

2023 eSERS Guide

INFORMATIONAL



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

View Employer Demographics

Create New Address

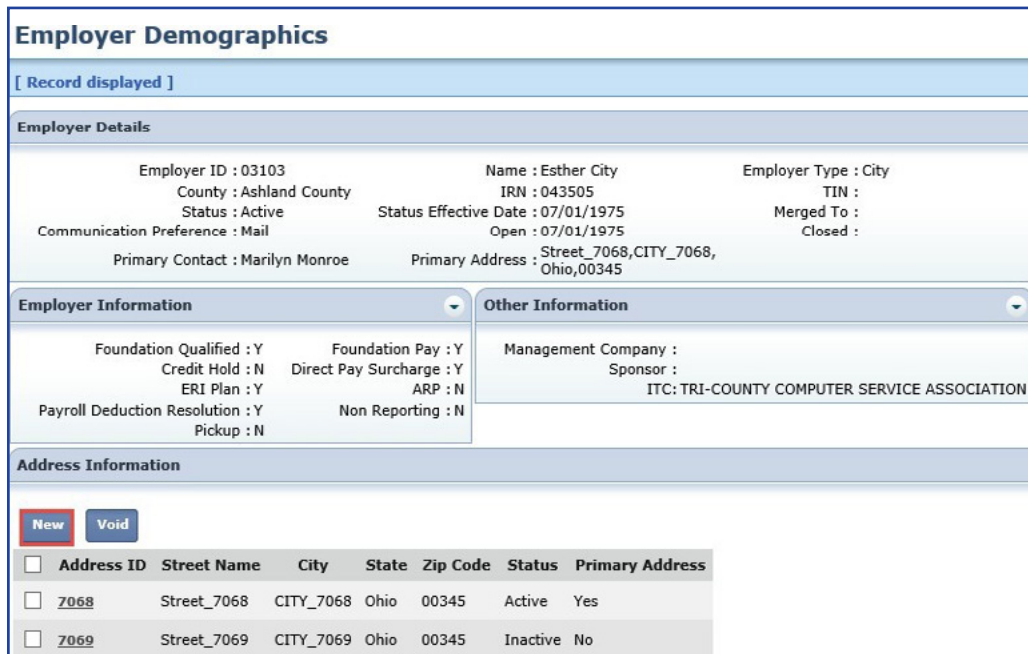
1. 

The screenshot shows a sidebar menu titled "Organization Information" with several options. The "Employer Demographics" option is highlighted with a red box and a red arrow pointing to it.

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.

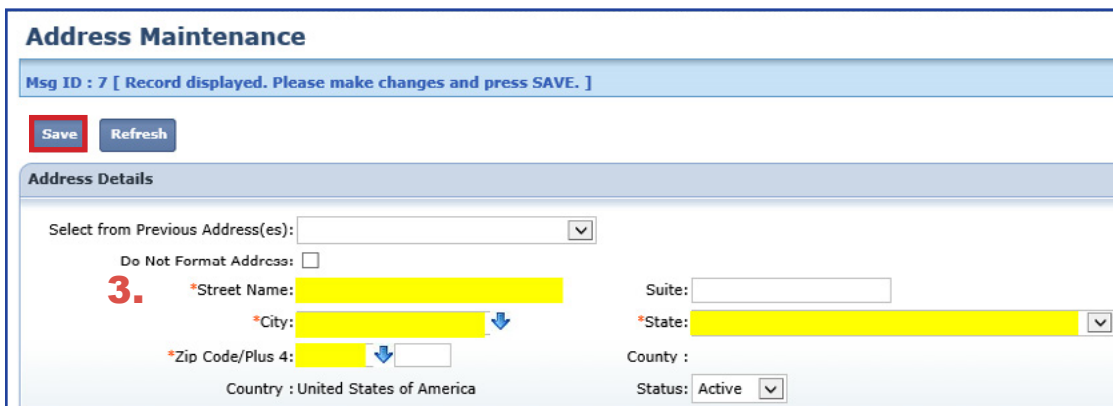
2. 

The screenshot shows the "Employer Demographics" page. It has a header "Employer Demographics" and a sub-header "[Record displayed]". Below this are sections for "Employer Details", "Employer Information", "Other Information", and "Address Information". The "Address Information" section contains a table with columns: Address ID, Street Name, City, State, Zip Code, Status, and Primary Address. There are two rows of data, one for address 7068 and one for 7069. A red "New" button is highlighted in the top left of the "Address Information" section.

Address ID	Street Name	City	State	Zip Code	Status	Primary Address
<input type="checkbox"/> 7068	Street_7068	CITY_7068	Ohio	00345	Active	Yes
<input type="checkbox"/> 7069	Street_7069	CITY_7069	Ohio	00345	Inactive	No

3. Enter the new address information.

4. Click **Save**.

4. 

The screenshot shows the "Address Maintenance" page. It has a header "Address Maintenance" and a sub-header "Msg ID : 7 [Record displayed. Please make changes and press SAVE.]". Below this are sections for "Address Details" and "Address Information". The "Address Details" section contains a form with fields for "Select from Previous Address(es)", "Do Not Format Address", "*Street Name", "*City", "*Zip Code/Plus 4", "Suite", "*State", "County", and "Status". A red "3." is placed next to the "*Street Name" field, and a red "4." is placed next to the "Save" button.