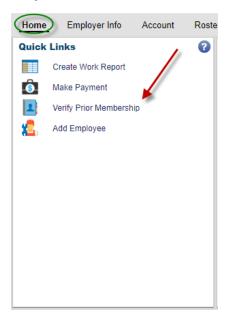
## Quick Reference Guide

## **Verify Prior Membership**

**Purpose**: The purpose of this function is to identify members – prior to enrollment – who are subject to any special provisions, including retirees and former non-contributory members.

**Step 1:** From the Home screen under Quick Links, click on the Verify Prior Membership link.



**Step 2:** At the Verify Prior Membership window, enter the employee's social security number in the SSN field and click the Search button.



**Step 3:** Print the verification for your employee record. All done.