

Retirement Online

Getting Silver Certified in Retirement Online

Silver Certification is the second step to prepare your organization to use *Retirement Online* for reporting and member enrollment. In Silver Certification, employers will complete online training through webinars and self-paced courses. **Your organization must complete Silver Certification as soon as possible.**

Are You Bronze Certified?

Before you begin Silver Certification, check to see if your organization appears on our Bronze Certified employer list at www.osc.state.ny.us/retire/retirement_online/word_and_pdf_documents/bronze-certified-employers.pdf. If you are not Bronze Certified, please call the Retirement Online Help Desk at 844-619-9614 between 8:00 am – 4:30 pm Eastern Time or send an inquiry using the Retirement Online Help Desk form at www.osc.state.ny.us/retire/contact_us/help_desk/index.php. You can still continue taking your Silver Certification training, but you will need to complete your Bronze Certification requirements (www.osc.state.ny.us/retire/retirement_online/word_and_pdf_documents/bronze-certification.pdf) as soon as possible.

For Local Employers:

Make sure your **Personnel, Employer Reporting Uploader** and **Employer Reporting Submitter** contacts attend training. Previously, these courses were only available as webinars, however, you can now take them at your convenience as self-paced courses on our *Retirement Online* for Employers page at www.osc.state.ny.us/retire/retirement_online/employers.php:

- Legacy Employer Reporting Fundamentals
- Member Enrollment Fundamentals – Local
- Employer Notifications Fundamentals

The survey at the end of each training must be completed to receive credit towards Silver Certification. For a complete list of security roles, see our Local Employer Security Role reference guide at www.osc.state.ny.us/retire/retirement_online/word_and_pdf_documents/local-roles.pdf for more information.

Employer Reporting Uploader and **Employer Reporting Submitter** contacts must attend our hands-on reporting training to submit a test legacy report. These contacts will receive an email invitation for this training once they have completed the three courses listed above. See our How to Prepare a Legacy Reporting Test File guide at www.osc.state.ny.us/retire/retirement_online/word_and_pdf_documents/training/prepare-test-file.pdf to prepare for your training. To be successful with this training, it's important you sign in to *Retirement Online* using your employer credentials.

For a complete description of the certification process and an introduction to using *Retirement Online*, read our Certification Requirements for Local and Municipal Employers at www.osc.state.ny.us/retire/retirement_online/get-certified.php.

For State Employers:

Make sure your **Personnel contacts** attend training. Previously, these courses were only available as webinars, however, you can now take them at your convenience as self-paced courses on our *Retirement Online* for Employers page at www.osc.state.ny.us/retire/retirement_online/employers.php:

- Member Enrollment Fundamentals – State
- Employer Notifications Fundamentals

The survey at the end of each training must be completed to receive credit towards Silver Certification. For a complete list of security roles, see our State Employer Security Role reference guide at www.osc.state.ny.us/retire/retirement_online/word_and_pdf_documents/state-roles.pdf for more information.

For a complete description of the certification process and an introduction to using *Retirement Online*, read our Certification Requirements for State Employers at www.osc.state.ny.us/retire/retirement_online/get-certified-state.php.

If you have questions about *Retirement Online* or have issues accessing training, please call the Retirement Online Help Desk at 844-619-9614 between 8:00 am – 4:30 pm Eastern Time or send an inquiry using the Retirement Online Help Desk form at www.osc.state.ny.us/retire/contact_us/help_desk/index.php.