

# How to Register for MyNYCERS

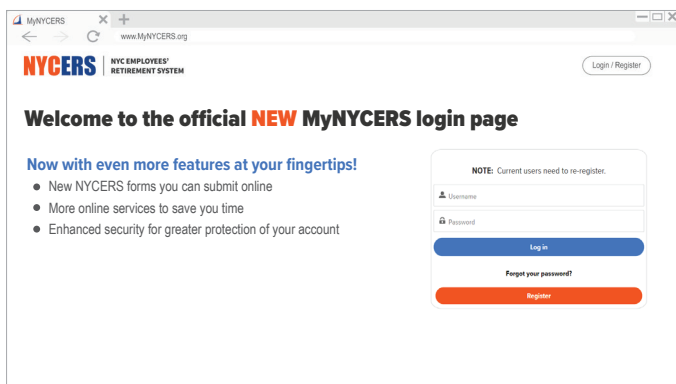


NYC EMPLOYEES'  
RETIREMENT SYSTEM

April 2022



MyNYCERS is your secure online portal to NYCERS and gives you the power to manage your pension account anytime, anywhere, on any device. Register today to review your account details, track a pending transaction, manage your beneficiaries, request a loan, make a payment, file for retirement, and more!

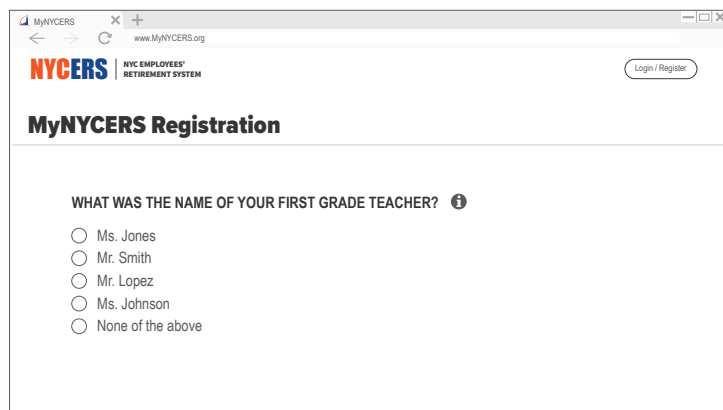
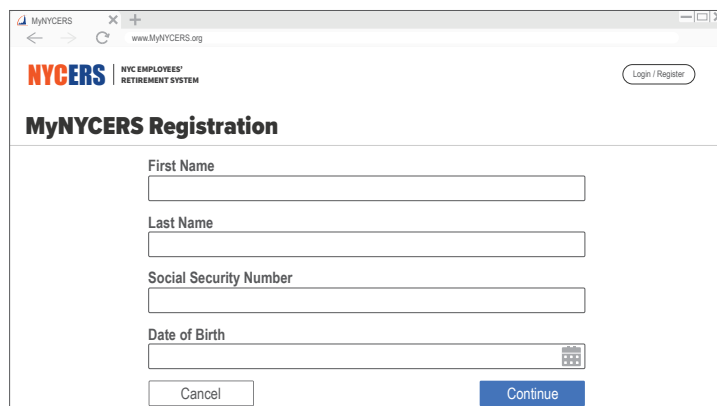


## Step 1 – Go to [www.MyNYCERS.org](http://www.MyNYCERS.org)

Click the **Register** button to begin.

## Step 2 – Tell Us Who You Are

Enter your legal first and last name (no nicknames or abbreviations), Social Security Number, Date of Birth, personal email, mobile number, member or pension number, and address. After reviewing and agreeing to the Terms & Conditions, click **Continue**.



## Step 3 – Verify Your Identity

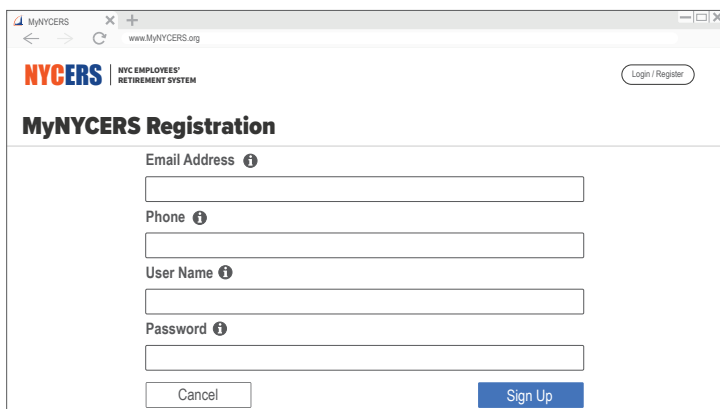
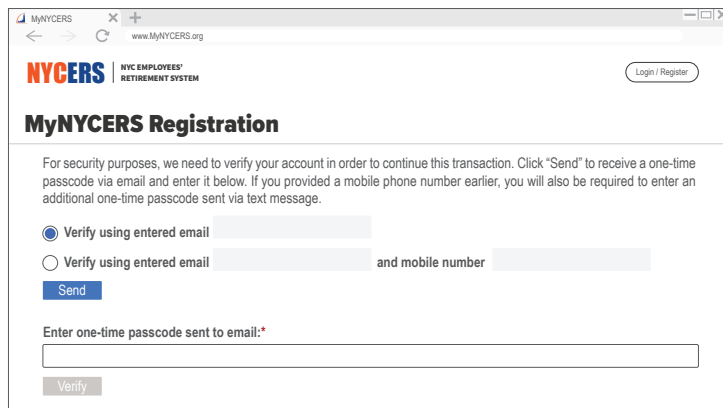
NYCERS relies on independent, third-party verification questions to confirm your identity when creating your account.

**Step 4 on next page...**



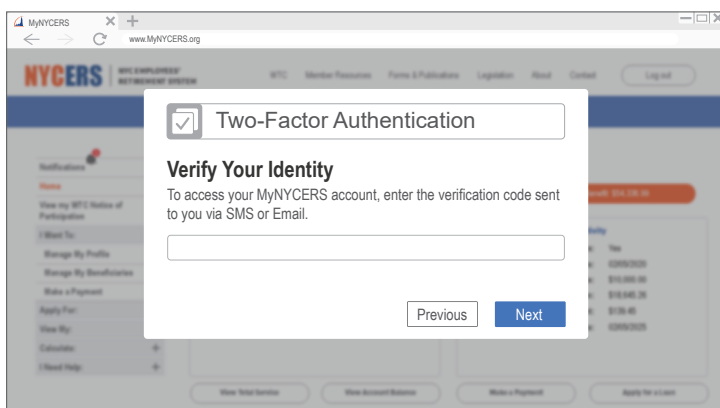
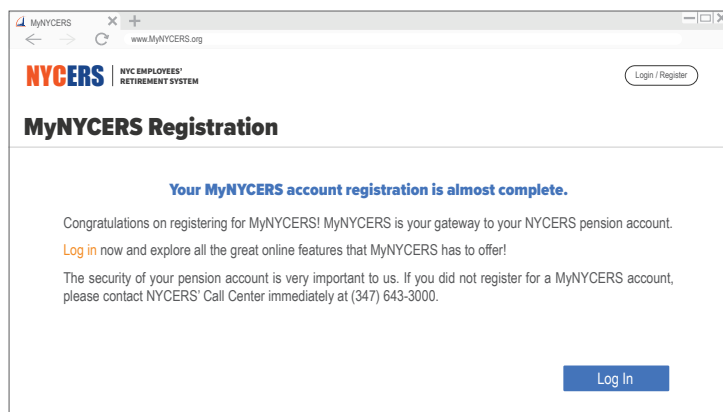
## Step 4 – Verify Contact Information

Click **Send** to receive a one-time passcode via email and enter the code into the appropriate field to continue. Members that provided a mobile number will also be required to enter an additional one-time passcode sent via text. Click **Continue** to go to next Step.



## Step 6 – Log In

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



## Step 5 – Create Your Login Credentials

Your email address will be used as a User Name by default. You can edit the User Name but it must remain in the form of an email address. Next, follow the on-screen instructions to create a Password. 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 7 – Two-Factor Authentication

To successfully log in, 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 2.

