

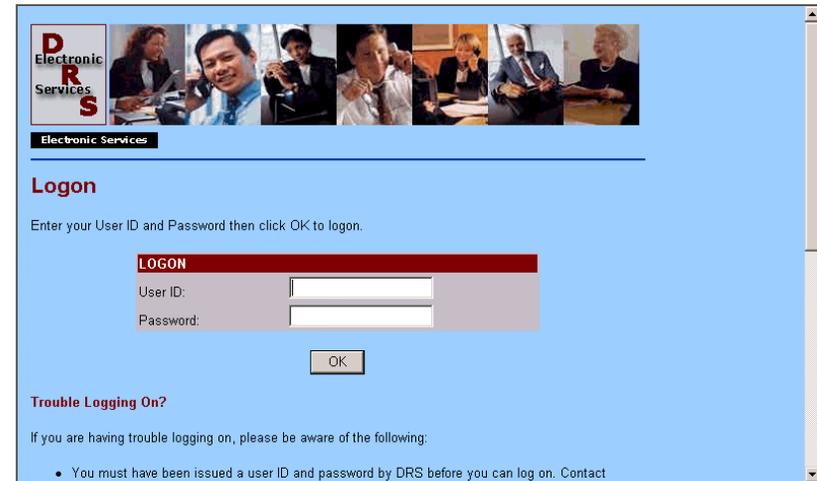
# Accessing Your Processed Transmittal Summary

## Logging on

1. From the Logon screen, type your user ID and password and click OK. Your user ID and password are provided to you by DRS. The password is case sensitive and must be typed exactly as written.

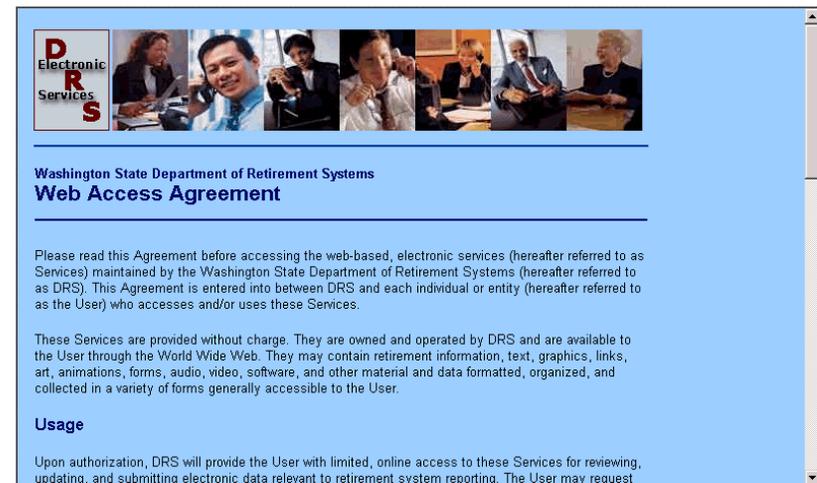
Note: The URL address for the Logon screen is:

<https://fortress.wa.gov/drs/eservices/Logon/Logon.asp>



The screenshot shows the DRS Electronic Services Logon screen. At the top left is the DRS logo. To its right is a banner image showing several people in business attire. Below the banner is the text "Electronic Services". The main heading is "Logon". Below this, it says "Enter your User ID and Password then click OK to logon." There is a red header bar with the word "LOGON" in white. Below this are two input fields: "User ID:" and "Password:". Below the input fields is an "OK" button. At the bottom, there is a section titled "Trouble Logging On?" with the text "If you are having trouble logging on, please be aware of the following:" and a bullet point: "• You must have been issued a user ID and password by DRS before you can log on. Contact

2. If you are a first time user, read and accept the Web Access Agreement. The access agreement spells out your responsibilities when using the DRS Electronic Services (eServices). Read through the agreement. At the bottom of the page, click Accept.



The screenshot shows the DRS Electronic Services Web Access Agreement screen. At the top left is the DRS logo. To its right is a banner image showing several people in business attire. Below the banner is the text "Electronic Services". The main heading is "Washington State Department of Retirement Systems Web Access Agreement". Below this, it says "Please read this Agreement before accessing the web-based, electronic services (hereafter referred to as Services) maintained by the Washington State Department of Retirement Systems (hereafter referred to as DRS). This Agreement is entered into between DRS and each individual or entity (hereafter referred to as the User) who accesses and/or uses these Services." Below this is a paragraph: "These Services are provided without charge. They are owned and operated by DRS and are available to the User through the World Wide Web. They may contain retirement information, text, graphics, links, art, animations, forms, audio, video, software, and other material and data formatted, organized, and collected in a variety of forms generally accessible to the User." Below this is a section titled "Usage" with the text: "Upon authorization, DRS will provide the User with limited, online access to these Services for reviewing, updating, and submitting electronic data relevant to retirement system reporting. The User may request

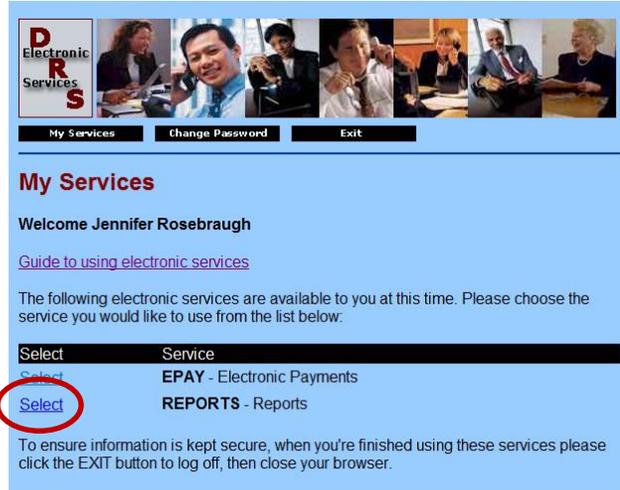
## Accessing your Processed Transmittal Summary (continued)

3. Change the initial logon password.  
Type the password you received from DRS in the Current Password box. Come up with your own password that meets the specific requirements. Type it once in the New Password box and again in the Confirm Password box. Click OK. (A box will display to verify the change. Click OK again.)



The screenshot shows the 'Change Password' interface. At the top left is the DRS logo. Below it are three navigation buttons: 'My Services', 'Change Password', and 'Exit'. The main heading is 'Change Password'. Below this, it says 'User Name: Ozzie Nelson' and a red warning: 'Your password has expired. You must change your password before you can access your services.' There is a form titled 'CHANGE PASSWORD' with three input fields: 'Current Password:', 'New Password:', and 'Confirm Password:'. Below the form are 'OK' and 'Cancel' buttons. At the bottom, there is a section for 'Password Requirements:'.

4. Access the applications from the My Services screen.  
The My Services screen lists all the applications you have been authorized to use. They are listed alphabetically.
5. To access the Processed Transmittal Summary Reports, click on Select next to the REPORTS Service.



The screenshot shows the 'My Services' interface. At the top left is the DRS logo. Below it are three navigation buttons: 'My Services', 'Change Password', and 'Exit'. The main heading is 'My Services'. Below this, it says 'Welcome Jennifer Rosebraugh' and a link: '[Guide to using electronic services](#)'. There is a message: 'The following electronic services are available to you at this time. Please choose the service you would like to use from the list below:'. Below this is a table with two columns: 'Select' and 'Service'. The table lists two services: 'EPAY - Electronic Payments' and 'REPORTS - Reports'. The 'Select' link for 'REPORTS - Reports' is circled in red. Below the table, there is a message: 'To ensure information is kept secure, when you're finished using these services please click the EXIT button to log off, then close your browser.'

## Accessing your Processed Transmittal Summary (continued)

- From the Reports List screen click on SELECT, next to the Processed Transmittal Summary.

Washington State Department of Retirement Systems  
REPORTS

**Report List**

This is a list of reports available to you. Select the report you would like to view from the list. You may be prompted for additional input to properly display the information.

Organization: Retirement Systems Dept Of

Report
<a href="#">Select</a> Processed Transmittal Summary
Current Account Activity

- From the Processed Transmittal Summary Screen select the transmittal summary you would like to run:
  - Period Type:** Select either Process Date (date DRS processed your transmittal) or Report Period (the month earned).
  - Period (MM/YYYY):** Enter the month/year you want to run data for. You can run up to 12 months at a time.
  - Click **Get Report Data**.

Washington State Department of Retirement Systems  
REPORTS

**Processed Transmittal Summary**

Please select a period type, enter the month and year of the period(s) you would like to retrieve. Click the Get Report Data button to display results. You may retrieve up to 12 months of information at one time.

Period Type: Process Date Period Begin: (MM/YYYY) 07/2013 Period End: (MM/YYYY) 06/2014 Get Report Data Export to Excel

- The requested Processed Transmittal Summary will display with the following Data:  
**Reporting Group Number:** This is a DRS assigned number specific to system and plan.

## Accessing your Processed Transmittal Summary (continued)

**System Plan:** System reported (one letter) plus Plan number (*example: P1= Public Employees' Retirement System Plan 1*).

**Process Date:** This is the date DRS processed your transmittal.

**Version:** R = Regular Transmittal and C = Correction Transmittal, number indicates series submitted within the month.

**Report Period:** This is normally the payroll period you are reporting for.

**Employee Compensation:** Includes the compensation contributions are payable on.

**RTW/SUB Compensation:** Includes the compensation reported as a retiree returning to work or compensation as a substitute (no contributions due).

**Employee Contributions:** Contributions reported for employees.

**Employer Contributions (A):** Employer portion of contributions applied to the plan.

**Plan 1 UAAL (B):** Employer portion of contributions applied to P1 or T1 Unfunded Actuarially Accrued Liability:

- T2 and T3 will have amounts in this column applied to T1 UAAL.
- E2, E3, P2, P3 and N2 will have amounts in this column applied to P1 UAAL.
- For periods prior to January 2015 this column will be blank and the Plan 1 UAAL will be included in Employer Contributions (A), a footnote will display providing you a factor to apply to column Employer Contributions (A) for you to calculate the employer contribution portion applied to the Plan 1 UAAL.

**Administrative Fee (C):** Employer portion of contributions payable to DRS for the administration of the system plan.

**Total Employer Contributions (A+B+C):** Total employer contribution processed by DRS.



Washington State Department of Retirement Systems  
REPORTS

### Processed Transmittal Summary

[My Services](#)  
[Report Lookup](#)  
[Report List](#)  
[Exit](#)

Please select a period type, enter the month and year of the period(s) you would like to retrieve. Click the Get Report Data button to display results. You may retrieve up to 12 months of information at one time.

Period Type:  Period Begin: (MM/YYYY)  Period End: (MM/YYYY)

### Processed Transmittal Summary

Organization Name: RETIREMENT SYSTEMS DEPT OF  
Organization Id: 0807

Reporting Group Number	System Plan	Process Date	Version	Report Period	Employee Compensation	RTW/SUB Compensation	Employee Contributions	Employer Contributions (A)	Plan 1 UAAL (B)	Administrative Fee (C)	Total Employer Contributions (A+B+C)
0126	P1	07/09/2013	R02	06/2013	12,680.94	0.00	634.13	745.10	0.00	745.10	762.01
0126	P2	07/09/2013	R02	06/2013	416,160.26	0.00	19,052.19	15,959.66	12,988.32	656.86	29,604.84
0126	P3	07/09/2013	R02	06/2013	116,913.93	0.00	7,013.15	4,544.26	3,698.22	187.04	8,429.52

# Accessing your Processed Transmittal Summary (continued)

9. Your Processed Transmittal Summary can be exported to Excel format by clicking **Export to Excel** and **Open**.



Washington State Department of Retirement Systems  
REPORTS

## Processed Transmittal Summary

[My Services](#)  
[Report Lookup](#)  
[Report List](#)  
[Exit](#)

Please select a period type, enter the month and year of the period(s) you would like to retrieve. Click the Get Report Data button to display results. You may retrieve up to 12 months of information at one time.

Period Type:  Period Begin: (MM/YYYY)  Period End: (MM/YYYY)

### Processed Transmittal Summary

Organization Name: RETIREMENT SYSTEMS DEPT OF  
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Reporting Group Number	System Plan	Process Date	Version	Report Period	Employee Compensation	RTW/SUB Compensation	Employee Contributions	Employer Contributions (A)	Plan 1 UAAL (B)	Administrative Fee (C)	Total Employer Contributions (A+B+C)
0126	P1	07/09/2013	R02	06/2013	12,680.94	0.00	634.13	745.10	0.00	16.91	762.01
0126	P2	07/09/2013	R02	06/2013	416,160.28	0.00	19,052.15	15,959.66	12,988.32	656.86	29,604.84
0126	P3	07/09/2013	R02	06/2013	116,913.93	0.00	7,013.15	4,544.26	3,698.22	187.04	8,429.52
0126	P1	07/24/2013	R01	07/2013	11,968.96	0.00	635.00	955.67	0.00	16.93	972.60
0126	P2	07/24/2013	R01	07/2013	419,563.99	0.00	20,397.97	20,640.24	16,797.47	663.34	38,101.05
0126	P3	07/24/2013	R01	07/2013	117,749.73	0.00	7,089.78	5,862.09	4,770.70	188.38	10,821.17
0126	P1	08/08/2013	R02	07/2013	12,760.74	0.00	635.00	955.67	0.00	16.93	972.60
0126	P2	08/08/2013	R02	07/2013	414,516.17	0.00	20,230.54	20,470.12	16,659.03	657.92	37,787.07
0126	P3	08/08/2013	R02	07/2013	118,298.89	0.00	7,110.29	5,889.42	4,792.93	189.28	10,871.63
0126	P2	08/15/2013	C01	07/2013	1,460.00	0.00	71.83	72.68	59.15	2.34	134.17
0126	P1	08/23/2013	R01	08/2013	11,771.01	0.00	635.00	955.67	0.00	16.93	972.60
0126	P2	08/23/2013	R01	08/2013	416,304.42	0.00	20,318.75	20,560.05	16,732.21	660.77	37,953.03
0126	P3	08/23/2013	R01	08/2013	118,232.28	0.00	7,133.93	5,886.10	4,790.24	189.17	10,865.51
0126	P1	09/09/2013	R02	08/2013	12,760.74	0.00	635.00	955.67	0.00	16.93	972.60
0126	P2	09/09/2013	R02	08/2013	414,750.48	0.00	20,242.26	20,482.69	16,669.26	658.28	37,810.23
0126	P3	09/09/2013	R02	08/2013	115,810.83	0.00	7,022.21	5,765.54	4,692.13	185.31	10,642.98
0126	P1	09/24/2013	R01	09/2013	12,760.74	0.00	635.00	955.67	0.00	19.06	974.73
0126	P2	09/24/2013	R01	09/2013	414,159.36	0.00	20,213.18	20,453.28	16,645.32	739.64	37,838.24
0126	P3	09/24/2013	R01	09/2013	115,979.53	0.00	7,030.79	5,773.96	4,698.98	208.76	10,681.70
0126	P1	10/09/2013	R02	09/2013	12,760.74	0.00	635.00	955.67	0.00	19.06	974.73
0126	P2	10/09/2013	R02	09/2013	416,880.70	0.00	20,347.06	20,588.78	16,755.59	744.83	38,089.20
0126	P3	10/09/2013	R02	09/2013	115,570.27	0.00	7,001.47	5,753.60	4,682.40	208.02	10,644.02
0126	P1	10/24/2013	R01	10/2013	12,760.74	0.00	635.00	955.67	0.00	19.06	974.73
0126	P2	10/24/2013	R01	10/2013	419,544.19	0.00	20,478.09	20,721.37	16,863.50	749.27	38,334.14
0126	P3	10/24/2013	R01	10/2013	115,811.45	0.00	7,023.59	5,765.60	4,692.17	208.45	10,666.22
0126	P1	11/07/2013	R02	10/2013	12,760.74	0.00	635.00	955.67	0.00	19.06	974.73
0126	P2	11/07/2013	R02	10/2013	420,746.29	0.00	20,503.53	20,747.07	16,884.41	750.21	38,381.69
0126	P3	11/07/2013	R02	10/2013	116,546.96	0.00	7,065.17	5,802.22	4,721.97	209.79	10,733.98
0126	P1	11/22/2013	R01	11/2013	11,802.57	0.00	648.77	976.39	0.00	19.47	995.86
0126	P2	11/22/2013	R01	11/2013	419,128.38	0.00	20,356.46	20,598.24	16,763.30	744.84	38,106.38
0126	P3	11/22/2013	R01	11/2013	117,383.86	0.00	7,086.12	5,843.88	4,755.88	211.29	10,811.05
0126	P3	11/27/2013	C01	11/2013	0.00	0.00	0.00	20.22	16.45	0.36	37.03
0126	P1	12/09/2013	R02	11/2013	10,812.84	0.00	648.77	976.39	0.00	19.47	995.86
0126	P2	12/09/2013	R02	11/2013	419,128.38	0.00	20,356.46	20,598.24	16,763.30	744.84	38,106.38
0126	P3	12/09/2013	R02	11/2013	117,383.86	0.00	7,086.12	5,843.88	4,755.88	211.29	10,811.05
0126	P1	12/23/2013	R01	12/2013	12,760.74	0.00	635.00	955.67	0.00	19.06	974.73
0126	P2	12/23/2013	R01	12/2013	419,544.19	0.00	20,478.09	20,721.37	16,863.50	749.27	38,334.14
0126	P3	12/23/2013	R01	12/2013	115,811.45	0.00	7,023.59	5,765.60	4,692.17	208.45	10,666.22

Do you want to open or save MonthTranSum\_T\_201307\_201406.xlsx from test-fortress.wa.gov?

## Accessing your Processed Transmittal Summary (continued)

10. Your report exported to Excel format will include 2 additional columns:
- Organization ID:** Assigned to you by DRS, specific to each individual employer.
  - Organization Name:** This is the name DRS has on file for your organization.

Organization ID	Organization Name	Reporting Group Number	System Plan	Process Date	Version	Report Period	Employee Compensation	RTW/SUB Compensation	Employee Contribution	Employer Contribution (A)	Plan 1 UAAL (B)	Administrative Fee (C)	Total Employer Contribution (A+B+C)
0807	RETIREMENT SYSTEMS DEPT	0126	P1	01/08/201	R02	12/2014	10,880.18	-	448.26	674.64	-	13.44	688.08
0807	RETIREMENT SYSTEMS DEPT	0126	P2	01/08/201	R02	12/2014	450,969.01	-	22,024.15	22,516.77	17,905.99	805.73	41,228.49
0807	RETIREMENT SYSTEMS DEPT	0126	P3	01/08/201	R02	12/2014	123,118.58	-	7,708.76	6,192.88	4,924.75	221.59	11,339.22
0807	RETIREMENT SYSTEMS DEPT	0126	P1	01/23/201	R01	01/2015	10,640.95	-	448.26	674.64	-	13.44	688.08
0807	RETIREMENT SYSTEMS DEPT	0126	P2	01/23/201	R01	01/2015	446,898.10	-	21,823.87	22,311.93	17,743.16	798.44	40,853.53
0807	RETIREMENT SYSTEMS DEPT	0126	P3	01/23/201	R01	01/2015	121,879.92	-	7,576.44	6,130.59	4,875.20	219.35	11,225.14
0807	RETIREMENT SYSTEMS DEPT	124	D1	01/08/201	R01	01/2015	-	-	22,530.91	-	-	-	-
0807	RETIREMENT SYSTEMS DEPT	124	D1	01/23/201	R02	01/2015	-	-	22,367.91	-	-	-	-

11. The Processed Transmittal Summary reports reflect the transmittals that DRS has accepted and processed. Employers may need to access their Current Account Activity and Transmittal edit messages available for review through DRS Eservices.

# Accessing your Processed Transmittal Summary (continued)

## Logging Off

- When done using the applications, click the Exit link. You will see a pop-up window asking you to confirm that you want to exit. If you do, click OK. If you don't, click Cancel and you will return to the application.



- [My Services](#)
- [Report Lookup](#)
- [Report List](#)
- [Exit](#)

### Processed Transmittal Summary

Please select a period type, enter the month and year of the period(s) you would like to retrieve. Click the Get Report Data button to display results. You may retrieve up to 12 months of information at one time.

Period Type:  Period Begin: (MM/YYYY)  Period End: (MM/YYYY)

### Processed Transmittal Summary

Organization Name: RETIREMENT SYSTEMS DEPT OF  
Organization Id: 0807

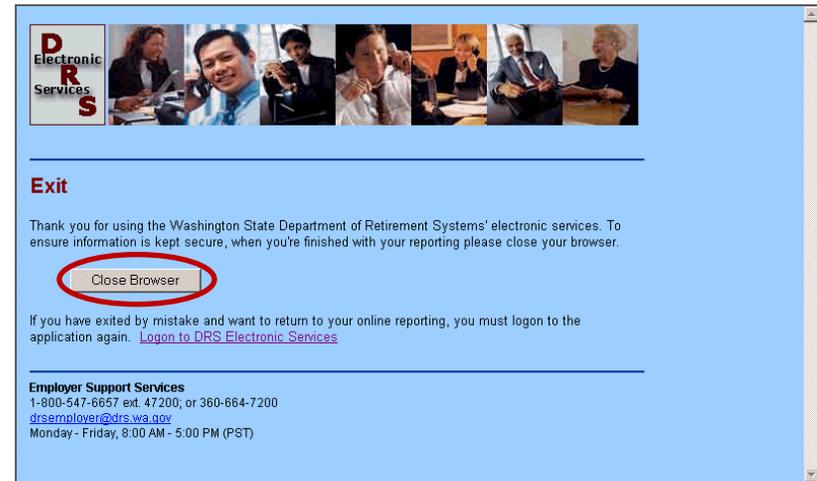
Reporting Group Number	System Plan	Process Date	Version	Report Period	Employee Compensation	RTW/SUB Compensation	Employee Contributions	Employer Contributions (A)	Plan 1 UAAL (B)	Administrative Fee (C)	Total Employer Contributions (A+B+C)
0126	P1	07/09/2013	R02	06/2013	12,680.94	0.00	634.13	745.10	0.00	16.91	762.01
0126	P2	07/09/2013	R02	06/2013	416,160.28	0.00	19,052.15	15,959.66	12,988.32	656.86	29,604.84
0126	P3	07/09/2013	R02	06/2013	116,913.93	0.00	7,013.15	4,544.26	3,698.22	187.04	8,429.52
0126	P1	07/24/2013	R01	07/2013	11,968.96	0.00	635.00	955.67	0.00	16.93	972.60
0126	P2	07/24/2013	R01	07/2013	419,563.99	0.00	20,397.97	20,640.24	16,797.47	663.34	38,101.05
0126	P3	07/24/2013	R01	07/2013	117,749.73	0.00	7,089.78	5,862.09	4,770.70	188.38	10,821.17
0126	P1	08/08/2013	R02	07/2013	12,760.74	0.00	635.00	955.67	0.00	16.93	972.60
0126	P2	08/08/2013	R02	07/2013	414,516.17	0.00	19,052.15	15,959.66	12,988.32	656.86	29,604.84
0126	P3	08/08/2013	R02	07/2013	118,298.89	0.00	7,013.15	4,544.26	3,698.22	187.04	8,429.52
0126	P2	08/15/2013	C01	07/2013	1,460.00	0.00	635.00	955.67	0.00	16.93	972.60
0126	P1	08/23/2013	R01	08/2013	11,771.01	0.00	635.00	955.67	0.00	16.93	972.60
0126	P2	08/23/2013	R01	08/2013	416,304.42	0.00	20,397.97	20,640.24	16,797.47	663.34	38,101.05
0126	P3	08/23/2013	R01	08/2013	118,232.28	0.00	7,013.15	4,544.26	3,698.22	187.04	8,429.52
0126	P1	09/09/2013	R02	08/2013	12,760.74	0.00	635.00	955.67	0.00	16.93	972.60

Message from webpage

You have chosen to exit the application. Do you wish to continue?

## Accessing your Processed Transmittal Summary (continued)

14. Use the Exit screen to finish logging off. When you're done working, you should close the browser window that is open on your computer. Doing so will protect data in the application and keep others from being able to access it through the Internet. To complete logging off, click the Close Browser button.



Employer Support Services  
Washington State Department of Retirement Systems  
1-800-547-6657 (Option 6, Option 2); or 360-664-7200