

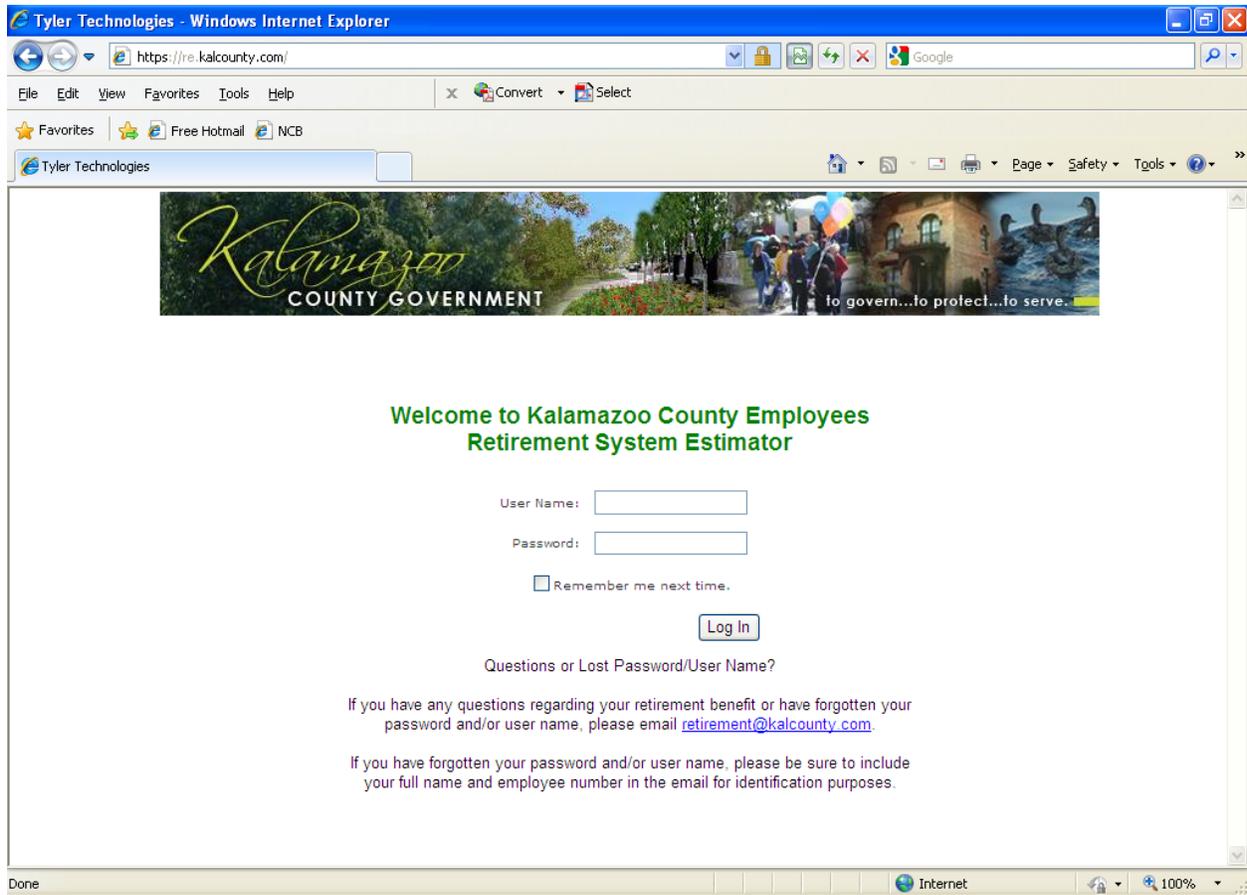


**Kalamazoo County Employees'
Retirement System Estimator
User Guide**

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REGISTERING FOR THE RETIREMENT SYSTEM ESTIMATOR

Eligible employees are automatically registered for the Retirement System Estimator within the first 30 days of their hire. New employees will receive an email with their user name and password information once the registration has been completed and should refrain from contacting the County until they receive this email. New employees who do not receive their user name and password information within 30 days of their hire should email retirement@kalamazoo.com to inquire about their access.



LOGGING INTO THE RETIREMENT SYSTEM ESTIMATOR

Step 1 – Enter the user name and password that was previously provided to you. Passwords are case sensitive.

Step 2 - Click the “Log In” button.

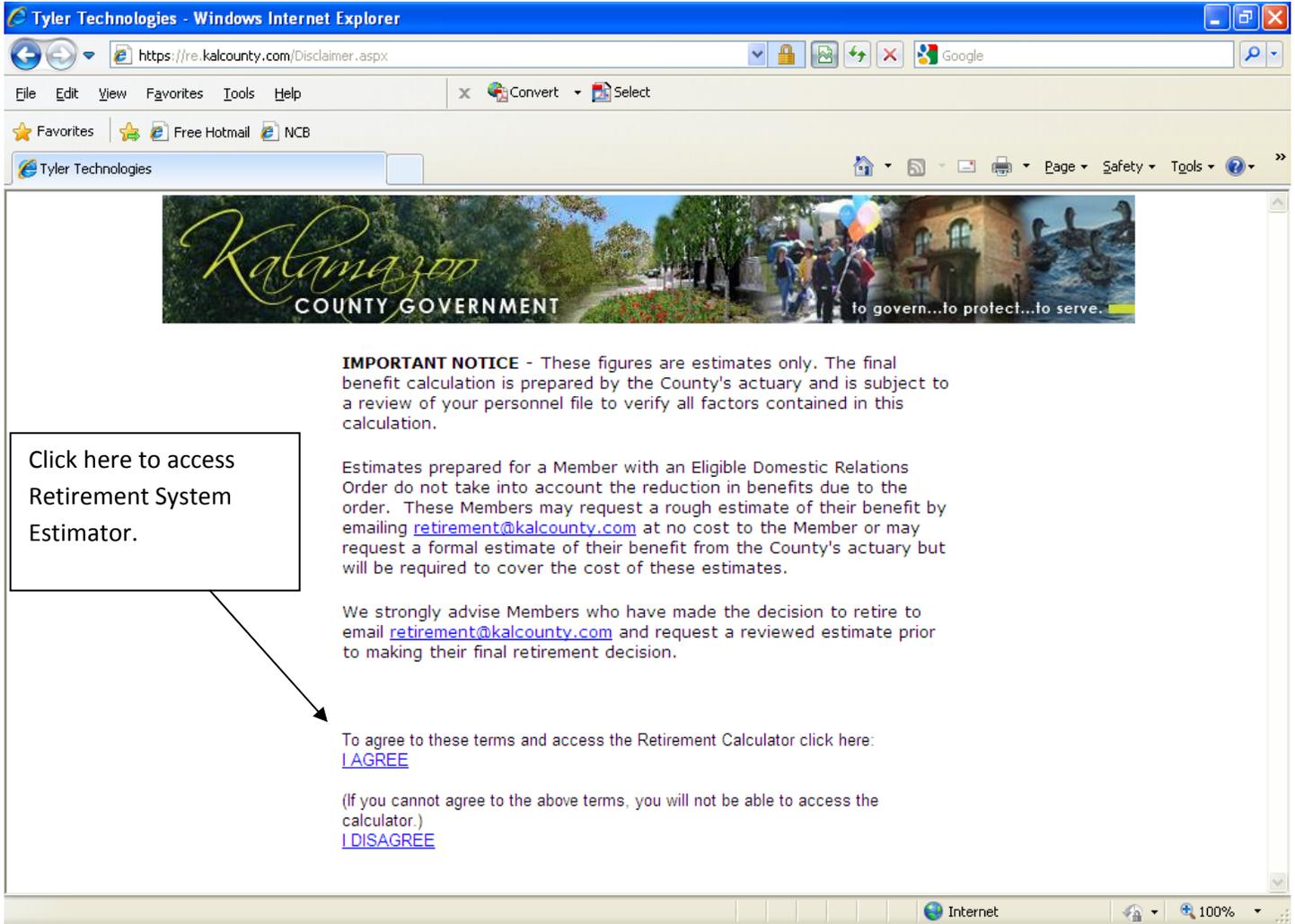
If you have forgotten your password and/or user name, please send an email to retirement@kalamazoo.com to request that your password be reset to the default password. Please be sure to include your full name and employee number in the email for identification purposes. Please allow 24 hours for a response.

The screenshot shows a web browser window titled "Tyler Technologies - Windows Internet Explorer" with the address bar displaying "https://re.kalamazoo.com/Login.aspx". The page content includes a banner for "Kalamazoo COUNTY GOVERNMENT" with the tagline "to govern...to protect...to serve...". Below the banner, the heading reads "Welcome to Kalamazoo County Employees Retirement System Estimator". The login form consists of two text input fields labeled "User Name:" and "Password:", a checkbox for "Remember me next time.", and a "Log In" button. Two callout boxes are present: one pointing to the input fields with the text "Step 1 – Enter user name and password here.", and another pointing to the "Log In" button with the text "Step 2 – Click Log In button to proceed." Below the form, there is a link for "Questions or Lost Password/User Name?" and two paragraphs of text providing contact information for password resets.

DISCLAIMER AGREEMENT

In order to access the Retirement System Estimator, Members must agree to the terms by clicking on the words "I AGREE" in blue.

Members who do not agree to these terms will be unable to access the Retirement System Estimator.



Tyler Technologies - Windows Internet Explorer

https://re.kalcounty.com/Disclaimer.aspx

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IMPORTANT NOTICE - These figures are estimates only. The final benefit calculation is prepared by the County's actuary and is subject to a review of your personnel file to verify all factors contained in this calculation.

Estimates prepared for a Member with an Eligible Domestic Relations Order do not take into account the reduction in benefits due to the order. These Members may request a rough estimate of their benefit by emailing retirement@kalcounty.com at no cost to the Member or may request a formal estimate of their benefit from the County's actuary but will be required to cover the cost of these estimates.

We strongly advise Members who have made the decision to retire to email retirement@kalcounty.com and request a reviewed estimate prior to making their final retirement decision.

To agree to these terms and access the Retirement Calculator click here:
[I AGREE](#)

(If you cannot agree to the above terms, you will not be able to access the calculator.)
[I DISAGREE](#)

Click here to access Retirement System Estimator.

CREATING A NEW ESTIMATE

The Retirement System Estimator uses your accumulated earnings and service credit to calculate a retirement estimate based on the retirement effective date that you provide. Future earnings are based on the amount of your last posted payroll. Members who receive a larger than normal paycheck may notice an increased retirement benefit when selecting a retirement date in the future. We recommend that Members who are strongly considering retirement request a reviewed retirement estimate prior to making an actual retirement decision.

Step 1 - Click on the “Create New Estimate” button.

The screenshot shows a web browser window titled "Tyler Technologies - Windows Internet Explorer" with the URL "https://re.kalamazoo.com/WebCalc/Estimate.aspx". The page header features the Kalamazoo County Government logo and the slogan "to govern...to protect...to serve.". Below the header, user information is displayed:

Name :	EMPLOYEE, JOE	Total Contributions :	Current Membership :	2/23/1998	Change Password
Member NO :	01234	Marital Status :	Age At Retirement :	Married	Log Out

Below the user information, a prompt asks: "Would you like to Create New Estimate or review one of your saved estimates?". A button labeled "Create New Estimate" is highlighted with a callout box that says "Step 1 - To create a new estimate click here." To the right, a table lists existing estimates:

Delete	Estimate Name	Created Date
X	MORS00471	06/13/2013
X	MORS00414	04/23/2013
X	MORS00412	04/18/2013
X	MORS00380	04/02/2013
X	MORS00379	03/26/2013

Step 2 - Once the estimate has been created click on the estimate name with the correct created date.

The screenshot shows a web browser window titled "Tyler Technologies - Windows Internet Explorer" with the URL "https://re.kalcounty.com/WebCalc/Estimate.aspx". The page header features the "Kalama Zoo COUNTY GOVERNMENT" logo and the slogan "to govern...to protect...to serve...".

User profile information is displayed as follows:

Name :	EMPLOYEE, JOE	Total Contributions :	\$0.00	Current Membership :	2/23/1998	Change Password
Member NO :	01234	Marital Status :	Married	Age At Retirement :	0	Log Out

Below the profile information, a prompt asks: "Would you like to Create New Estimate or review one of your saved estimates?". To the right is a table of saved estimates:

Delete	Estimate Name	Created Date
<input type="checkbox"/>	MORS00508	07/25/2013
<input type="checkbox"/>	MORS00471	06/13/2013

A callout box with the text "Step 2 - Click on the correct estimate name to complete the estimate creation." has an arrow pointing to the "MORS00508" estimate name in the table.

The Windows taskbar at the bottom shows the Start button, several open applications (Eden Menu, Microsoft..., PERA Produc..., Tyler Techno..., Microsoft...), and the system tray with the time "1:16 PM".

Step 3 – Change the auto generated estimate name to something significant. For example: “Age 60” or “12312036”. Special characters are not allowed in this field.

Step 4 - Enter your estimated last date of employment. This is typically the last date you will be paid through.

Step 5 – Enter your desired retirement date. You will typically enter the day after your estimated last date of employment unless you are planning to terminate your employment but defer your benefit until a later date in which case you enter the later date. Please keep in mind that estimates can't be backdated.

Step 6 – Press the select button next to your spouse's name if you would like your estimate to include survivor options, if available, based on your retirement date. If your current beneficiary information is incorrect, please contact retirement@kalamazoo.com to seek correction. Please keep in mind that the only beneficiary allowed under our retirement plan is a marriage that is recognized in the State of Michigan.

Step 7 – Click Next to proceed to the calculation.

The screenshot shows the Tyler Technologies - Windows Internet Explorer browser window displaying the URL <https://re.kalamazoo.com/WebCalc/EstDetails.aspx>. The page header features the Kalamazoo County Government logo and the slogan "to govern...to protect...to serve...".

Employee information displayed includes:

- Name: EMPLOYEE, JOE
- Member NO: 01234
- Total Contributions: \$0.00
- Marital Status: Married
- Current Membership: 2/23/1998
- Age At Retirement: 33 years, 10 months

Buttons for "Change Password" and "Log Out" are visible.

The main form contains the following fields and options:

- Estimate Name:** MORS00508
- Your Last Date of Employment:** 07/25/2013
- Your Desired Date of Retirement:** 07/26/2013
- Your Beneficiary:** Beneficiary on file with the Retirement Office

Choose	Name	Type	DOB	Relationship
Select	Employee, Jane		12/31/1976	Spouse

Additional options include "Select None" and navigation buttons "<< Previous" and "Next >>".

Annotations with arrows point to the following elements:

- Step 3 - Change the auto generated estimate name here. (points to the Estimate Name field)
- Step 4 - Enter estimated last date of employment here. (points to the Your Last Date of Employment field)
- Step 5 - Enter your desired retirement date here. (points to the Your Desired Date of Retirement field)
- Step 6 - Click here to have survivor options calculated if available. (points to the "Select" button in the beneficiary table)
- Step 7 - Click here to proceed to the calculation. (points to the "Next >>" button)

Step 8 – Print estimate or save estimate.

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https://re.kalcounty.com/WebCalc/Report.aspx

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Name: EMPLOYEE, JOE Total Contributions: \$0.00 Current Membership: 2/23/1998 Change Password

Member NO: 01234 Marital Status: Married Log Out

<< Previous

1 of 1 Whole Page Find | Next

KALAMAZOO COUNTY GOVERNMENT

Page 1 of 1

Kalamazoo County Employees' Retirement Service

Service Retirement For

EMPLOYEE, JOE

Created 7/25/2013 1:36:45 PM

Internet 100%

REVIEWING SAVED ESTIMATES

Up to five prior estimates are saved in the Retirement System Estimator. Creating more than five estimates will drop off the oldest estimate based on the creation date. Saved estimates are recalculated at the time they are reviewed based on the service credit and earnings information posted to a member's retirement record at the time the estimate is reviewed. This means that if you create an estimate for a certain age, you don't need to create that same estimate each time you would like updated numbers but rather you will simply need to review the saved estimate to obtain updated information.

Step 1 -

Click on the Estimate Name you would like to review.

The screenshot shows a web browser window displaying the Tyler Technologies Retirement System Estimator. The browser title is "Tyler Technologies - Windows Internet Explorer" and the address bar shows "https://re.kalcounty.com/WebCalc/Estimate.aspx". The page header features the Kalamazoo County Government logo and the slogan "to govern...to protect...to serve...".

User information is displayed as follows:

- Name: EMPLOYEE, JOE
- Member NO: 01234
- Total Contributions: \$0.00
- Marital Status: Married
- Current Membership: 2/23/1998
- Age At Retirement: 0

Buttons for "Change Password" and "Log Out" are visible.

A section titled "Would you like to Create New Estimate or review one of your saved estimates?" contains a table of saved estimates:

Delete	Estimate Name	Created Date
X	MORS00508	07/25/2013
X	MORS00471	06/13/2013

A callout box with the text "Step 1 – Click on the estimate name you would like to review." has an arrow pointing to the "MORS00471" estimate name in the table.

Step 2 – Review the date information to ensure this is the estimate you would like to update and click next.

Tyler Technologies - Windows Internet Explorer
https://re.kalacounty.com/WebCalc/EstDetails.aspx

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Kalamazoo COUNTY GOVERNMENT
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Name: EMPLOYEE, JOE Total Contributions: \$0.00 Current Membership: 2/23/1998 [Change Password](#)
Member NO: 01234 Marital Status: Married Age At Retirement: 33 years, 10 months [Log Out](#)

Estimate Name:

Your Last Date of Employment:

Your Desired Date of Retirement:

Your Beneficiary:
Beneficiary on file with the Retirement Office

Choose	Name	Type	DOB	Relationship
<input type="button" value="Select"/>	Employee, Jane		12/31/1976	Spouse
<input type="button" value="Select None"/>				

Done 100%

Step 2 – Review the date information here and then click here.

Step 3 - Print estimate or save estimate.

The screenshot shows a Windows Internet Explorer browser window displaying a retirement estimate report. The browser's address bar shows the URL <https://re.kalcounty.com/WebCalc/Report.aspx>. The page header features the Kalamazoo County Government logo and the slogan "to govern...to protect...to serve." Below the header, the report details the following information:

Name:	EMPLOYEE, JOE	Total Contributions:	\$0.00	Current Membership:	2/23/1998	Change Password
Member NO:	01234	Marital Status:	Married			Log Out

A callout box with the text "Click here to print or save your estimate." has two arrows pointing to the print and save icons in the browser's toolbar. Below the report, the Kalamazoo County Government logo is displayed on the left, and the text "Page 1 of 1", "Kalamazoo County Employees' Retirement Service", "EMPLOYEE, JOE", and "Created 7/25/2013 1:36:45 PM" is centered on the page. The browser's status bar at the bottom indicates "Internet" and "100%" zoom.

CHANGING PASSWORD

Step1 – Click on the “Change Password” button to change your password.

The screenshot shows a Windows Internet Explorer browser window displaying the website <https://re.kalcounty.com/WebCalc/Estimate.aspx>. The page header features the Kalanazoo County Government logo. Below the header, user information is displayed:

- Name: EMPLOYEE, JOE
- Member NO: 01234
- Total Contributions:
- Marital Status: Married
- Current Membership: 2/23/1998
- Age At Retirement:

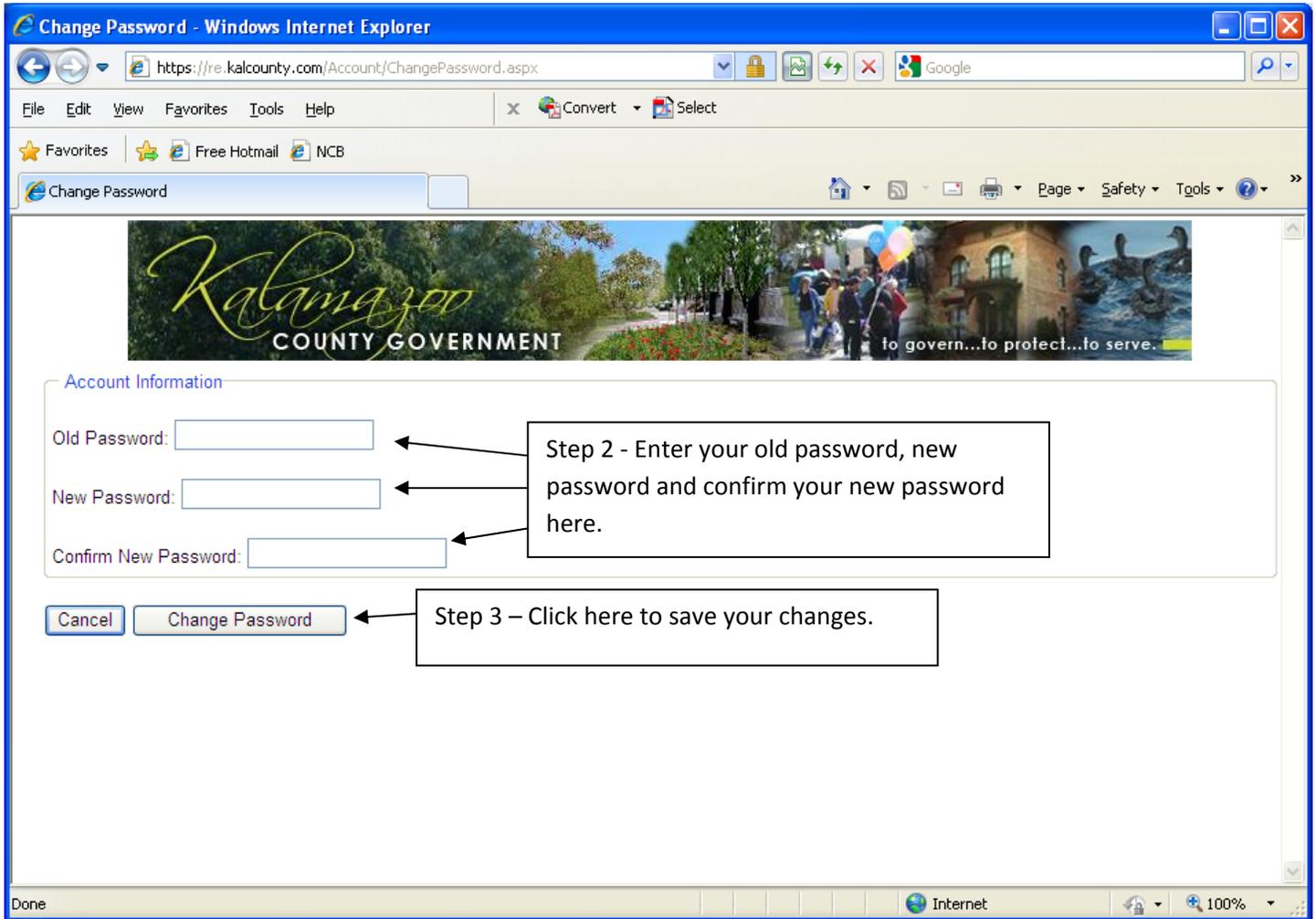
Two buttons are visible: "Change Password" and "Log Out". A callout box with the text "Step 1 - Click here to change your password." has an arrow pointing to the "Change Password" button.

Below the user information, there is a section titled "Would you like to Create New Estimate or review one of your saved estimates?". This section contains a table of saved estimates:

Delete	Estimate Name	Created Date
X	MORS00471	06/13/2013
X	MORS00414	04/23/2013
X	MORS00412	04/18/2013
X	MORS00380	04/02/2013
X	MORS00379	03/26/2013

Step 2 – Enter your old password, new password and confirm your new password.

Step 3 – Click on the “Change Password” button to save the changes.



LOGGING OFF THE RETIREMENT SYSTEM ESTIMATOR

You can log off the Retirement System Estimator on any page by clicking here.

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https://re.kalcounty.com/WebCalc/Estimate.aspx

File Edit View Favorites Tools Help

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Kalama Zoo COUNTY GOVERNMENT to govern...to protect...to serve.

Name: EMPLOYEE, JOE Total Contributions: Current Membership: 2/23/1998 Change Password

Member NO: 01234 Marital Status: Married Age At Retirement: Log Out

Would you like to Create New Estimate or review one of your saved estimates?

Delete	Estimate Name	Created Date
X	MORS00471	06/13/2013
X	MORS00414	04/23/2013
X	MORS00412	04/18/2013
X	MORS00380	04/02/2013
X	MORS00379	03/26/2013

Done Internet 100%