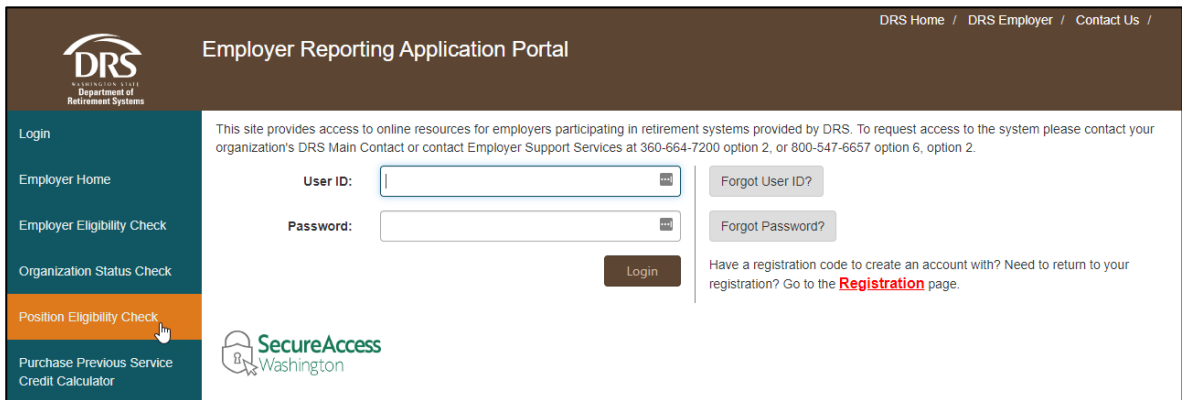


## Determine member eligibility

How do I determine if a **position** and/or person is eligible for retirement?

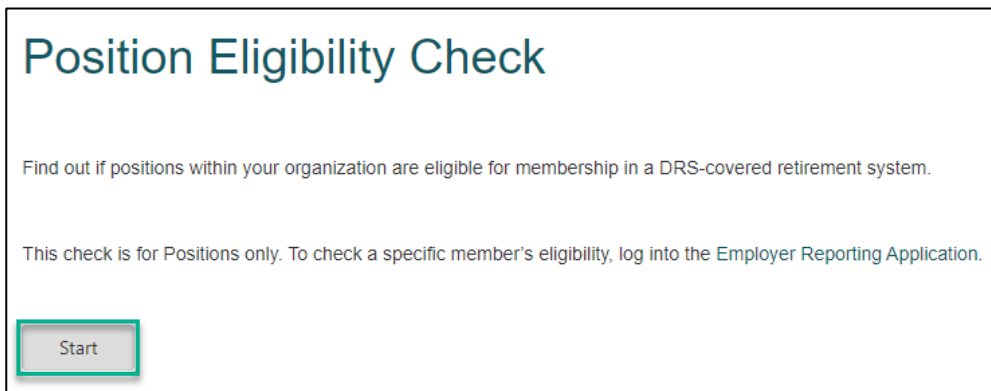
An employer can check position eligibility from the Portal without logging in. Keep in mind there will be no record of it since the user didn't log in.

### 1. From the Employer Portal select Position Eligibility Check.



The screenshot shows the 'Employer Reporting Application Portal' with a sidebar on the left containing navigation options: Login, Employer Home, Employer Eligibility Check, Organization Status Check, Position Eligibility Check (highlighted in orange), and Purchase Previous Service Credit Calculator. The main content area includes a login form with fields for 'User ID' and 'Password', a 'Login' button, and links for 'Forgot User ID?' and 'Forgot Password?'. A 'SecureAccess Washington' logo is also visible.

### 2. The Position Eligibility Check screen will be displayed. Select "Start."



The screenshot displays the 'Position Eligibility Check' screen. It features the title 'Position Eligibility Check' at the top, followed by the text: 'Find out if positions within your organization are eligible for membership in a DRS-covered retirement system.' Below this, it states: 'This check is for Positions only. To check a specific member's eligibility, log into the Employer Reporting Application.' At the bottom left, a 'Start' button is highlighted with a red border.

To use the Determine Member Eligibility tool, the user must first search for an SSN.

This process will facilitate the Eligibility determination of:

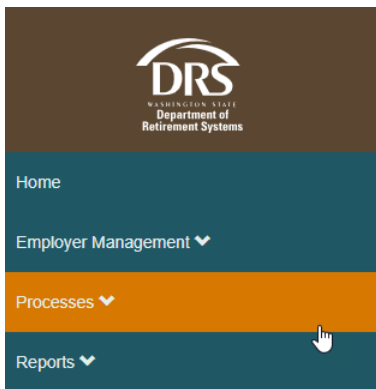
- An employee entering into a position with the employer
- The position within your organization



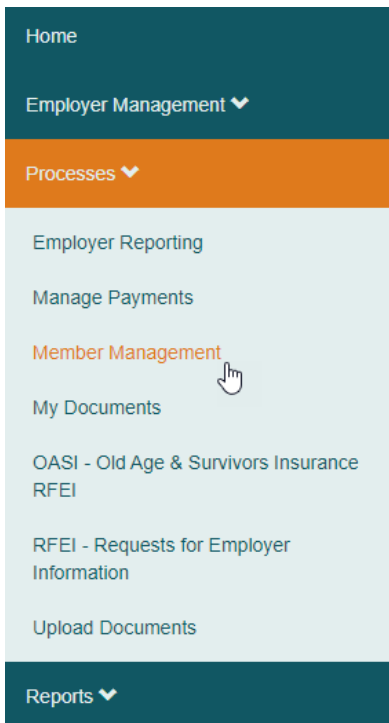
To determine the Eligibility of a member, it will be necessary to assess both the Position and Personal eligibilities.

Determine Member Eligibility enables an employer to keep a database of all the organization’s positions, both eligible and ineligible that can be assessed by a search at a later date.

**3. Open the Process “Member Management” to start Determine Member Eligibility. In the Process Menu, select “Processes.”**



**4. Select “Member Management”**



## 5. Select “Start”

### Member Management Process

Select **Start** to begin a new Member Management Case.

The Member Management Process provides access to:

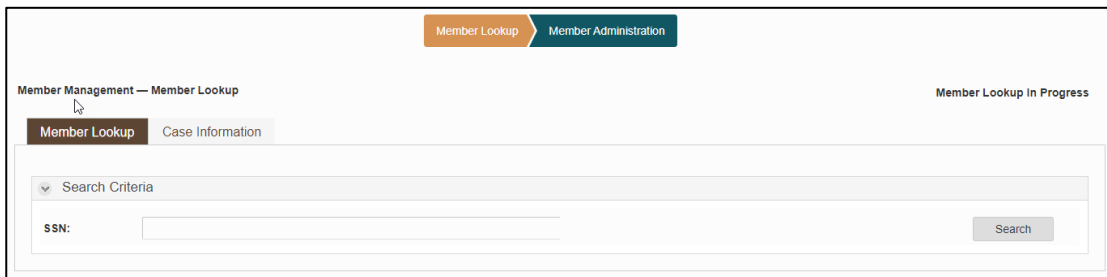
- Member Lookup – Verify an employee’s retirement membership and other earnings information.
- **Determine Member Eligibility – Verify a position’s or an employee’s eligibility to participate in a DRS-covered retirement system and plan.**
- Enroll Member – Enroll a member in a DRS-covered retirement system and plan.
- Update Member – Update information related to a member.

**Start**

**Under Member Lookup, enter the Social Security Number of the member who:**

- Is currently in the position
- Is going to be hired into the position

## 6. Select “Search”



The screenshot shows the 'Member Management - Member Lookup' interface. At the top, there are two tabs: 'Member Lookup' (selected) and 'Member Administration'. Below the tabs, the page title is 'Member Management - Member Lookup' and the status is 'Member Lookup In Progress'. There are two sub-tabs: 'Member Lookup' (selected) and 'Case Information'. A 'Search Criteria' section is visible, containing an 'SSN:' label and a text input field. A 'Search' button is located to the right of the input field.

This process will facilitate the Eligibility determination of an employee entering into a position with the employer. To determine the Eligibility of a Member, it will be necessary to assess both the Position and Personal eligibilities which will be checked resulting in all the necessary information for enrollment. The default path is the scenario where an employee’s result is eligible or reportable, enrollment is accepted and this process ends at *19.0 Enroll Member process*.