



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.

To set up an online account:

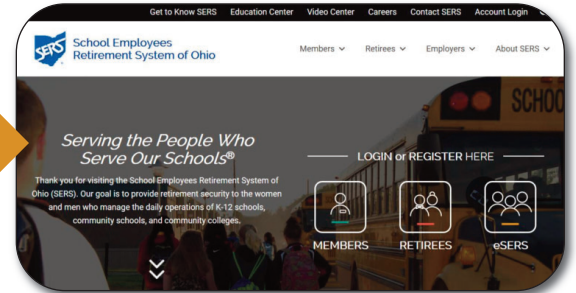
Step 1: Call

Call SERS toll-free at 800-878-5853, from 8:00 a.m. to 4:30 p.m., Monday through Friday, to begin the online registration process.



Step 2: Go to Website

Visit our website at www.ohsers.org, and click Account Login at the top of the page, or the Members or Retirees in the center of the page under Login or Register Here.



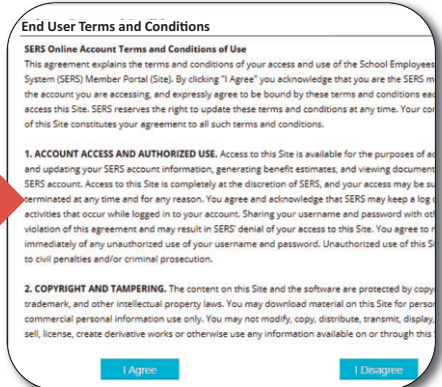
Step 3: Register Now

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



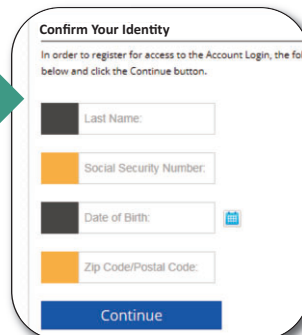
Step 4: Terms and Conditions

You will then be taken to the End User Terms and Conditions page. Click "I Agree."



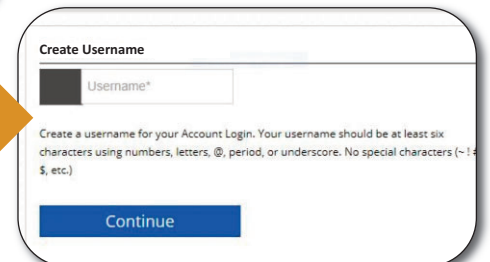
Step 5: Confirm Identity

You will then be taken to the Confirm Your Identity page. Fill in your Last Name, Social Security Number, Date of Birth, and ZIP Code/Postal Code. Click "Continue."



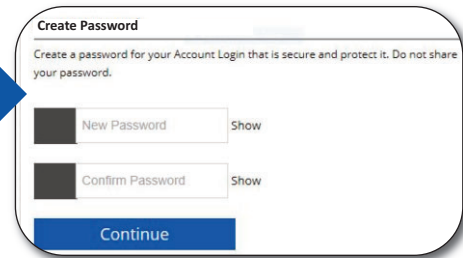
Step 6: Create Username

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



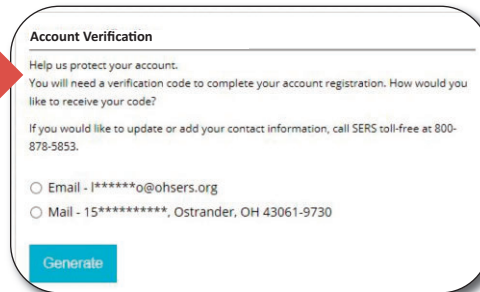
Step 7: Create Password

You will then be taken to the Create Password page. Enter your password, confirm it, and click "Continue."



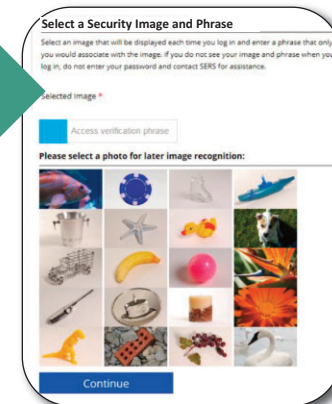
Step 8: Account Verification

You will then be taken to 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."



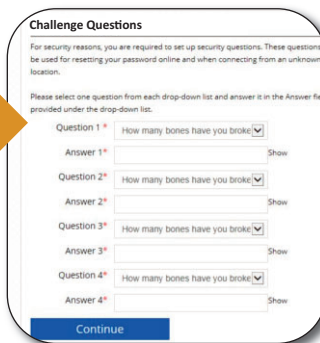
Step 9: Security

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



Step 10: Questions

You will then be taken to the Challenge Questions page. Answer four questions, and click "Continue."



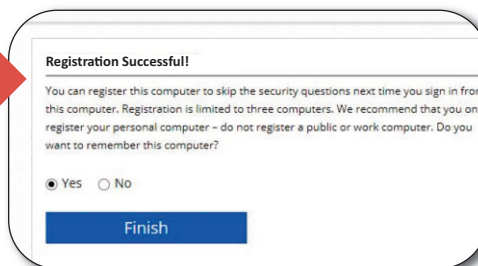
Step 11: Communication Information

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



Step 12: Registration Success

You will then be taken to the Registration Successful! Page. 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.