# Confirming Retiree Status

Employers have the option to search for one or more retirees by social security number (SSN) in the Data Reporting System (DRS). This is a useful tool for employers who are unsure if an employee is also an NHRS retiree.

1. To get started, click on the **DRS Quicklink** at the top of the www.nhrs.org homepage.
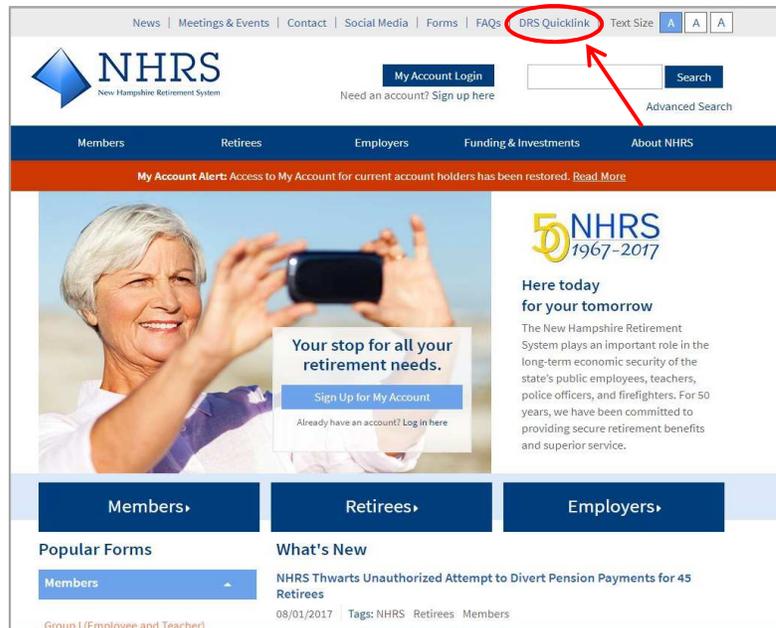
2. Click **Authorized**.

   Note: For first-time use of the DRS, please contact NHRS DRS Support at (603) 410-3508 to request a login username and password, or fill out a DRS User Access Form available here: https://www.nhrs.org/docs/default-source/employer-education/nhrs-drs-access-form.pdf
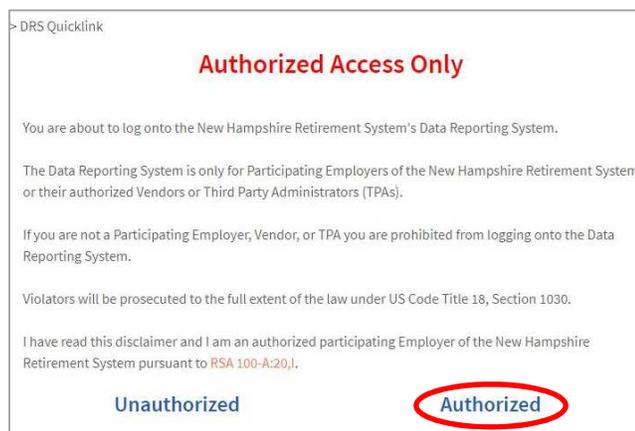
3. Log in using your **username** and **password**.

Note: If you do not remember your password, you may reset it by clicking the "**Forgot your password?**" link.

4. Select the **Retiree Reporting** module.

5. Click **Lookup NHRS Retiree**.
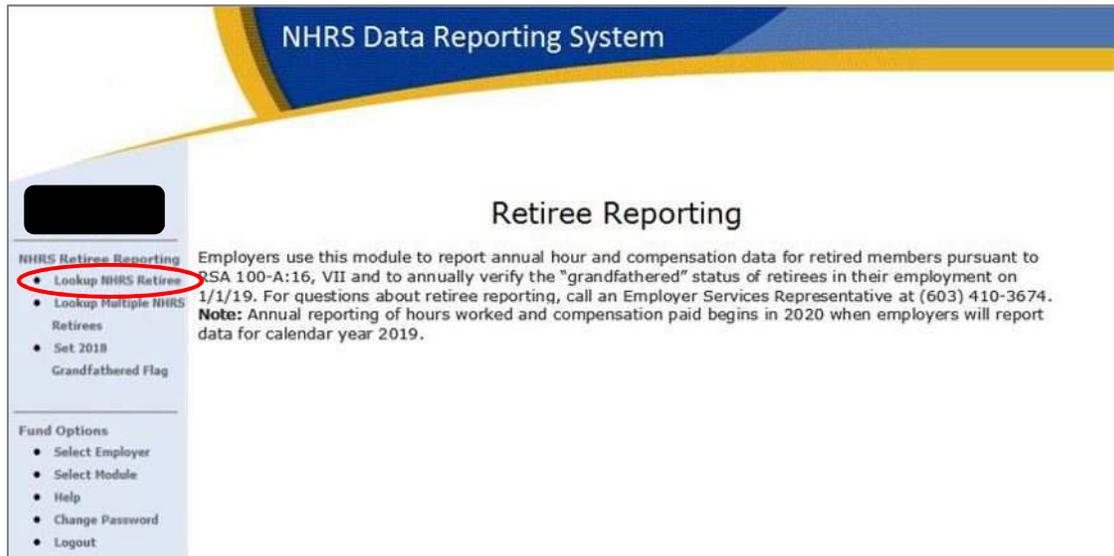
6. Enter the SSN and click **Search.**

Note: It is important to ensure the SSN is correctly entered.

One of the following messages will appear:

Or

Note: Retiree SSNs should be checked monthly to ensure that anyone who was not an NHRS retiree last month is not an NHRS retiree this month.

Employers also have the option to lookup multiple NHRS retirees

1. Input the SSNs you want to check into an Excel file formatted with one SSN per line and no spaces or dashes. Save this to your computer as a .TXT file. You may also create this same file using Notepad as long as it's saved as a .TXT file.

2. Click on **Lookup Multiple NHRS Retirees**.

3. Click **Choose File** and select the .TXT file from the location where it was saved.

4. Once the file comes up, select **Search**.
5. When asked to open or save the report, click **Open.**
   a. The report will show all names indicating whether the SSN <u>does</u> or <u>does not</u> match NHRS retired members. The report can also be saved for future reference or re-imported to Excel.