

Welcome to training on how to view the Employer's Information through the ESS portal.

You can navigate to the **Employer Information** screen by clicking on **Services**, then select **Employer Information**.

The **Employer Information** screen displays.

Currently the **Current Rates** information displays with the effective dates, employee rates, and employer rates.

To see the historical rates, click on the **Display Historical Rates** checkbox.

The historical rates display along with the dates at which these rates became effective for each retirement plan.

To have the current rates display, click the **Display Current Rates** checkbox.

The **Current Rates** information displays.

Scroll down to see **Plan Provisions** and the effective dates. If the provision has ended, those dates will also be listed. To open the **Optional Plan Provisions** document, click on the *Plan Provision Information* link.

The document will download. To view the document, click **Open**.

After reading the document, you can close the document by clicking the **X** in the top-right hand corner.

Under the *Employer Assets* section, click on the *Actuarial Balance Sheet* link to view the **Actuarial Information**.

The document will download. To view the document, click **Open**.

After reading the document, you can close the document by clicking the **X** in the top-right hand corner.

You will return to the **Employer Information** screen.

For additional information or assistance, please contact an Employer Services Representative (ESR) at 334-517-7005, or [employer.services@RSA-al.gov](mailto:employer.services@RSA-al.gov).