



# NMERB

P.O. Box 26129, Santa Fe, NM 87502-0129  
www.nmerb.org phone: 1.866.691.2345

Dear Payroll and Human Resources Staff,

NMERB announces our newly launched user friendly website – same web address, new website.

**Easy to navigate:** You'll find our new homepage well organized with many options on the top ribbons. The grey ribbon has three main categories: Active Employees, Retired Employees and Employers. Each of these tabs have a drop down menu that appears when your mouse hovers on the tab.

**Employers tab:** You will find all the information that was previously on the old website's Employers tab in a new organized manner. Hover on this tab and you will see 8 dropdowns:

- **ESS Login/E-Bill Express** – Employer Self-Service (ESS) Portal  
UPLOAD FILES, E-Bill PAY NOW, E-Bill Express Guide, ESS User Tutorial, and ESS Upload Cheat Sheet
- **General Information** – Explanation of NMERB Employers/Local Administrative Units (LAUs), link to the Educational Retirement Act, FY21 list of LAUs, link to the Alternative Retirement Plan (ARP) page
- **Reference Tables** – Contribution Rate Schedule and Reporting Calendar
- **Forms & Documents** – EDF, Contact Update & Signature Authorization Forms, Form 100, App to Purchase Non-Reported Contributory Service Credit form, Form 9s and Form 9 Instructions
- **Employer Notices** – Current guidance memos
- **Employer Library** – Employer Instructions, guidelines & newsletters
- **Employer Webinars** – Future content target date late FY21: Employer Reporting Webinars
- **GASB Information** – GASB 68 reports, tools & resources

**Website Tour:** Click [www.nmerb.org](http://www.nmerb.org) to open the website and explore!

**Questions on Employer content?** [nmerb.lauhhelp@state.nm.us](mailto:nmerb.lauhhelp@state.nm.us)

**Questions on Active or Retired Employee content?** [member.help@state.nm.us](mailto:member.help@state.nm.us)

## Upcoming Newsletters

Reportable Wages  
School Reporting Group  
Frequently Asked Questions

### Top Ribbon:

The top blue ribbon on the new website has several options  
**Home** – brings you back to the homepage  
**About us** – Who We Are, History, Offices, Careers  
**Offices** – Locations and maps of our offices  
**News** – Announcements, Inspection of Public Records, Requests for Proposals  
**MyNMERB** – Employees and Retirees may create and access their online accounts

### Buttons:

There are five quick access buttons on the white ribbon:  
[Forms](#) (Retirement Applications, Beneficiary forms, and RTW forms) [Calculators](#), [Frequently Asked Questions](#), [What's New](#) and [Seminars & Presentations](#).

### Continue to scroll down

the page and you will find tabs for Investments, Board, and Legislation. You will find the Educational Retirement Act under the Legislation tab. Below these tabs you will find an Investment graph.

### Bottom of the home page

You will find Contact Information, NMERB Publications and Most Viewed Content.