

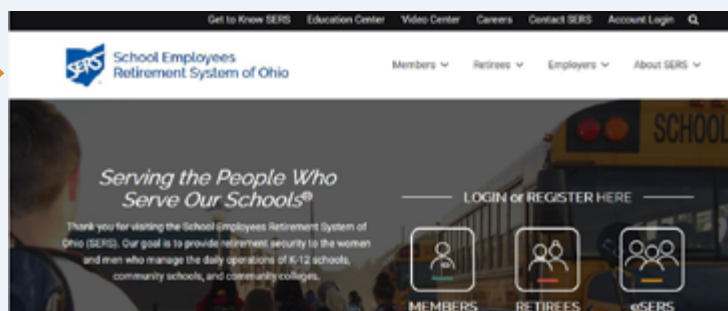


# Account Login: Step-by-Step

The Account Login is your personal tool for managing your SERS account. Once you have completed the process below, you will be able to access your account through the SERS online portal whenever you want.

## Step 1: Visit Website

Visit our website at [www.ohsers.org](http://www.ohsers.org), and click **Account Login** at the top of the page, or the **Members** or **Retirees** icons in the center of the page under **Login** or **Register Here**.



## Step 2: Register Now

You will then be taken to the My SERS Account page. Click **Register Now**.



## Step 3: Terms and Conditions

On the End User Terms and Conditions page, click **I Agree**.



## Step 4: Confirm Identity

On the Confirm Your Identity page, fill in your Last Name, Social Security Number, Date of Birth, and ZIP Code/Postal Code. Click **Continue**.



## Step 5: Create Username

You will then be taken to the Create Username page. Create a username by typing it into the blank field provided, and click **Continue**.



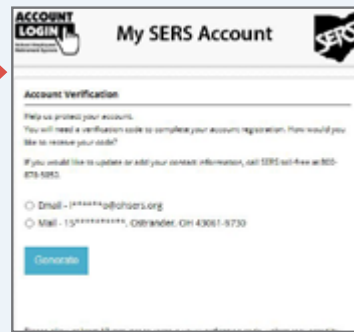
## Step 6: Create Password

Next, you will create a password. Enter your password, confirm it, and click **Continue**.



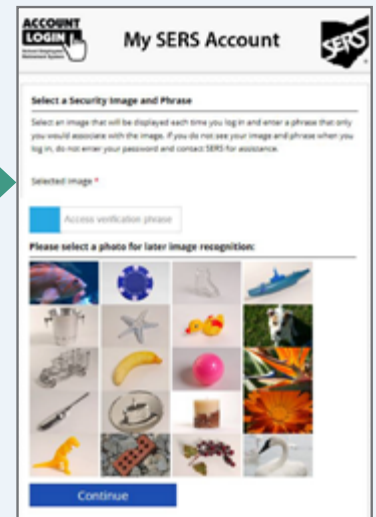
## Step 7: Account Verification

On the Account Verification page, select **Email** or **Mail** by clicking the appropriate circle, click **"Generate,"** enter the verification code that was sent to you, and click **"Submit."**



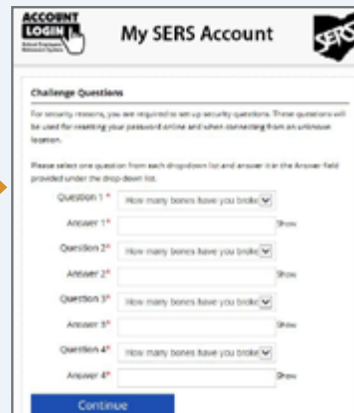
## Step 8: Security

You will then be taken to the Select a Security Image and Phrase page. Select an image, create a phrase, and click **"Continue."**



## Step 9: Questions

Next, you will select your Challenge Questions. Answer four questions, and click **"Continue."**



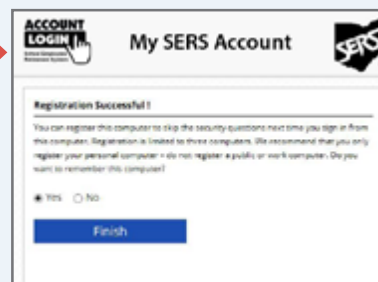
## Step 10: Communication Information

You will then be taken to Your Communication Information page. Type in your email address, and click **"Continue."**



## Step 11: Registration Success

The final step: you will be asked if you want to use your current computer when checking your SERS account. Click **Yes** or **No**, then click **"Finish."**



## You are now registered. Congratulations!

Once you click the "Finish" button, you will be taken to Your SERS Account page, and you also will receive a Welcome to Account Login email confirming that you successfully created an online account using the SERS Account Login feature.