The employer may search for an employee (member) TRF number by entering the employee's Social Security number. The search is performed on the entire database.

Login Instructions

These are the instructions for the TRF Employer Interactive Web site. Access the TRF *Home* page at www.in.gov/trf.

On the right side of the TRF Web site *Home* page, in the *Online Services* section, click the **Employer Secure Login** link (Figure 1). The *Login Page* displays (Figure 2).

Note: Consider bookmarking the Login Page for quicker access in the future.



Figure 1 – Indiana State Teachers' Retirement Fund Home Page

On the *Login Page*, enter your **Employer Email Address** (user name) and **Employer Password**. Your **Employer Email Address** is your full e-mail address. Initially, your **Employer Password** is also your e-mail address up to 20 characters. The Employer Password is case-sensitive and has been created with all lowercase letters. For the Employer Password, if your e-mail address is longer than 20 characters, enter the first 20 characters and click the **Login** button. The *Employer Information* page displays (Figure 3).

The **Employer Password** field is limited to 20 characters and does not accept more than 20 characters.

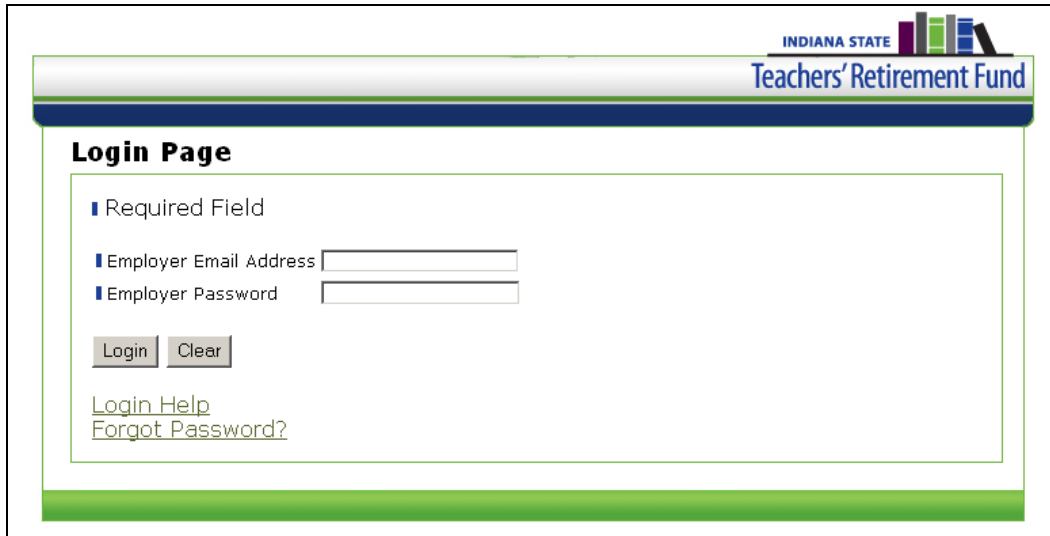


Figure 2 – Login Page

The first time you log in, you are required to change your password. For information on password restrictions, click the **Login Help** link.

Once you log in and change your password, your *Employer Information* page (Figure 3) displays. On the *Employer Information* page, all of your designated access rights, including Current Wage and Contribution, are listed on the navigation menu in the left frame on the page.

On the *Employer Information* page (Figure 3), in the navigation frame, there may be links to **Payment, Change Password, Member Enrollment** and other options. You may access only those features for which you have requested and been granted access. Other options may not appear on your navigation menu.

The *Employer Information* page (Figure 3) is your personal employer page. Once you successfully log in to the TRF Employer Interactive Web site, you and anyone with security access are able to access this page for your school corporation. Persons without security access cannot view this page.

Home	Employer Information
Current Wage and Contribution	Welcome <i>Your school corporation</i>
Adjusted Wage and Contribution	Welcome to the TRF Interactive Employer Website. Please use the links to the left of this window to navigate throughout this site.
SSN/TRF# Cross-Reference	Notice: Beginning January 1, 2009, the employer contribution rate will drop to 7%. The current rate of 7.25% is effective through December 31, 2008.
Member Enrollment	Did you know you can host retirement sessions at your school? The following opportunities are available:
Retirement Application-Part II	* Pre-Retirement Seminars - open to all teachers who would like to learn more about their Teachers' Retirement Fund retirement benefit.
Member Detail Report	* One-on-one retirement sessions - open to teachers who are within two years of retirement.
Maintain Bank Information	If you are interested in having a TRF representative visit your school, please send an email to appointments@trf.in.gov .
Payment	Please note that it is important that you DO NOT share your username or password. Your username is your email address and all system generated notifications will be sent to this email address. Additional users must request and be assigned their own username and password.
Employer Demographics	
Change Password	

Figure 3 – Employer Information Page

SSN/TRF# Cross-Reference

Select the **SSN/TRF# Cross-Reference** option on the navigation menu. The *SSN/TRF# Cross-Reference* page displays (Figure 4).

<u>SSN/TRF Cross Reference Results</u>				
<u>SSN</u>	<u>Last Name</u>	<u>TRF No.</u>	<u>Fund</u>	<u>Status</u>
****2716	Johnson	0298513	post-96	ACTIVE
****2740	Doe	0262660	post-96	RETIRED
****5985	Smith	0330230	post-96	ACTIVE
****6789		The following SSN/Last Name not found in our database		
****4321		The following SSN/Last Name not found in our database		

Figure 5 – SSN/TRF Cross Reference Results Report

View or print out the report. Click **Back** in the Internet Explorer Toolbar (Figure 6). The SSN/TRF# Cross-Reference page displays (Figure 4).

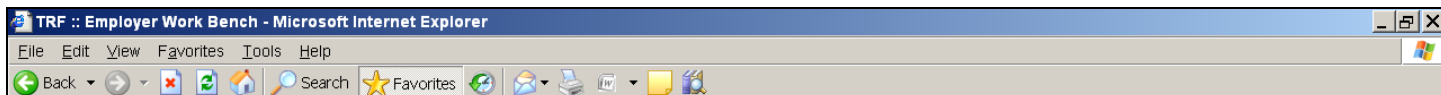


Figure 6 – Internet Explorer Toolbar