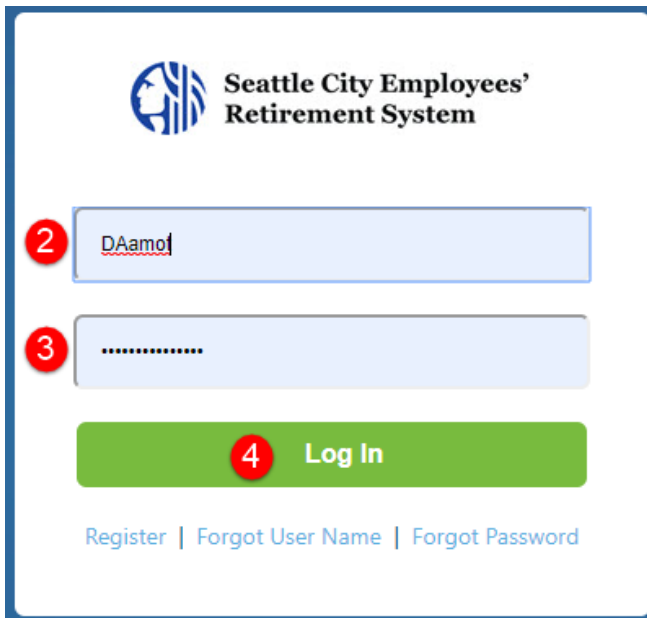# Logging into MSS

After you register, you will login to MSS using the **username and password** credentials you established during registration.

1. From the SCERS MSS Portal web page, click on the "Go to MSS Login" button or type https://seattleretirementportal.vitechinc.com/v3prodmss into your browser.

    Result: The *Login* page for the SCERS Member Self Service portal displays.

2. Enter your **Username**.

3. Enter your **Password**.

4. Click **Log In**.

    Result: The *Login Verification* page displays, allowing you to select if you want the one-time login code to be sent to the Contact email address you used to register (or have since updated) or to a phone number associated with your retirement account by text or phone call. The full Contact email address or Phone number is "masked" for additional security.

    SCERS MSS portal uses "2 Factor Authentication" as extra security to protect your information.

    This security feature requires you to enter a unique login code each time you log into the MSS portal.

Member Self Service Login Instructions

Log in code Options:

You can choose to have your login code sent to your contact email address, or phone number on file with SCERS. If you select a phone number, you will need to also choose if you want the code sent by text message or phone call.

5. Click **Next**.

    Result: The *Login Verification* page updates to provide a text box to enter the login code.

The login code is valid for 15 minutes. If you have not received your login code after 15 minutes, click Resend Code.

If you selected the text option and have to request the code be resent, you will receive an automated phone call to the same phone number instead of a text message.

6. Check your Contact email account or phone to obtain the login code

   ■ Check your Contact email to obtain the login code if you selected the email option.
   ■ Check your Phone text message to obtain the login code if you selected the" Send me a Text Message".
   ■ Accept/Receive a call on your phone and follow the instruction to obtain the login code if you selected the" Call me on this number".

7. Enter the **Login Code** in the text box.
8. Click **Done**.

   Result: Your MSS *Home* page displays.