

Look Up a Member's Tier

All members fall into one of three “tiers” depending on hire and vested date. The tiers are listed as follows:

- **Tier A** – Member vested prior to 1/1/12
- **Tier B** – Member in service prior to 7/1/11 and not vested prior to 1/1/12
- **Tier C** – Member hired on/after 7/1/11

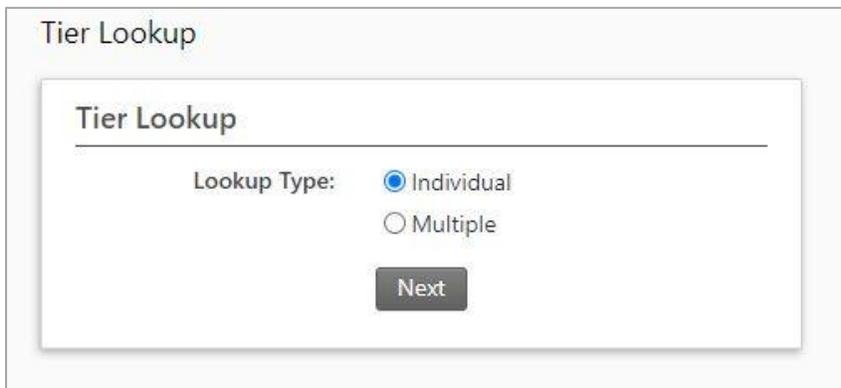
Here are a few examples of how a member is classified:

- A police officer who commenced service on 2/15/03 is ... Group II, Tier B
- A teacher who commenced service on 9/1/11 is ... Group I, Tier C
- An employee who commenced service on 8/17/87 is ... Group I, Tier A

1. To find a member's tier, you can use the **Tier Lookup** screen in the DRS. To use this function, click on **Tier Lookup** in the menu on the left-hand side of the screen.

The screenshot displays the DRS interface. On the left, a dark sidebar contains a menu with the following items: Employer Account (Summary, Account Balance, Vouchers, Penalty Waivers, Refunds), Employer Reporting (Batch Maintenance, Exceptions, Submit Reporting File, Submit Batches, **Tier Lookup**, Upload Documents), Account Adjustments (Account Adjustments), and Reports. A red arrow points to the 'Tier Lookup' option, which is highlighted with a red box. The main content area shows 'Employer Reporting' with a dropdown menu, 'Account Summary', 'Recent Batches' (with two cards for Batch 114309 and Batch 108699), and 'Employer Communications' (with a table showing 'No new notifications').

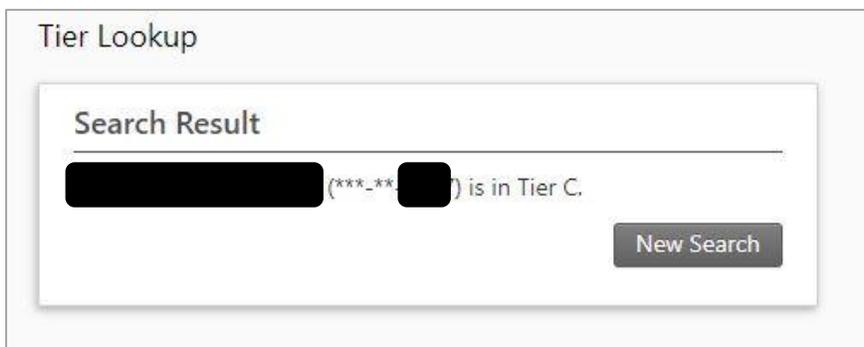
2. You will have the option to search an **Individual** member or **Multiple** members.



The screenshot shows a web form titled "Tier Lookup". Inside the form, there is a section titled "Tier Lookup" with a horizontal line below it. Below the line, the text "Lookup Type:" is followed by two radio button options: "Individual" (which is selected with a blue dot) and "Multiple" (which is unselected). Below these options is a dark grey button labeled "Next".

Individual Member

To search an individual member, enter the full Social Security number (SSN) of the member and then select **Next**. If an SSN match is found, the member's SSN, name, and tier are displayed.

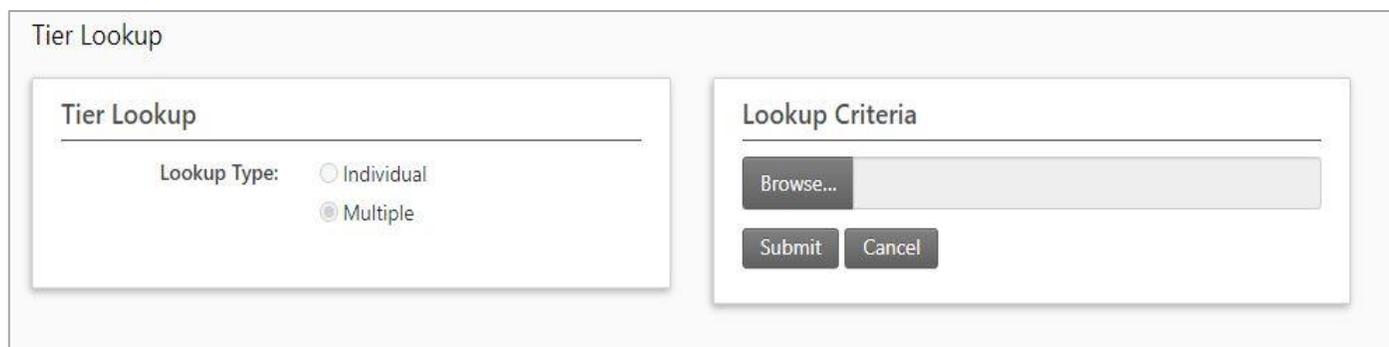


The screenshot shows the "Tier Lookup" form with a "Search Result" section. Below the section title, there is a line of text: "[Redacted SSN] (***-**-****) is in Tier C." The SSN is redacted with a black box. To the right of this text is a dark grey button labeled "New Search".

Multiple Members

To search multiple members, create a .txt file and add the Social Security numbers of the members you need to look up. The file must have a .txt extension and can only contain 9 digits per row (no dashes). Save the file and select **Browse** to attach the text file to upload. Click **Submit**.

If the file was formatted successfully, you will receive a **Tier Lookup File Import Results** User Alert with the results in a PDF.



The screenshot shows the "Tier Lookup" form with two main sections. On the left, the "Tier Lookup" section has a horizontal line below the title, and below that, the text "Lookup Type:" is followed by two radio button options: "Individual" (unselected) and "Multiple" (selected with a grey dot). On the right, the "Lookup Criteria" section has a horizontal line below the title, followed by a "Browse..." button and a text input field. Below these are two buttons: "Submit" and "Cancel".