

How to Sign Up for MyNYCERS



MyNYCERS is your secure online portal to your NYCERS pension account. You can access it any time to view your account balances, see an estimate of your retirement benefit, file forms online, and more. **Starting in spring 2018, you must have a registered MyNYCERS account to access your Annual Disclosure Statement (ADS). NYCERS will no longer print and mail the ADS.**

Follow the steps below to sign up for MyNYCERS. It's fast, easy, and free. NOTE: If you joined NYCERS recently, do not take Step 1 until you receive your Member Number and first paycheck after filing your membership application.

Step 1 – Activate Your Account

Log in / Activate

Go to **MyNYCERS.org** and follow the prompts to activate your account. Along with providing your Member or Pension Number in this step, you will need to create a User Name, Password, and Security Question and Answer. Be sure to make a note of each one and keep them in a safe place.

When you activate your account, you can choose to have a PIN (Personal Identification Number) sent to you by e-mail or text message. The PIN provides an extra layer of security during activation and completes your registration.

Step 2 – Register the PIN

Watch your e-mail or cellphone for your PIN. It will be sent within 2 minutes of activation and will expire in 20 minutes, so be sure to follow the online instructions to register it immediately. Once you've registered the PIN, you will have full access to MyNYCERS. If you have any questions, please contact our Call Center at (347) 643-3000.

What's available in MyNYCERS?

Active Members

- Estimated Benefit and Projected Retirement Date
- Loan Application and Direct Deposit (if eligible)
- Buyback Calculator and Application
- Change of Address
- Online Payment Options
- Annual Disclosure Statement (**online only as of spring 2018**)

Pensioners

- Award Letter
- 1099-R Tax Documents
- Last 16 months of Pension Payment History
- Change of Address
- Federal Tax Withholding Form
- Online Payment Options

PENSIONERS: If you signed up and registered your PIN when you were an Active member, you do NOT need to re-register with your Pension Number. Log in with your Member Number and the User Name and Password you set up under your Active membership.

ALL MEMBERS: If the PIN is lost or has expired, log in and follow the instructions to request a new PIN. PINs cannot be given over the phone by Customer Service or any other NYCERS employee.

Sign up for MyNYCERS and transact your NYCERS business online at your own convenience.

How to Sign Up for MyNYCERS Brochure #967



340 Jay Street, Brooklyn, NY
Mezzanine level



www.nycers.org



(347) 643-3000



30-30 47th Avenue, 10th Floor
Long Island City, NY 11101