## 2024 eSERS Guide



School Employees Retirement System of Ohio Serving the People Who Serve Our Schools®

## **View Employer Demographics**

## **Create New Address**

You can view employer demographic information or create a new address by selecting the **Employer Demographics** menu option under the Organization Information section of the main menu.

Organization Information 🗸 🗸	Steps:				
Employer Demographics	1. Click Employer Demographics.				
Contacts / Web User Maintenance	2. Click New in the Address Information panel.				
Contractor Maintenance					
Payroll Schedule Entry					
Employer Details		~			
Employer ID :	Name :	Employer Type : City			
County :	IRN :	TIN :			
Status : Active	Status Effective Date : 06/01/1990	Merged To :			
Primary Contact :	Primary Address: Street 36404 CITY 36404 OH 00345	C10340 .			
Employer Information	V Other Information	~			
Foundation Qualified : Y	Foundation Pay: Y Management Company:	Management Company :			
Credit Hold : N	Direct Pay Surcharge : Y Sponsor :	Sponsor :			
ERI Plan : N	ARP: N ITC: MET	ROPOLITAN EDUCATIONAL COUNCIL			
Payroll Deduction Resolution : Y	Non Reporting : N				
Friender - 1					
Address Information		×.			
New 2.					
Address ID Street Name City State Zip Code Status	Primary Address				
6589 Street_6589 CITY_6589 Ohio 00345 Active	No				
B202 Street_8202 CITY_8202 Ohio 00345 Inactive	No				

- 3. Enter the new address information.
- 4. Click Save.

4.	Save					
	Address Details					
	Select from Previous Address(es):		~			
	Do Not Format Address:	0				
	3 • Street Name:			Suite:		
	• City:		*	* State:		*
	Zip Code/Plus 4:			County :		
	Country :	United States of America		Status:	Active 👻	