

How to Register for MyNYCERS

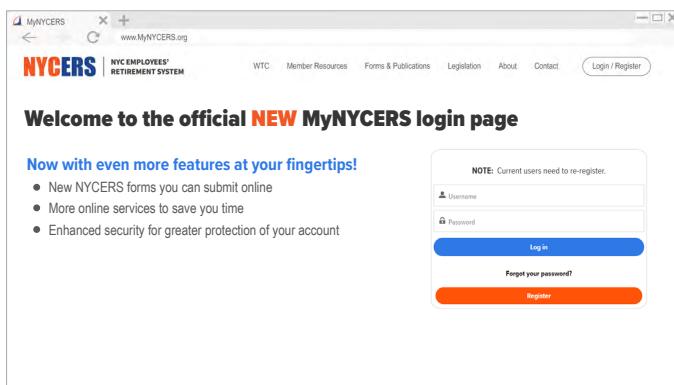
NYCERS

NYC EMPLOYEES'
RETIREMENT SYSTEM

March 2021



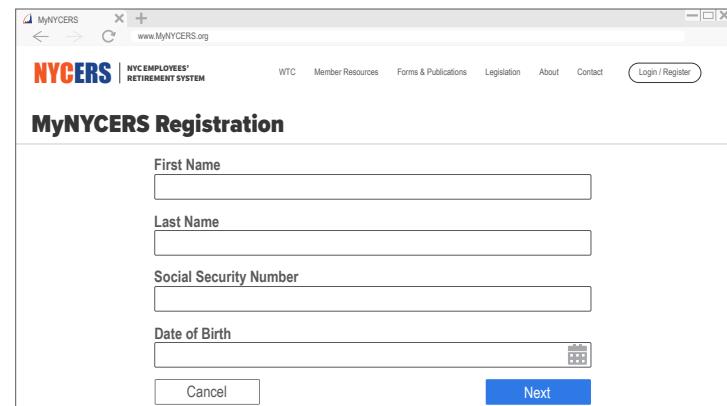
MyNYCERS is your secure online portal to your NYCERS pension account. It has many features, including forms and applications you can file online. Follow the steps below to sign up for MyNYCERS. It's fast, easy, and secure.



Step 1 – Go to www.MyNYCERS.org

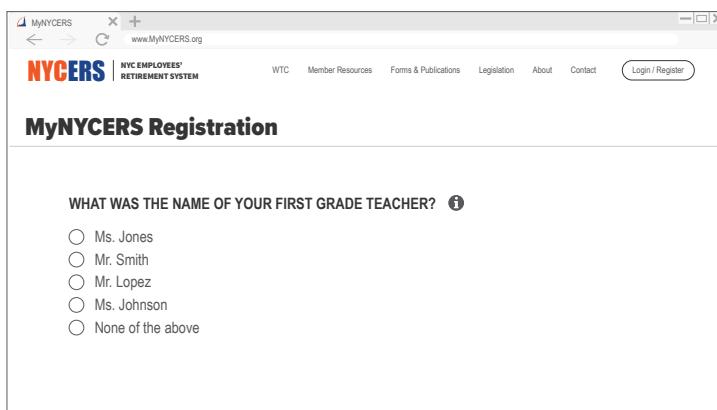
Note: If you registered for MyNYCERS prior to April 2020, you will need to re-register on the new site.

Once the page is open, click the **Register** button to begin.



Step 2 – Tell Us Who You Are

Enter your First Name and Last Name (exactly as they appear in NYCERS records), Social Security Number, and Date of Birth. After reviewing and agreeing to the Terms & Conditions, click **Next**.



Step 3 – Verify Your Identity

NYCERS relies on independent, third-party verification questions to confirm your identity when creating your account.

Step 4 on next page...

How to Register for MyNYCERS Brochure #967 – Page 1



340 Jay Street, Bklyn, NY
Mezzanine level



Forms, Brochures,
Fact Sheets at
www.nycers.org



Upload Documents at
www.mynycers.org



(347) 643-3000
M - F, 8am to 5pm



30-30 47th Avenue, 10th Fl.
Long Island City, NY 11101

MyNYCERS Registration

Email Address

Mobile Phone

User Name

Password

Step 4 – Create Your Login Credentials

Enter a valid Email Address, Mobile Phone, User Name and Password. User Name must be in the form of an email address. Password must be at least 8 characters, including one capital letter, one number and one special character (!,@,#,\$,%). To prevent errors, you will be asked to enter your password twice. Click **Sign Up** when complete.

Step 5 – Log In

Click the button to **Log In** and complete your account registration.

Your MyNYCERS account registration is almost complete.

A welcome email has been sent to email@provider.com.

To complete registration, log in now and follow the two-factor authentication instructions.

Two-Factor Authentication

Verify Your Identity

To access your MyNYCERS account, enter the verification code sent to you via SMS or Email.

Step 6 – Two-Factor Authentication

To complete registration, members are required to verify their identity using two-factor authentication. You can choose to have the verification code sent to the email address or mobile number you provided in Step 4.

