

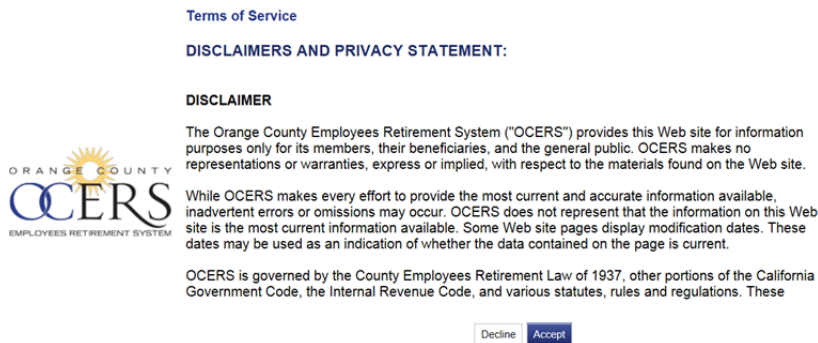
myOCERS Registration Instructions

HOW DO I REGISTER?

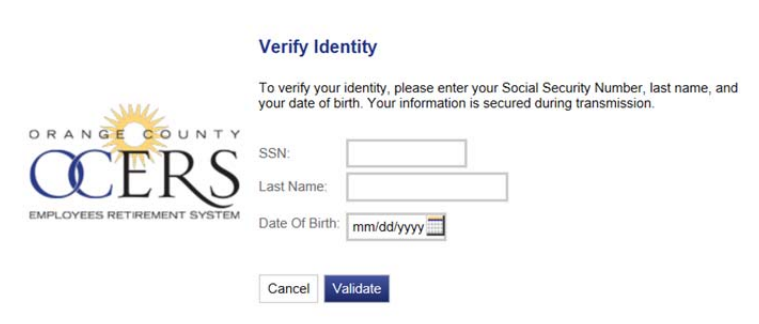
1. Click on the myOCERS link to take you to the *Member Log In* page:



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



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



4. Type your social security number (with or without hyphens) in the **SSN** field.
5. Type your last name in the **Last Name** field.
6. 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.
7. Click **Validate**.

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Note: When there is a high volume of user traffic, the application may return you to a blank *Verify Identity* page to reenter your social security number, last name and birthdate. Please reenter information and click validate. You may need to perform this step 3-4 times before the application processes your request and opens the *Account Setup* page.

The *Account Setup* page opens.

Account Setup

Account

All fields are required. The password is case sensitive.

Name: SMITH, JOHN

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 alphabetic characters
- Password must have a minimum of 1 numeric characters
- Password must have a minimum of 1 non alpha numeric characters
- Password must have a minimum of 1 capital letters
- Password must have a minimum of 1 lower case letters
- Password cannot be set to any of the previous 6 passwords

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:

- Type a user name in the **Username** field, using the following username requirements:
 - ▶ Eight character minimum to 32-character maximum.
- 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., !, \$).
- Retype the new password in the **Confirm New Password** field.
- In the *Security Questions* section, click your **Select First Security Question** from the drop-down list.
- Type your answer to the security question in the **Enter Answer to First Question** field.
- In the *Email Address* section, type your email address in the **Enter Email Address** field.

Warning: Though this is a required field, some members and payees may not have an email address. We recommend that you create one or use a trusted family member's e-mail. Whatever e-mail is used should be kept in case you need to [retrieve a forgotten user name](#) in the future.
- Type the email address again in the **Re-enter Email Address** field.

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15. 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 screenshot shows the 'Member Log In' page 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', and 'EMPLOYEES RETIREMENT SYSTEM'. To the right of the logo, the heading 'Member Log In' is displayed in blue. Below the heading are two input fields: 'User Name' and 'Password'. A blue 'Log In' button is positioned below the password field. At the bottom of the page, there is a navigation bar with links for 'Register', 'Forgot User Name', 'Forgot Password', and 'Help'.

You are now ready to log in and begin using the myOCERS web portal.