**Section 721.410 Registration and Enrollment**

a) The Board shall establish an implementation timeline under which employers shall register for the Program and facilitate enrollment of their employees into the Program. The Board shall approve the implementation timeline at a public meeting of the Board and make the timeline publicly available by posting it on the Board's or Treasurer's website (see Section 721.720).

b) After implementation, the Board shall identify and notify employers not yet registered for the Program and facilitate enrollment of their employees into the Program on an annual basis.

c) The program administrator shall notify employers of the dates on which registration and enrollment of employees may begin and the dates by which registration of employers and enrollment of employees must be complete. The program administrator shall also provide employers with access to an online portal to register for the Program and facilitate enrollment of their employees.

d) Registration Information

1) In order to register for the Program, employers shall verify the following information on the online portal:

A) Employer name and assumed business name, if any;

B) Federal Employer Identification Number;

C) Employer mailing address;

D) Name, title, telephone number and email address of an individual designated by the employer to serve as the point of contact;

E) Number of employees; and

F) Any additional information necessary for registration.

2) In the event that any of the information listed in this subsection (d) is not available on the online portal or inaccurate, employers shall provide the missing or correct information, as applicable.

e) An employer who lacks access to the internet may register for the Program and facilitate enrollment of its employees through alternate means established by the Program, including by phone and paper forms.

f) By a date specified by the Board, employers shall facilitate enrollment of their employees into the Program and provide the program administrator with the following information for each employee:

1) Full legal name;

2) Social security number or taxpayer ID number;

3) Date of birth;

4) Mailing address;

5) Employee's designated email address, if available;

6) Employee's phone number, if available; and

7) Any additional information needed to complete the enrollment when the information submitted for enrollment is unclear or insufficient, or when further information is required for purposes of administering the Program.

g) The Board shall establish an automatic enrollment process for employees, which shall include the establishment of an IRA by or on behalf of the State for each employee who has not opted out of the Program.

h) After initially facilitating enrollment of existing employees into the Program, participating employers shall enroll newly hired employees in the Program as soon as administratively possible, not to exceed 60 days after first payment of employee wages.

i) Participating employers shall not contribute to or endorse the Program, or execute any discretionary authority, control, or responsibility with respect to the Program.

j) Any employer who is not required to participate in the Program but receives a registration notification from the program administrator shall indicate to the Program, through the online portal or by contacting the program administrator, that it is not required to participate.

(Source: Amended at 47 Ill. Reg. 17903, effective November 16, 2023)