

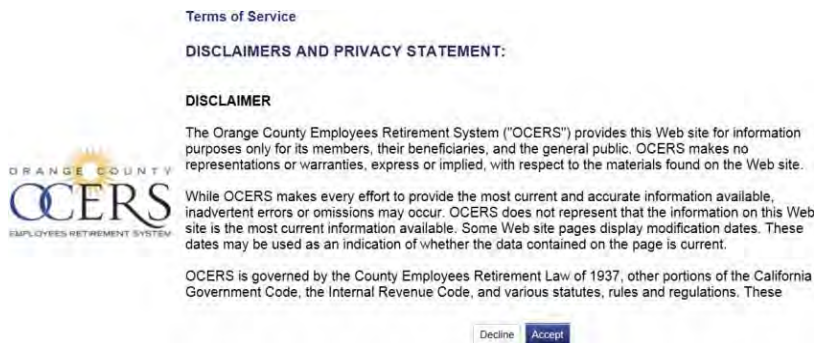
HOW DO I REGISTER?

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):



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.

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.

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 worke-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 form titled "Member Log In" for the Orange County OCERS Employees Retirement System. On the left is the OCERS logo, which includes a sun icon and the text "ORANGE COUNTY OCERS 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 form, there are four links: "Register", "Forgot User Name", "Forgot Password", and "Help".