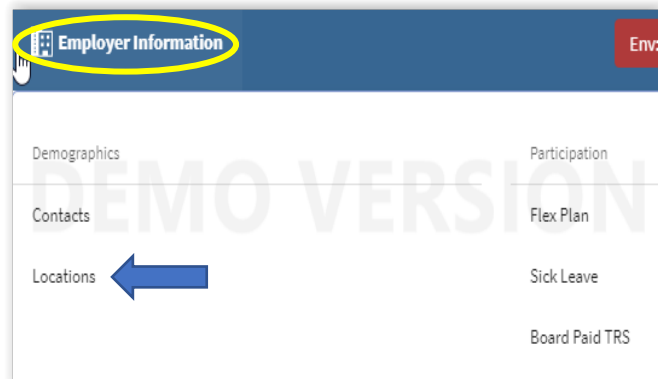


Employer Portal – Locations Procedures

The **Locations** area of the Gemini Employer Portal is located within **Employer Information** under the Demographics section. Locations will be used for both physical correspondences between the employer and TRS as well as assigning address locations for the employer contacts. Each employer is allowed one (1) **Primary Location** and has the option to list **Secondary Locations** on the Employer Portal. Use the following steps to navigate to the Locations area of the Employer Portal.

Once you are signed into the Employer Portal, hover over **Employer Information**, move your cursor down to **Locations** and click on it.

Note: The user’s assigned Security Role(s) will impact and/or limit the user’s ability to access Locations.



Locations –

There are three (3) tables available on the **Locations** screen: **Primary Location**, **Secondary Location**, and **Location History** table. Both the Primary and Secondary Location tables display address, county, and effective date. The Location History table includes two additional fields: inactive date and location type.

Primary Location Description of what this section does and some instructions.

Actions	Address	County	Effective Date
	12345 Test Street, City, IL 00000	Sangamon	03/24/2021

Secondary Location Description of what this section does and some instructions. [Add Secondary Location](#)

Actions	Address	County	Effective Date
No Secondary Location Available.			

Location History Description of what this section does and some instructions.

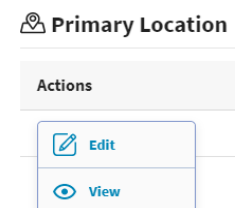
Actions	Address	County	Effective Date	Inactive Date	Location Type
---------	---------	--------	----------------	---------------	---------------

Primary Location –


The Primary Location displayed in the Gemini Employer Portal is the current address on file at TRS for the employer.





Primary Location Actions –

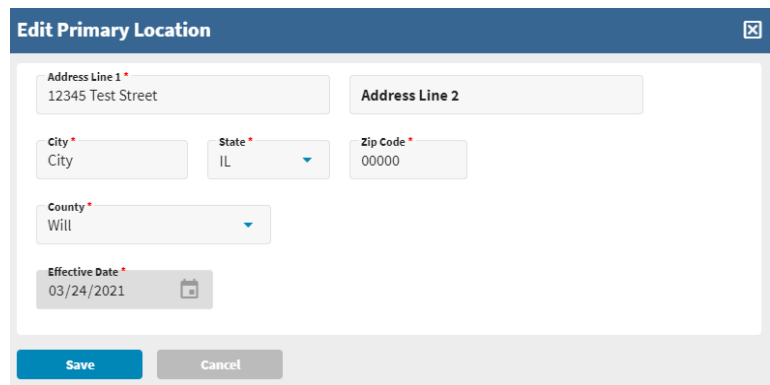
From the Locations screen, you can View or Edit the employer’s Primary Location. Click on the **Action** button left of the Primary Location record to complete an action.





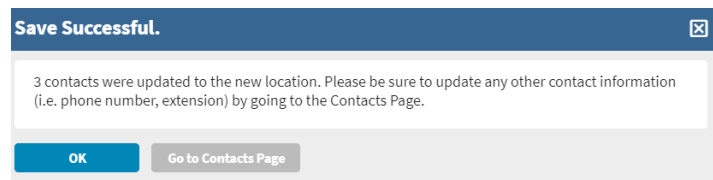
Edit a Primary Location –

Locate the Primary Location you wish to edit and click the **Action**  button left of the address record, then select **Edit**.

The **Edit Primary Location** box will pop-up (*image right*) and edits can be made to the location address. Once all edits have been made, select . Clicking  will delete all entries made to this record. A confirmation box will appear warning that you are about to close without saving the entered information. If you want to save your changes, click . Click  if you do not want to save your changes. You will be returned to the Locations screen.




After the completion of an edit to the Primary Location address, an informational message may appear (*similar to the image right*) notifying the user that there has been a change to the location information for the employer's active contact(s). The message will have the option for the user to "Go to Contacts Page" if necessary to make any changes to assigned address locations for the employer's contact(s). Clicking  or the  button will return you to the Locations screen.

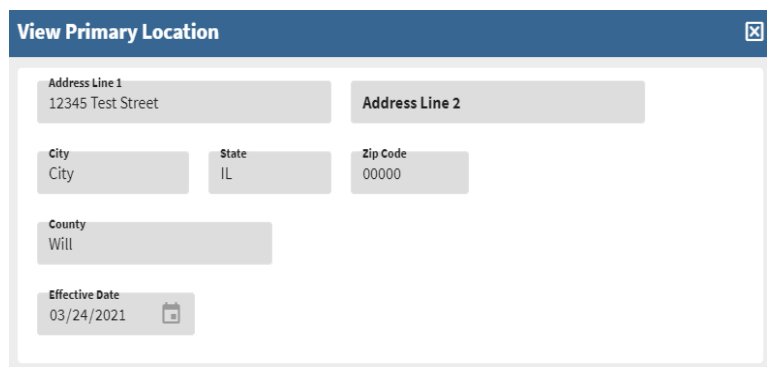


Note: Once a Primary Location address has been edited, the former address will be moved to the Location History table.


View a Primary Location –

To view a Primary Location address, click the **Action**  button left of the address record and then select **View**.

The **View Primary Location** box will appear (*image right*); this is the current information on file for this address record.

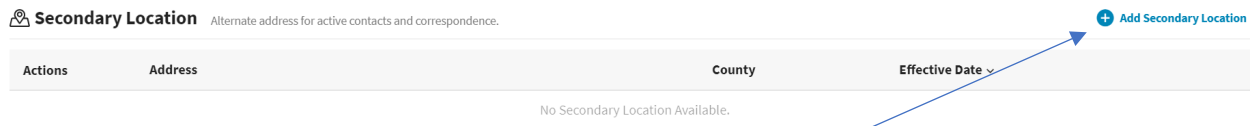


Employer Portal – Locations Procedures

To close the View Primary Location box, click the  in the top right corner of the window.

Secondary Location –

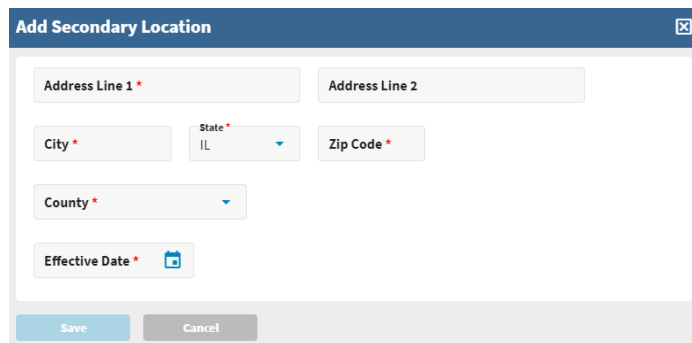
The Secondary Location, although not required, lists alternative address locations for the employer. An employer may require a secondary location if one of its contacts is located at an address different than that of the Primary Location record.



Add a Secondary Location –





To add a Secondary Location, select the  button at the top of the Secondary Location table.

The **Add Secondary Location** pop-up box will appear. Complete the required fields: Address Line 1, City, State, Zip Code, County and Effective Date. The effective date is the next calendar date (or a date up to 60 days in the future) from the date the secondary location is added.




The screenshot shows a pop-up form titled "Add Secondary Location" with a close icon in the top right. The form contains the following fields: Address Line 1 (required), Address Line 2, City (required), State (dropdown menu showing "IL"), Zip Code (required), County (dropdown menu), and Effective Date (required, with a calendar icon). At the bottom, there are "Save" and "Cancel" buttons.


Save the record -

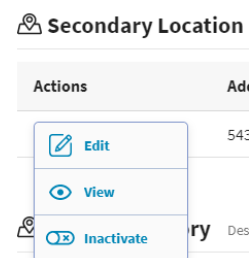
Once all the required fields have been completed in the Add Secondary Location box, select . Clicking  will delete all entries made to this screen. A confirmation box will appear warning that you are about to close without saving the entered information. If you want to save your changes, click . Click  if you do not want to save your changes. You will be returned to the Locations screen.

Secondary Location Actions –

From the Locations screen, you can Edit, View or Inactivate an address listed in the Secondary Location table. Click the **Action**  button left of the address listed in the Secondary Location table to complete an action.

Edit a Secondary Location record -

Locate the Secondary Location record you wish to edit and click the **Action**  button left of the address record, then select **Edit**. The **Edit**

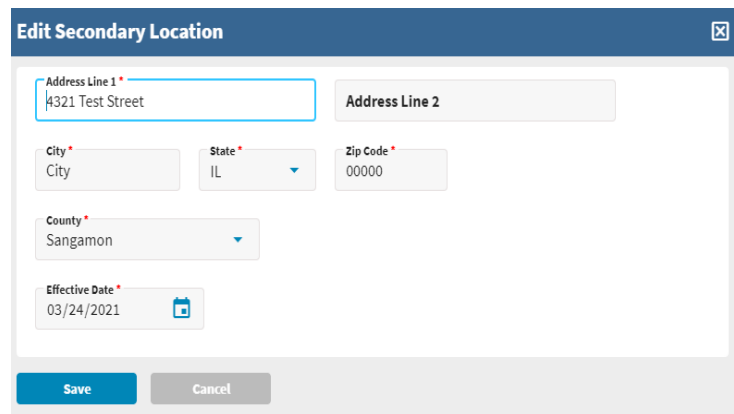


Employer Portal – Locations Procedures


Secondary Location box will pop-up (*image below*) and edits can be made to the location address.

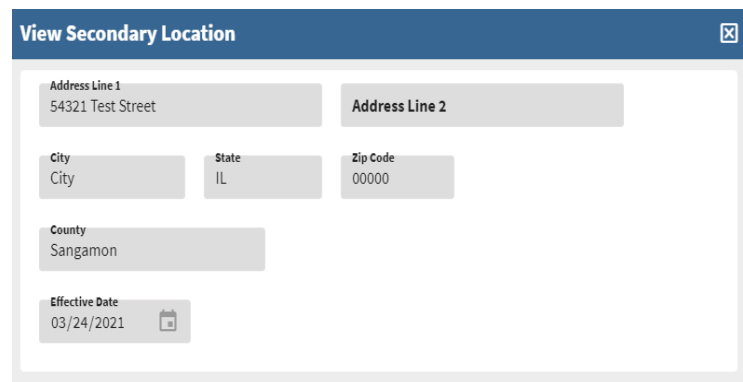
Note: A secondary location record can only be edited if the current calendar date is a date prior to or an exact match of the Effective Date on the Secondary Location record. If the current calendar date is a date after the record's Effective Date, the user will not have the ability to edit the Secondary Location record

Once all edits have been made, select **Save**. Clicking **Cancel** will delete all entries made to this screen. A confirmation box will appear warning that you are about to close without saving the entered information. If you want to save your changes, click **Yes**. Click **No** if you do not want to save your changes. You will be returned to the Locations screen.




View a Secondary Location record –

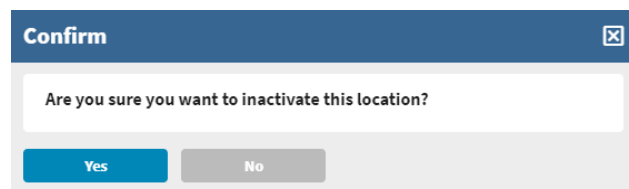
To view a Secondary Location address, click the **Action** button left of the address record and then select **View**. The **View Secondary Location** box will appear for this address record. To close the View box, click the  in the top right corner of the window.



Inactivate a Secondary Location record –

An address location listed in the Secondary Location table can be inactivated. Inactivated Secondary Location addresses will be moved to the Location History table. To Inactivate a Secondary Location address click the **Action** button left of the address record and then select **Inactivate**.

The **Confirm** box will appear asking if you want to inactivate the secondary location, click **Yes** to proceed with the inactivation of the location. To close the Confirm box, click the 




Employer Portal – Locations Procedures

in the top right corner of the window or click . You will be returned to the Locations screen.

Location History –

The Location History displays address locations previously used by the employer. When a Primary Location address is edited, the former location address is moved to the Location History table. The record's inactive date is the date the primary location address was edited.

Location History Actions –

From the Locations screen, you can View or Reactivate an address listed in the Location History. Click the **Action**  button left of the address listed in the Location History table to complete an action.



Location History

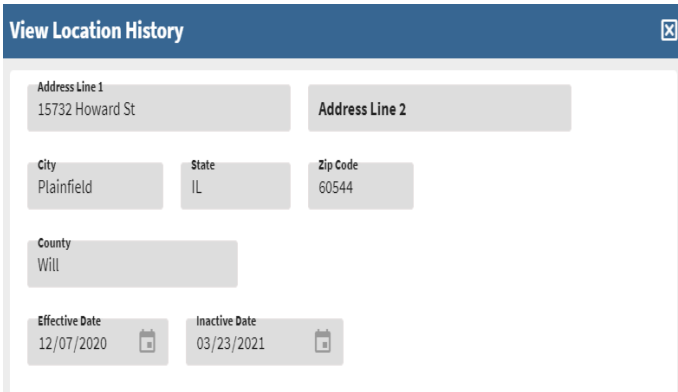
Actions

 View

 Reactivate

View a Location History record –



To view a Location History address, click the **Action**  button left of the address record and then select **View**. The **View Location History** box will appear for this address record. To close the View box, click the  in the top right corner of the window.

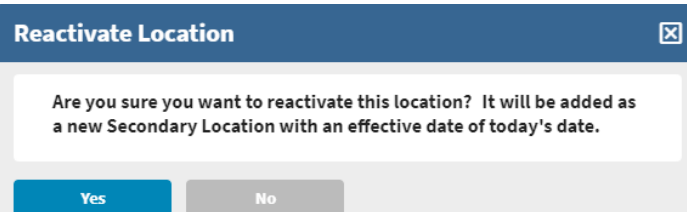


The "View Location History" dialog box displays the following information:

Address Line 1 15732 Howard St		Address Line 2
City Plainfield	State IL	Zip Code 60544
County Will		
Effective Date 12/07/2020	Inactive Date 03/23/2021	

Reactivate a Location History record -

A location address listed in the Location History table can be reactivated as a Secondary Location. Click the **Action**  button left of the address record and then select **Reactivate**. The **Reactivate Location** confirmation box will appear. If you want to reactivate the location history address, click . To close the Reactivate Location box, click the  in the top right corner of the window or click . You will be returned to the Locations screen.



The "Reactivate Location" dialog box contains the following text:

Are you sure you want to reactivate this location? It will be added as a new Secondary Location with an effective date of today's date.

Maintenance of the Employer Locations –

The **Locations** area of the Employer Portal should be maintained and updated on a regular basis or as needed. Proper maintenance is essential to safeguard both the organization and TRS.