**August 4, 2023**

The next time you log into eSERS, you will be greeted with a fresh new look. As we have communicated over the past few weeks, the screen and color scheme may be different, but the processes in which you submit enrollments, contribution reporting, and payments will remain the same.

There are three small changes to eSERS that may feel a little strange in the beginning, but will feel like second nature in no time!

1. Location of the Print button

It is now located in the upper right corner of every screen in the Welcome drop-down menu.

In this drop-down menu, you will also find the Contact Us, Help, and the Logoff functions.
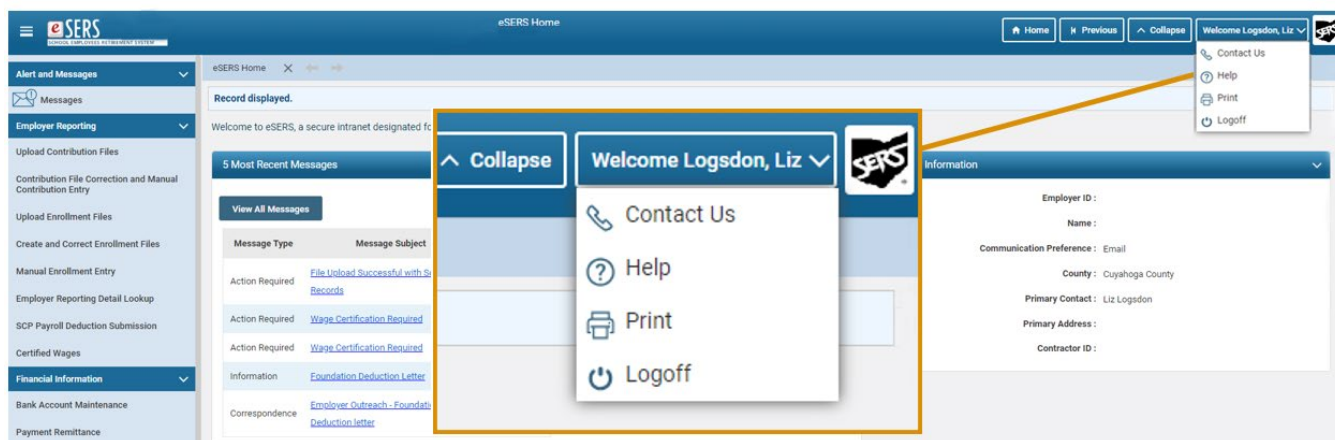
2. Navigation Path

In the current eSERS, the Previous button allows a user to return to a previous screen.

Now, in the updated eSERS, you can click on a previous page you have visited during your session, thanks to the new Navigation Path.

The Navigation Path stores "breadcrumbs" of each page you have visited in the application.

The Navigation Path also takes the place of the 'Next' button when correcting enrollment or contribution records. There are arrows to help you move through the records that need to be corrected. Once all records have been corrected, you can click on the page you want to be returned to from the Navigation Path.

3. Unsubmitted Forms

There is now an Unsubmitted Forms feature, which temporarily saves information you have entered but not yet submitted and creates a shortcut to the screen you were working on previously.

While completing a process within eSERS, oftentimes you need to navigate away to access information from a different screen. In the new upgrade, you are able to do so without losing any of the information you have entered.

The Unsubmitted Forms icon will display the number of forms that have not been submitted.

You can click on Unsubmitted Forms and choose to return to an application to complete an unprocessed form.

If you do not need to save the information, there are three options to clear the unsubmitted forms:

1. Close the application in the Navigation Path by clicking the 'X.'
2. Click the 'Cancel' button.
3. Log out of your eSERS session.

We invite you to join us for an upcoming Sound Bite webinar that will cover the eSERS updates.

Register for Wednesday, August 9

School Employees Retirement System of Ohio
employerservices@ohsers.org
www.ohsers.org