ERM Active Member Management QRG - Employer

Use this Quick Reference Guide (QRG) to aid in modifying active member information in the Employer Reporting and Maintenance (ERM) application.

Active Member Management Topics
- **Locate an Active Member Account**
- **Modify an Active Member Account**

Locate an Active Member Account

1. Access the ERM application. Choose **Member** from the *Navigation Menu*, then choose **Modify Member** from the drop-down menu.
2. Use the fields in the *Search Member* section of the *Modify Member* screen (Figure 1) to search for an active member account.
3. Click **Search**. Results display in the bottom three sections of the screen (Figure 2).

Modify an Active Member Account

1. To modify a member's first, middle or last name, gender or marital status:
   a. Click **Modify** in the *Modify Member* section (Figure 2).
   b. Enter the updated data into the field or select the correct option from the drop-down menu. All required fields, denoted with an asterisk (*), must be populated before saving.
   c. Click **Save**.

Figure 1: Search Fields on the Modify Member Screen

2. The *Member Submission Units* section contains a grid listing all Submission Units associated with the member. Depending upon which Submission Unit is selected in the *Member Submission Units* section, the information displayed in the tabs changes.
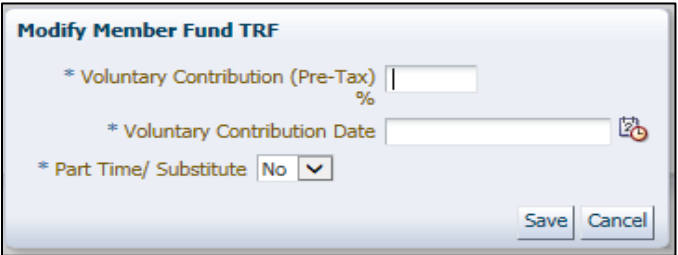
Figure 2: Member Demographics

NOTE: Member Submission Unit information is view only and cannot be modified. Only Submission Unit processors have access to view display in the grid.

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3. To modify active member Fund information (PERF and TRF only):

   a. Choose the **Member Fund** – **PERF** (or TRF) tab.

   b. Click **Modify**.

   c. Place your cursor in the field you want to modify and enter the updated information into the field or choose the correct option from the drop-down menu. All required fields, denoted with an asterisk (*), must be populated before saving.

   d. Click **Save**.

Figure 3: Modify Member Fund TRF

4. To add member life events:

   a. Choose the **Life Events** tab and click **Add Life Event**.

   b. Click the arrow to the right of the **Life Event** field.

   c. Choose the appropriate **Life Event** from the drop-down menu.

   d. Complete any additional fields that appear on the screen once the Life Event is selected. All required fields, denoted with an asterisk (*), must be completed before saving.

   e. Click **Save**.

> **NOTE:** Employer Users **cannot modify** a member's hire date. If this information needs to be modified, contact INPRS. Fund elections represented on the **My Choice** tab are **irrevocable** and can be chosen in the member enrollment.

> **NOTE:** **Effective 12/31/2009**, employers are to submit contributions, records, and reports electronically in a uniform format through a secure connection over the Internet. Set up of employer, users, wage and contribution submissions and instructions on completing tasks are included in the manuals and QRGs available on the ERM – Manuals page and the ERM – Quick Reference Guides page of the INPRS website.

> **NOTE:** To ensure that both employers and INPRS staff perform functions in ERM consistently and efficiently, the ERM manuals have been written for Employer and Staff. The Employer versions are available from the Employer Reporting & Maintenance page of the INPRS website. (IC 5-10.2-2-12.5)