HOW DO I REGISTER?

1. Open a web browser and type the https://www.ocers.org web address to navigate to the OCERS website.
2. A myOCERS link (button) on the page will take you to the Member Log In page (Figure 1):

   ![Member Portal Log In page](image)

   *Figure 1 Member 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.

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.

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-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.