



2023 eSERS Guide **INFORMATIONAL**



School Employees Retirement System of Ohio
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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.



Steps:

1. Click **Employer Demographics**.
2. Click **New** in the Address Information panel.

A screenshot of the 'Employer Details' form. The form is divided into several sections: 'Employer Details' (top), 'Employer Information' (middle left), 'Other Information' (middle right), and 'Address Information' (bottom). The 'Address Information' panel is expanded, showing a table of addresses. A red box highlights the 'New' button in the top left corner of the 'Address Information' panel, with a red '2.' next to it. The table has columns for Address ID, Street Name, City, State, Zip Code, Status, and Primary Address. Two addresses are listed: one with ID 6589 (Active) and one with ID 8202 (Inactive).

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

A screenshot of the 'Address Details' form. The form is divided into two main sections: 'Address Details' (top) and 'Address Information' (bottom). The 'Address Information' panel is expanded, showing fields for Street Name, City, State, Zip Code/Plus 4, Suite, and County. A red box highlights the 'Save' button in the top left corner of the 'Address Information' panel, with a red '4.' next to it. The 'Address Details' panel is also expanded, showing fields for Select from Previous Address(es), Do Not Format Address, and Status.