

# How to Register for MyNYCERS

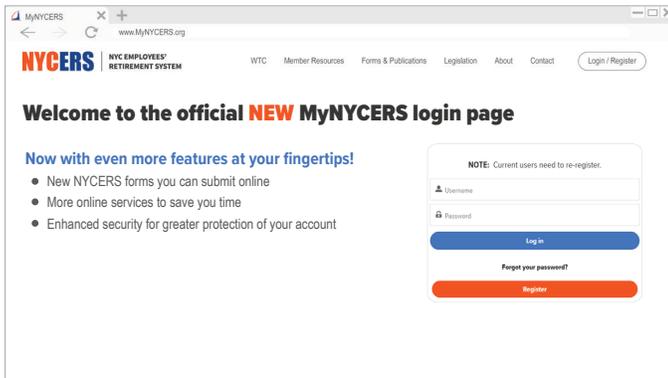


NYC EMPLOYEES'  
RETIREMENT SYSTEM

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MyNYCERS is your secure online portal to your NYCERS pension account. A new enhanced version is now available with many new features and applications you can file online. Follow the steps below to sign up for the new MyNYCERS. It's fast, easy, and secure.



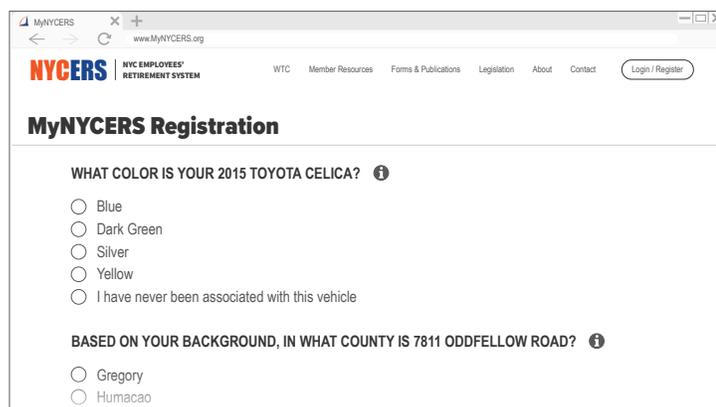
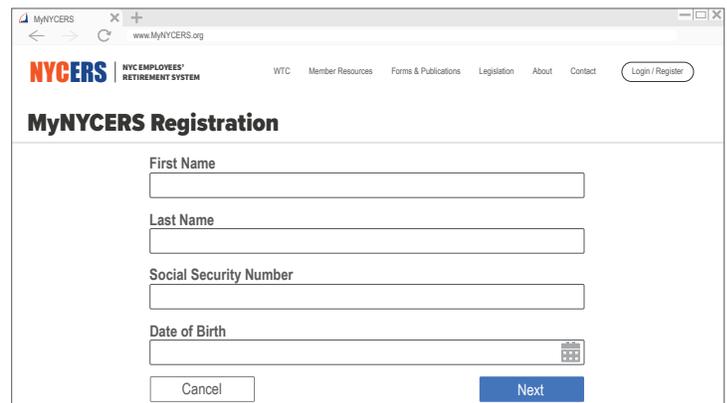
## Step 1 – Go to [www.MyNYCERS.org](http://www.MyNYCERS.org)

**Note:** If you registered for MyNYCERS in the past, 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 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

You will be asked three questions which will help NYCERS positively identify you. Answering incorrectly will trigger an additional two questions which must both be answered correctly in order to continue. These questions are provided by a third party source to verify your identity and protect your account.

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



The screenshot shows the MyNYCERS Registration page. At the top, there is a navigation bar with the NYCERS logo and links for WTC, Member Resources, Forms & Publications, Legislation, About, and Contact. A 'Login / Register' button is also present. The main heading is 'MyNYCERS Registration'. Below this, there are four input fields: 'Email Address', 'Mobile Phone', 'User Name', and 'Password'. Each field has an information icon to its right. At the bottom of the form, there are two buttons: 'Cancel' and 'Sign Up'.

## 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.

The screenshot shows the MyNYCERS Registration confirmation page. The heading is 'MyNYCERS Registration'. Below the heading, there is a message: 'Your MyNYCERS account registration is almost complete.' followed by 'A welcome email has been sent to email@provider.com.' and 'To complete registration, log in now and follow the two-factor authentication instructions.' At the bottom right, there is a blue 'Log In' button.

The screenshot shows the MyNYCERS Two-Factor Authentication verification screen. A modal window is open with the title 'Two-Factor Authentication' and a sub-heading 'Verify Your Identity'. The text reads: 'To access your MyNYCERS account, enter the verification code sent to you via SMS or Email.' Below this is an input field for the verification code. At the bottom of the modal, there are 'Previous' and 'Next' buttons.

## 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.

