

# Special Notice

## Member Enrollment Requirement Update



School Employees Retirement System of Ohio

February 14, 2023

### Member Enrollment Requirement Update

On April 14, 2023, it will be required to provide a **personal email address** while enrolling a new member (upload and manual entry). If the personal email address is not provided, the enrollment file or manual enrollment entry will be in review status and will not be posted until the personal email address is provided.

While not required, if a **cell phone number** is not provided in the enrollment file or manual enrollment entry, it will be in review status with the option to suppress the warning.

Employer Services has been in contact with State Software, which is currently working on the upgrade for file uploads. If your district does not use State Software, this implementation will need to be made.

You can find the specifications in the [Member Enrollment and File Specifications Guide](#).

This update to Member Enrollments will be used for member portal registration and will allow SERS to effectively communicate with its members and retirees electronically.

Additional details will become available as we move closer to the implementation.

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