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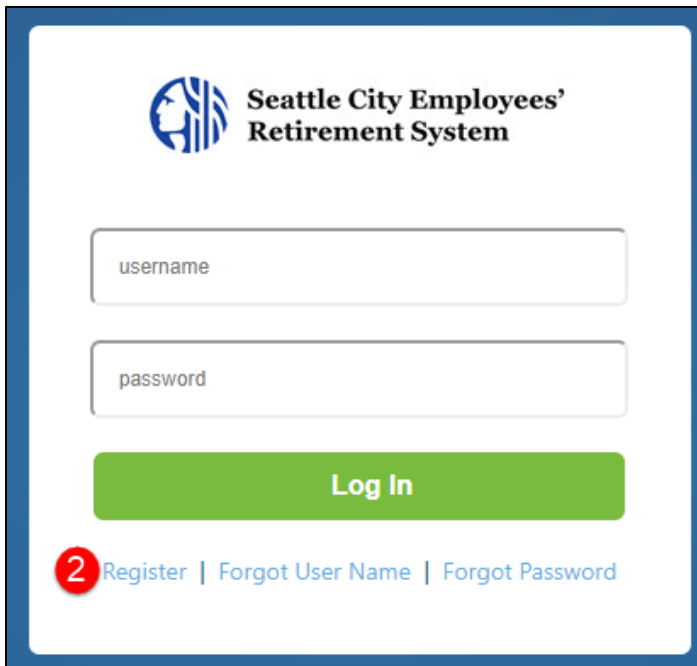
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Registering for Access to the MSS Portal

1. Use your Internet Browser to access the SCERS MSS Login Page provided in the letter you received.
2. Click **Register**.



Result: The *Terms of Use* page displays.

3. Click **Accept** after reading the *Terms of Use*.

Result: The *Verify Identity* page displays.

4. The system will prompt you for information to verify your identity.

5. Click **Validate**.

Result: The *Account Setup* page displays.



Member Self Service Registration and Login Instructions

If you receive the following message,

Incorrect data has been entered. Please ensure all fields contain accurate data.

Review and correct the information entered and click Validate. Contact SCERS directly if you are having problems.

If you receive the message, "Member is already registered", enter your Username and Password to log in.

If you do not remember your Username, click the **Forgot Username** link.

If you forgot your password, click the **Forgot Password** link to change your password. (You need your Username to change your password.)

6. Enter the following information in the *Accounts* section:

- Username:** Type a Username you will use to log in. This cannot be more than 30 characters. For your added protection, SCERS does not recommend using an email address.
- Enter New Password**
- Confirm New password**

7. Scroll down to the *Security Questions* section.

8. Select a security question from the drop-down list

9. Type an answer to question.

10. Repeat Steps 8-9 for the remaining questions/answers.

Note The answers may be the same for each question.

11. Scroll down to the *Email Address* section.

12. Enter your "contact" email address:

Note This is a personal, unique Contact email address not shared with any other MSS user. Emails will be sent to you from SCERS using this email address. This email is required to complete your registration.

- Enter Email Address**
- Re-enter Email Address**

13. Click **Submit** after all information is entered on the page.

Result: A *Registration Successful* message displays. You will receive an email to verify the Contact email address you entered in Step 12. Ensure you follow the steps in the email you receive.

Member Self Service Registration and Login Instructions

Note If you receive a validation message, you need to correct the information. Then click, Submit again. Repeat as needed until you see the Registration Successful message.

14. Close the Internet Browser.
15. Check your contact email account for an email from SCERS.
16. Use the **MSS Login** link in the email to re-open the *MSS Login* page.

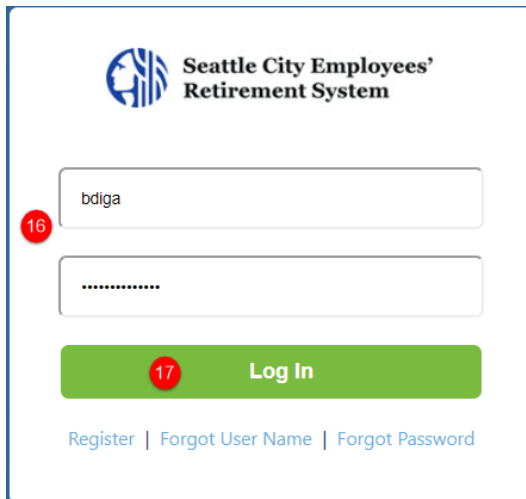
Note Clicking the link validates your registration and contact email address. Please complete this step within 24 hours of registering or else the **MSS Login Link** will expire. If the **MSS Login link** has expired, please refer to

Note

Note [Re-Send Verification](#) Link.

Result: The *MSS Login* page opens.

17. Enter the **Username** and **Password** you set up.
18. Click **Log In**.



Result: The **Login Verification** page displays. Follow the instructions provided in [Logging into MSS](#).

Logging into MSS

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

You may need to read and accept the SCERS Terms of Use agreement in the following conditions:

- During Registration

Member Self Service Registration and Login Instructions

- The first login after registration
- After SCERS updates the Terms of Use agreement

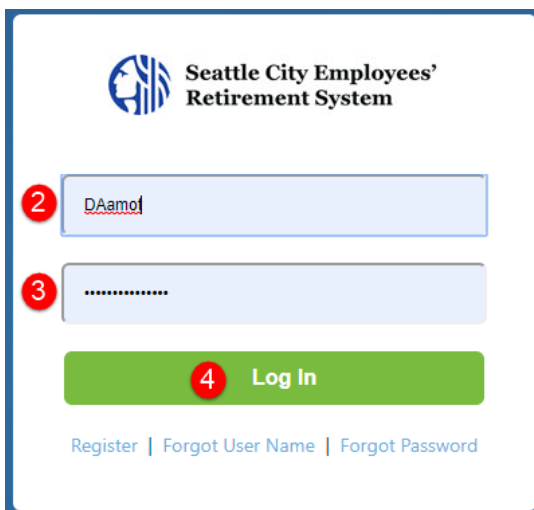
Note SCERS MSS portal uses “2 Factor Authentication” as extra security to protect your information. This enhanced security feature requires you to use your Username, Password, as well as a **Login Code** sent to you each time you log in to the portal. The Login Code is either emailed to the Contact Email address you established when you registered for access to the SCERS MSS portal or is sent via call or text to a home/cell phone number associated with your retirement account.

See the instructions for logging in below for full information.

1. Use your Internet Browser to access the MSS’s *Login* page using the provided URL in the letter you received from SCERS.

Result: The *Login* page displays.

2. Enter your **Username**.
3. Enter your **Password**.
4. Click **Log In**.




Result: The *Login Verification* page displays, indicating a login code will be sent to the Contact email address you used to register (or have since updated) or, by selecting “Send me a Text Message” or “Call me on this number”, to a phone number associated with your retirement account. The full Contact email address or Phone number is “masked” for additional security.

5. Click **Next**.



Member Self Service Registration and Login Instructions

Login Verification

 For added security, a login code is required. Click Next and a code will be sent to the delivery method of your choice below.

cu*****@test.com

*****2022

Send me a Text Message

Call me on this number

*****2079

Send me a Text Message

Call me on this number

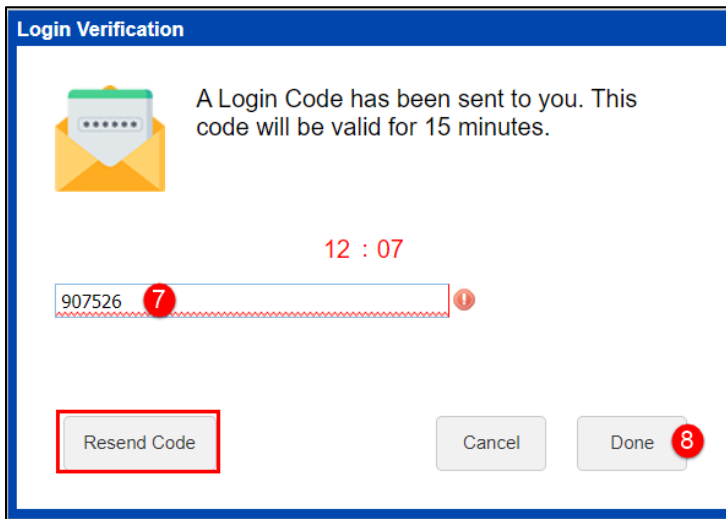
Result: The *Login Verification* page updates to provide a text box to enter the login code.

The login code is valid for 15 minutes. If the time passes, click **Resend Code**.

Note 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".

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

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



Login Verification

A Login Code has been sent to you. This code will be valid for 15 minutes.

12 : 07

907526 7

Resend Code Cancel Done 8

Result: Your *MSS Home* page displays.

Note The *Terms of Use* agreement page may display at this point. Read and click **Accept** to display your *Home* page when this occurs.

Re-Send Verification Link (for Registration)

If your **MSS Login** link has expired, you will need to follow these steps:

1. Use the **MSS Login** link in the email to re-open the *MSS Login* page.

Result: The *MSS Login* page opens.

2. Enter the **Username** and **Password**.
3. Click **Log In**.

Result: The **Login Verification** page displays with the **Resend Verification Link** button.

4. Click **Resend Verification Link**.



Member Self Service Registration and Login Instructions

Seattle City Employees'
Retirement System

Validation link expired
The account is not verified. Please check for an email sent during registration or click below to resend a verification link.

Resend Verification Link

haining X

password

4 Log In

Register | Forgot User Name | Forgot Password

5. **Resend Verification Link Email** confirmation page displays.

Resend Verification Link Email

Your email address on file is h**@gmail.com . The verification link will be sent to this email address.

OK Cancel

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6. Click **Ok**.
The full Contact email address is “masked” for additional security.
7. Close the internet browser.
8. Check your contact email account for a new email from SCERS.
9. Use the **MSS Login** link in the new email to re-open the *MSS Login* page.

Result: Follow the instructions provided in [Logging into MSS](#).