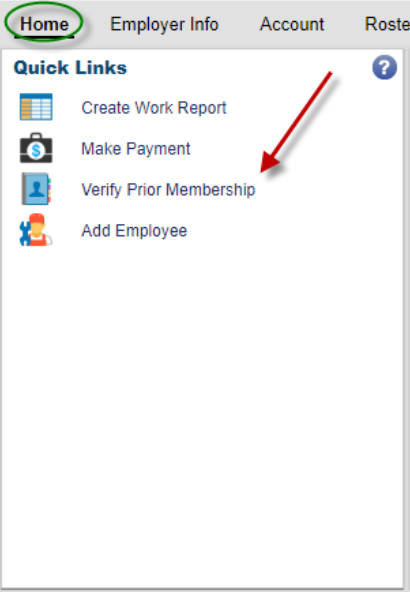


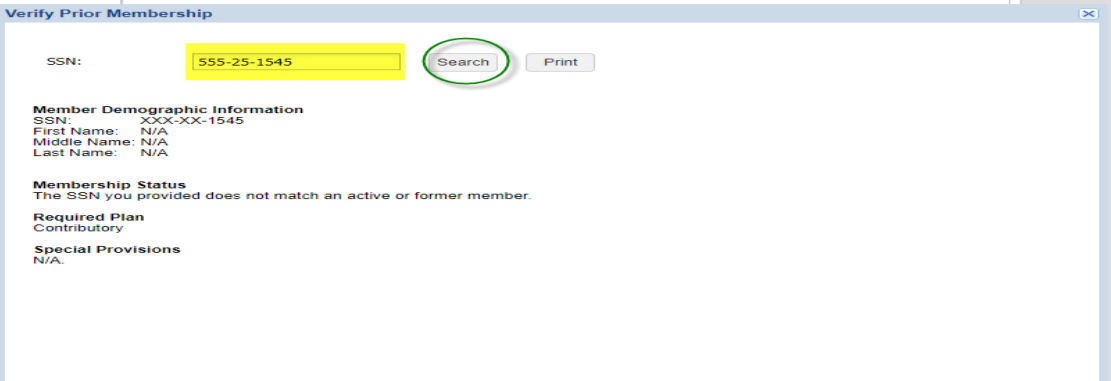


Purpose: The purpose of this function is to identify members – prior to enrollment – who are subject to any special provisions, including retirees and former non-contributory members.

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.