






Remember when entering Membership Applications within the Employer Reporting Portal to select the correct department.

A. Entering New Members

- Select 'Membership Application' (Blue bar at top of page)
- Then 'New Application' (Grey bar- Under the blue bar)
- Complete all fields (Hire date, Department, Name (Including middle initial), SSN, DOB, Gender, and Mailing Address)
- Select the plus  if there are beneficiaries listed on the Member's application. Make certain you 'Save' beneficiary information at the bottom of the screen before saving the entire application. If there are no beneficiaries listed, the beneficiary will default to the Member's estate.
- Select 'Save' at the top left hand corner (Grey bar- Under the blue bar)
- Then 'Submit'
- If a warning occurs, please select 'Submit with Warnings'

B. Entering Returning Members

This process can be used **IF** the Member is returning to the same location as a rehire.

- Select 'Membership Application' (blue bar at top of page)
- Then 'Quick Rehire' (Grey bar- Under the blue bar)
- Enter the Member's social security number
- Once the Member is located, select the icon  next to their name. These fields will pre-fill with the Member's current information LOPFI has on record (Name, SSN, DOB, Gender, and Mailing Address).
- Verify all pre-filled information is accurate.
- Enter the hire date and the department.
- Select the plus  if there are any beneficiaries listed on the Member's application that do not appear on the application screen. If needed, select the pencil  or the  to edit/remove previous information.
- Select 'Save' at the top left hand corner (Grey bar- Under the blue bar)
- Then 'Submit'
- If a warning occurs, please select 'Submit with warnings'