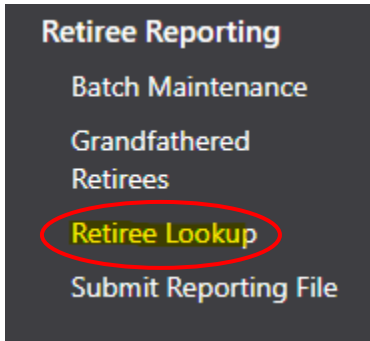


Retiree Lookup Tool

The **Retiree Lookup Tool** allows a DRS user to check if a retiree is eligible for **Retiree Reporting**.

To access the lookup tool, click the **Retiree Lookup** option under **Retiree Reporting** in the left menu.



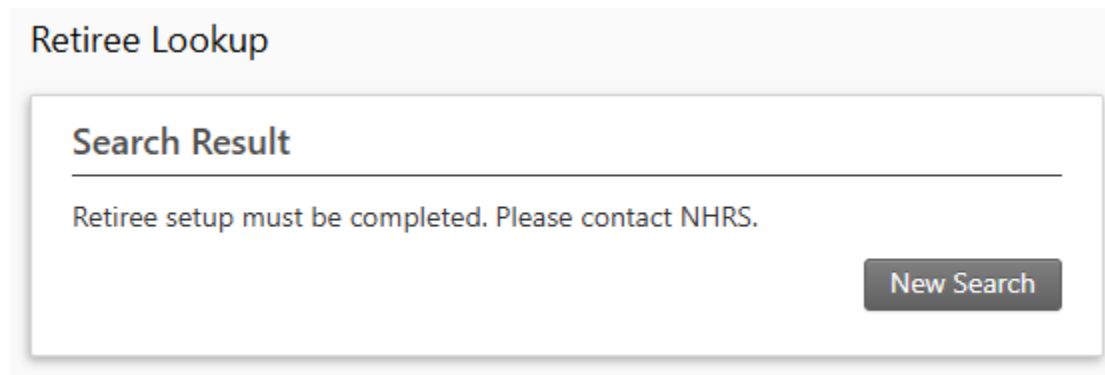
To look up a retiree from the **Retiree Lookup** screen, enter a valid 9-Digit SSN in the box provided and click **Search**.

A screenshot of a web form titled 'Retiree Lookup'. It contains a section titled 'Lookup Criteria' with a horizontal line below it. Below the line is the label 'SSN:' followed by an empty text input box. At the bottom of the form are two buttons: 'Search' and 'Cancel'. The 'Search' button is circled in red.

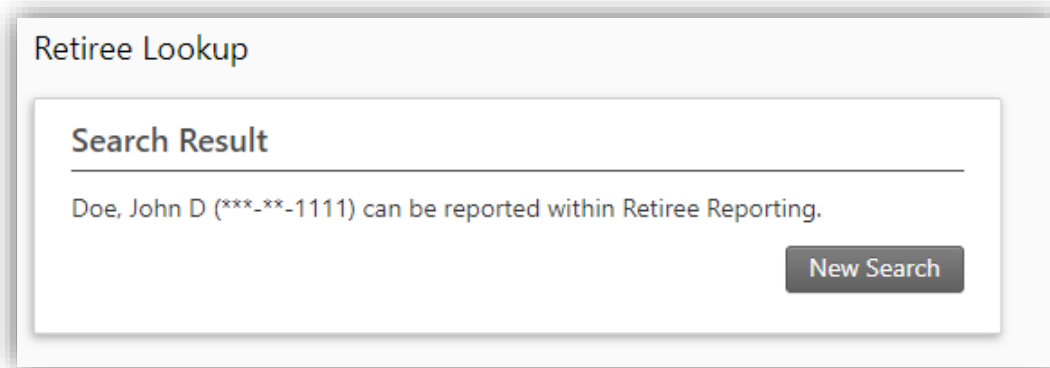
This following window indicates the retiree is **not** eligible for **Retiree Reporting**. (This person will appear as Last Name, First Name (**-**-####))

A screenshot of a web form titled 'Retiree Lookup'. It contains a section titled 'Search Result' with a horizontal line below it. Below the line is the text: 'Doe, John D (**-**-1111) cannot be reported within Retiree Reporting.' At the bottom right of the form is a button labeled 'New Search'.

The following window indicates the retiree **can** be reported in your **Retiree Reporting**, but a **retiree setup** is needed, contact your employer reporting relationship manager to complete the steps for retiree setup.



This screen indicates the **retiree setup** is **complete** and can be reported in your **Retiree Reporting**.



Additional information

If you have questions or require help with annual retiree reporting, please contact your employer reporting relationship manager or call (603) 410-3500.

Employers with questions regarding eligibility or other administrative issues regarding the law can review our frequently asked questions (FAQ) at:

<https://www.nhrs.org/faqs/faq-part-time-employment>

If your question is not addressed in the FAQ, please email info@nhrs.org.