

# Adding Eligible Employees

## For use with the Total Retirement Center (TRC)

### About the Add Eligible Process

This resource provides the steps to add new employees to Empower Retirement's system for enrollment purposes.

### How To Add Eligible Employees

1. Hover over the **Plan Management** tab and select **Add Eligible Employees** from the dropdown menu.



2. Enter the participant's social security number and click **Continue**.
3. Enter the participant's information and click **Save**. If you have more than one participant to enter, click **Save** and then **Add New**. Once all of the participants have been entered and saved, click the highlighted option on the bottom of the screen – **Return to Add Eligible List**.

**Participant Information**

Social Security #: 000000000

Prefix, First Name:

Middle Name:

Last Name, Suffix:

Date of Birth:  (mm/dd/yyyy)

Date of Hire:  (mm/dd/yyyy)

Total yrs. of Service:  as of 6/30/2017

Marital Status:  Unknown

Sex:  Unknown

Payroll Freq:

Eligibility Date:  (mm/dd/yyyy)

**Address**

Address1:

Address2:

Address3:

City:

State:

Zip Code:

Country:  United States

Language:  ENGLISH

Key Employee: ☐

[Cancel](#) [Save](#) [Add New](#) [Return to Add Eligible List](#) [Reset](#)

- On the next page you will see the participant or participants that you just entered into the system. Please confirm their information for accuracy and then click on the **Submit** button. This will transfer the participant's information into Empower's systems.

Delete	Social Security #	Messages	Date of Birth	Prefix	First Name	Middle Name	Last Name	Suffix	Date of Hire	Total yrs. of Service	Mar Sta
<a href="#">Delete</a>	000000000		1/1/1955		James		Smith		1/1/1985	33	Unkn

[Add](#) [Submit](#) [Download](#) [Print View](#)

- If the information was entered incorrectly, you can click the **Delete** option next to the participant's social security number and start the process over at step one.

On December 31, 2020, Empower Retirement acquired the retirement business of Massachusetts Mutual Life Insurance Company. Following an initial transition period, Empower Retirement will become the sole administrator of this business. Empower Retirement refers to the products and services offered by Great-West Life & Annuity Insurance Company and its subsidiaries, including Empower Retirement, LLC. Empower Retirement is not affiliated with MassMutual or its affiliates.