

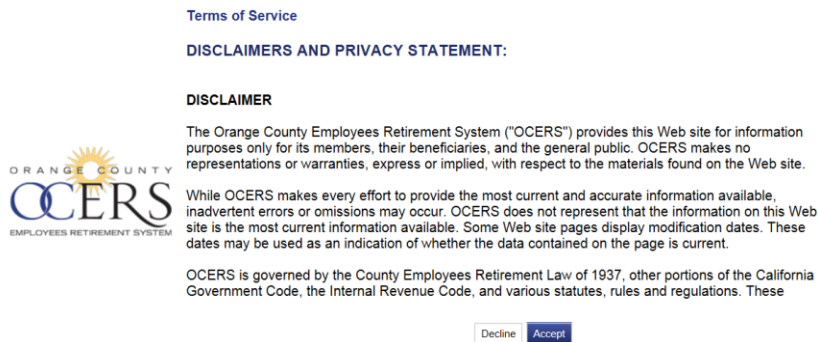
HOW DO I REGISTER?

1. Open a web browser and type the <http://www.ocers.org> web address to navigate to the OCERS website.
2. An MSS link on this page will take you to the *Member Log In* page (Figure 1):

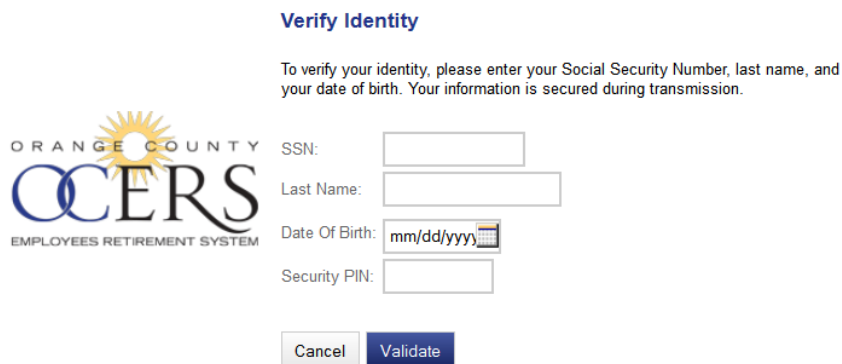


Figure 1 Member Self-Service (MSS) Portal Log In page

3. Click the **Register** link.
The *Terms of Service* page opens.



4. Review and click **Accept** to continue to the *Verify Identity* page.



5. Type your social security number (with or without hyphens) in the **SSN** field.
6. Type your last name in the **Last Name** field.
7. Type your birthdate in the **Date Of Birth** field in the MM/DD/YYYY format or click the calendar icon to select the month, date and year.

8. Enter your Security PIN. This PIN will have a one-time use during registration only.
9. Click **Validate**.
The *Account Setup* page opens.

Account Setup

Account

All fields are required. The password is case sensitive.

Name: WILMES, ADRIENNA

Username:

Enter New Password:

Confirm New Password:

Username Restrictions:

- Username must have a minimum of 8 characters
- Username cannot exceed 32 characters

Password Restrictions:

- Passwords must have a minimum of 8 characters
- Password must have a minimum of 1 numeric characters
- Password must have a minimum of 1 capital letters
- Password must have a minimum of 1 lower case letters

Security Questions

Security questions are used in-case you ever need to recover your password.

Select First Security Question:

Enter Answer to First Question:

Email Address

Your email address is used for all communications from the fund office. It will remain private and it will not be shared with outside companies.

Enter Email Address:

Re-enter Email Address:

10. Type a user name in the **Username** field, using the following username requirements:
 - ▶ Eight character minimum to thirty two character maximum.
11. Type a new password in the **Enter New Password** field, using the following password requirements:
 - ▶ Eight character minimum.
 - ▶ Include a minimum of one numeric character, one capital letter, one lower case letter, and one special character (i.e., !, \$).
12. Retype the new password in the **Confirm New Password** field.
13. In the *Security Questions* section, click the **Select First Security Question** drop-down list to select a security question to answer.

Security Questions

Security questions are used in-case you ever need to recover your password.

Select First Security Question:

Enter Answer to First Question:

Email Address

Your email address is used for all communications from the fund office. It will remain private and it will not be shared with outside companies.

What color was your first car? What is your first child's middle name? What is your mother's maiden name? What is your father's middle name? What is your city of birth? What is the name of your favorite pet? What is the name of your high school? What is the last name of your closest childhood friend?
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14. Type an answer to the security question in the **Enter Answer to First Question** field.

15. In the *Email Address* section, type an email address used in all communications with OCERS in the **Enter Email Address** field. *This should be a personal e-mail address and not a work e-mail.*
16. Type the email address again in the **Re-enter Email Address** field.
17. Click **Submit**.
The application returns you to the *Member Log In* page and you will receive a confirmation email that confirms registration was successful.



The image shows a web page titled "Member Log In" for the Orange County Employees Retirement System (OCERS). On the left is the OCERS logo, which includes a sun icon and the text "ORANGE COUNTY", "OCERS", and "EMPLOYEES RETIREMENT SYSTEM". To the right of the logo are two input fields: "User Name" and "Password". Below these fields is a blue "Log In" button. At the bottom of the page, there is a navigation bar with links for "Register", "Forgot User Name", "Forgot Password", and "Help".