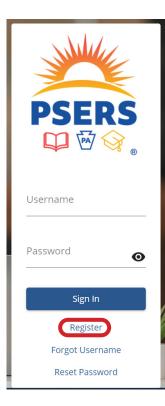


## PSERS Member Self-Service Portal Quick Start Guide

The PSERS Member Self-Service (MSS) Portal offers you secure, convenient, 24/7 access to your pension account information. With the MSS Portal, you can conduct many pension plan-related transactions online instead of filling out paper forms or contacting PSERS staff.

**Register today!** To get started, follow the instructions below to register for your MSS Account. All you need is your PSERS ID and a valid email address.

**Getting Started.** Visit **psers.pa.gov** and click on the link for the MSS Portal. When the pop-up window opens, select "Register."



2 Review the Terms and Conditions and Verify your Identity. To register, you will need to click "Accept" on the Terms and Conditions page. On the Verify Identity page, enter your Social Security number (SSN), date of birth, and PSERS ID. Then, click "Next." Note: Your information must match what PSERS has on file in order to proceed with your registration.

		•	•	
Terms and Conditions	Verify Identity	Account Details	Multi-Factor Authentication	Registration Successful
SN *				
ate of Birth *				

## Need Your PSERS ID?

If you are new to PSERS, your PSERS ID is printed on the materials in your Welcome Packet. Otherwise, look for your PSERS ID in the top corner of any recent PSERS correspondence mailed to your home. You can also connect with PSERS at ContactPSERS@pa.gov or 1.888.773.7748 to have your ID mailed to you.

<ul> <li>3 Create a Username and Password. Your password must have a minimum of eight characters, with at least one of each of the following:</li> <li>Uppercase letter</li> <li>Lowercase letter</li> <li>Number</li> </ul>	4 Complete Multi-Factor Authentication. To protect access to your account, we require you to enter your PSERS ID or a verification code that we will send you. To enter your PSERS ID, select "I already have a code."			
Account Setup	Account Setup			
Conditions     Verify Identity     Account Details     Multi-Factor     Registration Successful     Authentication	O     O			
All fields are required. The password is case sensitive.  Password must have a minimum of 8 characters Password must have a minimum of 1255 characters Password must have a minimum of 1 characters Password must have a minimum of 1 capital letters Password must have a minimum of 1 lower case letters The password should not contain a continuous string of four characters from the first name, last name, or username. Name Username *	Choose delivery method to receive a verification code In order to protect access to your account, we require you to enter your PSERS ID or a verification code that we will send you. Which would you prefer? Note: To enter your PSERS ID, select "I already have a code." Delivery Method  I already have a code Voice - (***).***. Text - (***).***.			
Password *	Cancel Previous I Next			

5 Registration Complete. You will see the message below confirming your successful registration. You'll also receive email confirmation of your registration. If you do not receive an email within 24 hours, check your MSS Account to ensure the email you provided is correct.



For more information on the MSS Portal, visit PSERS.PA.GOV. Questions about the MSS Portal? Please connect with PSERS at ContactPSERS@pa.gov or 1.888.773.7748.

PSERS Member Self-Service: Your Pension Account—Online, Anytime