

# Membership Handbook



# LASERS Website

*The website contains information about the LASERS Board of Trustees, our investment allocations and experience, LASERS staff, recent legislation, forms, and much more.*

Please visit the LASERS website, [www.lasersonline.org](http://www.lasersonline.org), for valuable information about your retirement system. The website contains information about the LASERS Board of Trustees, our investment allocations and experience, LASERS staff, recent legislation, forms, and much more. Also, you may subscribe to the Daily Beam weblog to receive updates on current events.

In addition to the general information on the website, active members and retirees can use the site to securely access their LASERS records as described below:

## **Active Member Self-Service**

Once at the LASERS website, select Actives, and then Active Member Self-Service. On your first visit you will be asked to enter your Social Security number, date of birth, and zip code. You will then create a User ID, password, and security question. For subsequent visits you will sign in with your User ID and password.

Self-Service allows you to access the following information:

- Personal information
- Phone/Email updates
- Account summary
- Account history
- Recent requests
- Create benefit estimate
- Create repay refund estimate
- Annual statements
- Tax documents
- Request an appointment

**The Benefit Estimates and first eligible date for retirement generated are not guaranteed. They are estimated based on information currently available to LASERS. The actual pension benefit that you are entitled to as a member of LASERS is determined by applicable laws as well as finalized service credit, earnings, and leave balances at the time you retire.**

## Retired Member Self-Service

Once at the LASERS website, select Retirees, and then Retired Member Self-Service. On your first visit you will be asked to enter your Social Security number, date of birth, and the net amount of your last check. You will then create a User ID, password, and security question. For subsequent visits you will sign in with your User ID and password.

Self-Service allows you to access the following information:

- Personal information
- Address updates
- Phone/Email updates
- Account summary
- Payment history
- Account history
- View tax documents
- Tax withholding updates
- Income verification
- DROP/IBO activity report

# LASERS

## **Contact Information**

**Location:** 8401 United Plaza Blvd. • Baton Rouge, LA 70809

**Mail:** P.O. Box 44213 • Baton Rouge, LA 70804-4213

**Phone:** (toll-free) 800.256.3000 • (local) 225.922.0600

**Web:** [www.lasersonline.org](http://www.lasersonline.org)

The Louisiana State Employees' Retirement System (LASERS) distributed  
this document digitally. No publication costs were incurred.