

BA-6a Internet screens &
instructions

RRB Employer Reporting System Login - Microsoft Internet Explorer

Address: https://securestage.rrb.gov/employer/login_screen.html

RRB RRB Employer Reporting System

You are accessing an official United States Government system, which may be used only for authorized purposes. Accessing this system to:

- make unauthorized modification to information on the system,
- enter false or fraudulent information on the system, or
- use the system for any unauthorized purpose

is a violation of federal law punishable by fines, imprisonment, or both. The government may monitor or audit usage of this system and all persons accessing the system are hereby notified that use of the system constitutes their consent to such monitoring and auditing.

By selecting the "I Accept" button below, you are certifying that you understand and agree to the above terms of use.

Start | Internet Explorer | Documents - Microsoft... | Documents - Microsoft... | RRB Employer Reporting System | 10:45 AM

RRB Employer Reporting System Login - Microsoft Internet Explorer

Address: https://securestage.rrb.gov/employer/login_screen.html

RRB Employer Reporting System

Please Login

User ID:

Password:

Submit

Submission of your User ID and Password will serve as your signature for certifying the information you submit while logged on this system.

Start | Internet Explorer | Microsoft Outlook | Document1 - Microsoft... | Document2 - Microsoft... | RRB Employer Reporting System | 10:46 AM

RRB ERS Application - Microsoft Internet Explorer

https://securestage.rrb.gov/scripts/broker.exe

RRB Employer Reporting System Logout E-mail

ERS Menu

- Outstanding Items
 - BA-4
 - BA-6a
 - ID-4E
 - ID-4K
- Forms
 - BA-4
 - BA-6a
- My Account
 - Edit My Account
- Reports
 - BA-4 Summary
 - ID-4E/4K Summary
- Utilities

Success Signing In!

Welcome, **Tester 3345**.

Outstanding Items Requiring Processing

FORM	SSN	Last Name	Date/Comp-Year	Status	Comments
BA-4	[REDACTED]	OCONNOR	2002		Initiated by GL-129a Approval
BA-4	[REDACTED]	NAPOLITANO	2002		
BA-6a	[REDACTED]	CLAY			
BA-6a	[REDACTED]	LANDI			
BA-6a	[REDACTED]	BRADL			
GL-129a	[REDACTED]	FERRO	2002		
GL-129a	[REDACTED]	JACKSON	2003		
ID-4E	[REDACTED]	PARKER SR	2005		
ID-4E	[REDACTED]	PARKER SR	2005		
ID-4E	[REDACTED]	PARKER SR	2006		
ID-4E	[REDACTED]	PARKER SR	2006		
ID-4E	[REDACTED]	MORGAN JR	2005		

Start Inbox - Microsoft Document1 - Mic Document2 - Mic RRB ERS Application EN 11:56 AM

RRB ERS Application - Microsoft Internet Explorer

https://securestage.rrb.gov/scripts/broker.exe

RRB Employer Reporting System Logout E-mail

ERS Menu

- Outstanding Items
 - BA-4
 - ID-4E
 - ID-4K
- Forms
 - BA-4
 - BA-6a
- My Account
 - Edit My Account
- Reports
 - BA-4 Summary
 - ID-4E/4K Summary
- Utilities

BA-6a's Requiring Processing

[Submit New BA-6a](#)

Form	SSN	Last Name	Comp Year	Status	Notices
BA-6a	[REDACTED]	[REDACTED]			

RRB ERS Application - Microsoft Internet Explorer

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Address <https://securstage.rrb.gov/scripts/broker.exe> Go

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ER RRB Employer Reporting System Logout | E-mail

ERS Menu

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US Railroad Retirement Board
Form BA-6a (12-03)

Form Approved
OMB No. 3220-0005

Form BA-6 Address Report

Employer BA Number:

Social Security Number:

Employee Last Name:

Initial(s):

Street Address:

City:

State:

Zip Code:

The information contained in this report is required by law under Section 7(b)6 of the Railroad Retirement Act (RRA) and Section 209.12 of the Code of Federal Regulations. I affirm that to the best of my knowledge, the information I have given is true, complete, and correct. I understand that failure to report or the making of a false or fraudulent report can result in criminal prosecution or civil penalties, or both.

Paperwork Reduction Act Notice

RRB Employer Reporting System

Logout E-mail

Address <https://secure.rrb.gov/scripts/broker.exe>

Employee Last Name:

Paperwork Reduction Act Notice - Microsoft ...

We estimate this form takes an average of 10 to 15 minutes to complete, including the time for reviewing the instructions, getting the needed data, and reviewing the completed form. Federal agencies may not conduct or sponsor, and respondents are not required to respond to, a collection of information unless it displays a valid OMB number. If you wish, send comments regarding the accuracy of our estimate or any other aspect of this form, including suggestions for reducing completion time, to Chief of Information Resources Management, Railroad Retirement Board, 844 N. Rush St, Chicago, IL 60611-2092.

Close Window

ERS Menu

- Outstanding Items
 - BA-4
 - BA-6a
 - GL-129a
- Forms
 - BA-4
 - BA-6a
 - GL-129a
- My Account
 - Edit My Account
- Reports
 - BA-4 Summary
- Administrator
- Accounts
 - Create Account
 - Modify Account
 - Modify Password
 - Delete Account
 - Unlock Account
 - Account Information
 - Password

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5:20 PM

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Chapter 3b: How to Initiate Service and Compensation Reports - Form BA-6a, BA-6 Address Report

BA-6a initiated by employer

Employers are responsible to annually report addresses for new hires in the previous year. Address changes are reported by the employee, not the employer.

Click BA-6a under the Forms menu. This brings up a blank BA-6a screen. Enter the employee identifying data as usual. Only the first five letters of the surname are required but a complete last name may be helpful. Keep in mind that these are new hires and, as such, may be new records at the RRB. Entry of a middle initial is optional. Type the address information and click the approve button.

Process buttons

-
- **Approve** - click this to process the completed BA-6a and certify the data to the RRB.
 - **Reset** - click this to clear your address entries.
 - **Cancel** - click this to exit the BA-6a process without updating an address.
 - **Delete** - click this to delete the BA-6a form.
-

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Employer Reporting Instructions
Part 9: Employer Reporting System (ERS) Internet User Instructions

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**Chapter 4a: How to Reply to Request from RRB - Form BA-6a, Form BA-6
 Address Report**

BA-6a request	<hr/> <p>If the RRB received a service and compensation report for an employee for whom no address was reported, the RRB will send the employer a BA-6a request. The request will appear in the Outstanding Items list. To work a BA-6a request, select Outstanding Items from the menu and click the employee's SSN from the list. This brings up the BA-6a screen pre-filled with identifying data for the employee. Type the address information and click the update button. Instructions for maximum address length and state abbreviations are in the <u>appendices</u> section.</p> <hr/>
Process buttons	<ol style="list-style-type: none"> 1. Approve - click this to process the completed BA-6a. 2. Reset - click this to clear your address entries (pre-filled data will remain.) 3. Cancel - click this to exit the BA-6a process without updating an address. 4. Delete - click this to delete the BA-6a form. Use this if the employee no longer works for your company and you have exhausted all resources for obtaining an address. <hr/>
Address cannot be developed	<p>If you do not have, or cannot develop, an address for the employee, delete the pending BA-6a requests, click the e-mail button, and advise us that no address can be located. Be sure to include the SSN.</p> <hr/>
Information about the function to download outstanding addresses	<p>The download feature is intended to aid employers in searching and capturing the address information from the employer's records. Once the address is located it is presumed that the information will be entered to the BA-6a Internet screen. There is no process by which you can upload the addresses from your PC to the BA-6a outstanding screens. Addresses can be downloaded more</p>

than once.

If you choose to post the addresses to your PC file, rather than the Internet screens, you will have to send to PC file to the RRB. If you are not working the address requests on the Internet, you will need to delete the requests from the Internet. Downloading the addresses does not remove the requests from the Internet.

**How to
download
outstanding
address
requests**

To download address requests, select BA-6a from the forms menu. Select the "Download Outstanding BA-6a's" option at the top of the list. (The download option will not appear if you select "Outstanding Items" because that list includes other outstanding forms.) Follow the screen instructions. If you get a security alert during the download process, click "Save." You will then select a location and file name. (If you click "Open," you can do a "File-Save-as.") When you open the saved file, it will be displayed differently depending on your screen size and settings. You may wish to unselect "wrap" which is under the Format menu if you are using Notepad.

**Delete
outstanding
BA-6a's
option**

This function appears at the top of your Outstanding BA-6a list. Choosing this function will delete all outstanding BA-6a requests from the ERS system for the BA number corresponding to your access. This will not just delete the items from your display but from the display of anyone else who has BA-6a access for that BA number.

This function is intended to be used by persons who had first downloaded the BA-6a requests to their PC, worked the requests, and filed the addresses with the RRB via another means such as a disk report. It is best not to immediately delete all requests after downloading because if the downloaded file is lost or corrupted, you cannot restore the deleted requests. We suggest that you delete the requests when the addresses are filed with the RRB.

