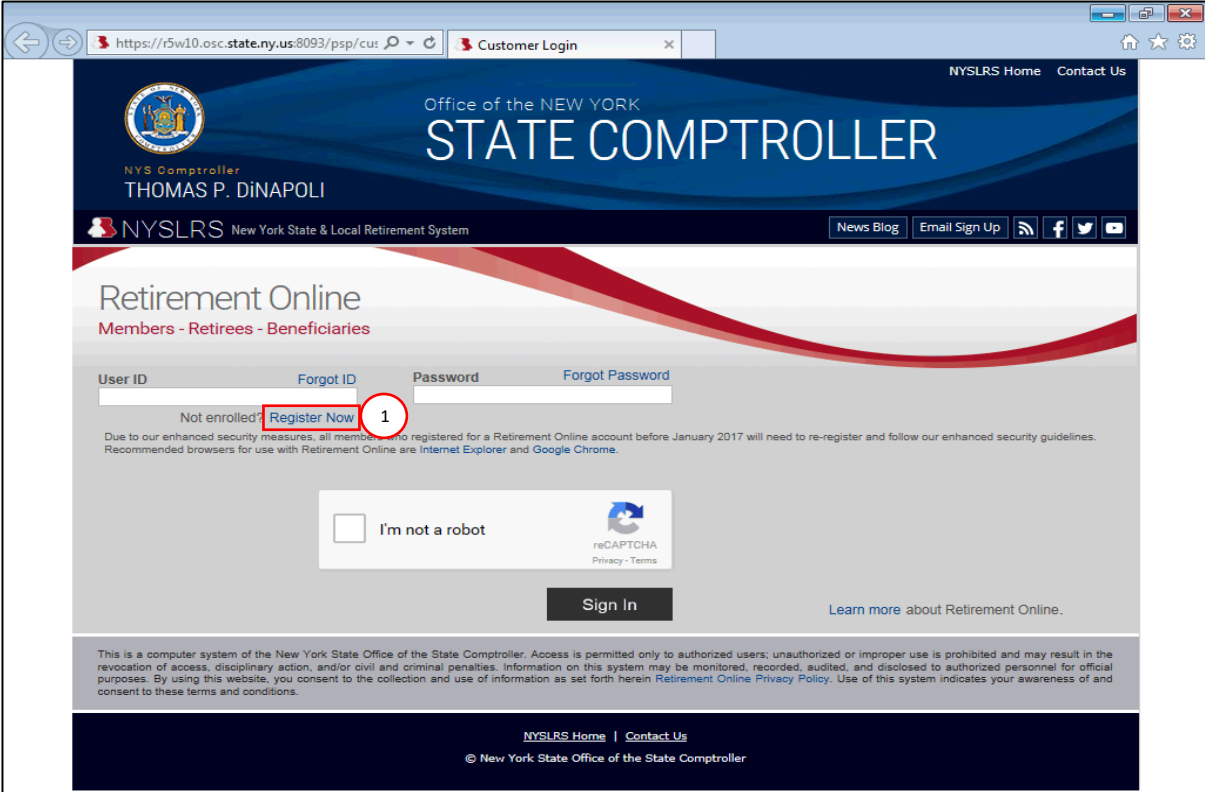
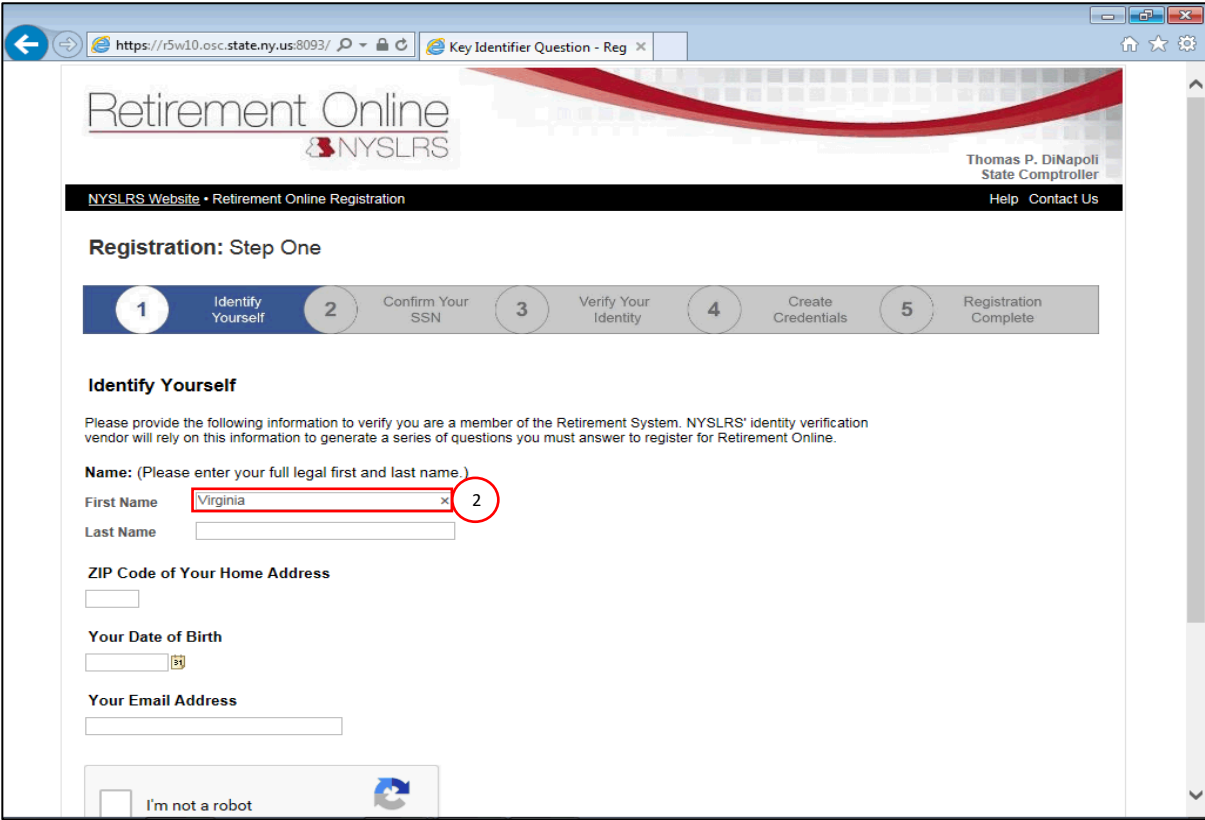




How to Register for Retirement Online

This guide shows you (as a member, retiree, or beneficiary) how to register for Retirement Online. Retirement Online provides you with access to your retirement account information and allows you to make changes securely and easily. To register for Retirement Online, you must answer questions to verify your identity and create credentials for your account. For more information about Retirement Online, please visit our Retirement Online Learn More page for members, retirees, and beneficiaries.

Step	Action
1.	<p>On the <i>Retirement Online Sign In</i> page, click the Register Now link.</p> <p>Register Now</p> 

Step	Action
<p>2.</p>	<p>The <i>Identify Yourself</i> page will appear. Click in the First Name field and enter your first name.</p> <div data-bbox="266 363 567 391" style="border: 1px solid black; height: 17px; width: 143px; margin-bottom: 10px;"></div> <p>Note: This is a required field. In this example, we will use: Virginia.</p> <div data-bbox="680 198 1877 1013">  </div>

Step	Action
<p>3.</p>	<p>Click in the Last Name field and enter your last name.</p> <p><input type="text"/></p> <p>Note: This is a required field. In this example, we will use: Smith.</p>

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Registration: Step One

1 Identify Yourself 2 Confirm Your SSN 3 Verify Your Identity 4 Create Credentials 5 Registration Complete

Identify Yourself

Please provide the following information to verify you are a member of the Retirement System. NYSLRS' identity verification vendor will rely on this information to generate a series of questions you must answer to register for Retirement Online.

Name: (Please enter your full legal first and last name.)

First Name

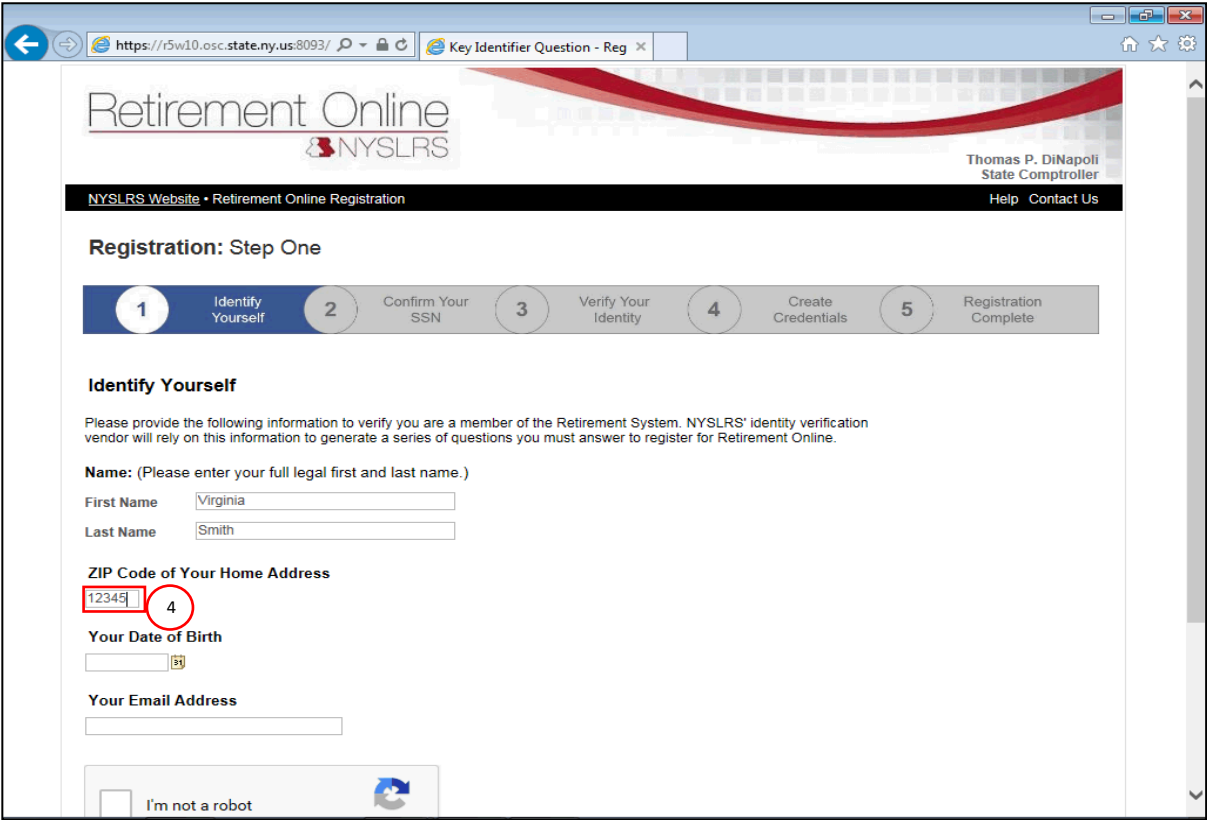
Last Name 3

ZIP Code of Your Home Address

Your Date of Birth

Your Email Address

☐ I'm not a robot

Step	Action
<p>4.</p>	<p>Click in the ZIP Code of Your Home Address field and enter the ZIP code of your home address.</p> <div data-bbox="266 355 367 397" style="border: 1px solid black; width: 50px; height: 25px; margin: 10px 0;"></div> <p>Note: This is a required field. In this example, we will use: 12345.</p> <div data-bbox="680 198 1879 1013">  </div>

Step	Action
<p>5.</p>	<p>Click in the Your Date of Birth field and enter your date of birth.</p> <div data-bbox="264 318 365 358" style="border: 1px solid black; width: 50px; height: 25px; margin: 10px 0;"></div> <p>Note: This is a required field. You can use the calendar icon to view a calendar pop-up and select your date of birth, or you can type it in. If using the calendar, choose the year first, then month and day. In this example, we will use: 01/01/1990.</p>

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Registration: Step One

1 Identify Yourself 2 Confirm Your SSN 3 Verify Your Identity 4 Create Credentials 5 Registration Complete

Identify Yourself

Please provide the following information to verify you are a member of the Retirement System. NYSLRS' identity verification vendor will rely on this information to generate a series of questions you must answer to register for Retirement Online.

Name: (Please enter your full legal first and last name.)

First Name

Last Name

ZIP Code of Your Home Address

Your Date of Birth

5

Your Email Address

☐ I'm not a robot

Step	Action
<p>6.</p>	<p>Next, click in the Your Email Address field and enter your email address.</p> <div data-bbox="266 321 615 350" style="border: 1px solid black; height: 18px; width: 166px;"></div> <p>Note: This is a required field. In this example, we will use: Credentials@me.com.</p>
<p>7.</p>	<p>Scroll down to view the remainder of the page.</p>

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Registration: Step One

1 Identify Yourself 2 Confirm Your SSN 3 Verify Your Identity 4 Create Credentials 5 Registration Complete

Identify Yourself

Please provide the following information to verify you are a member of the Retirement System. NYSLRS' identity verification vendor will rely on this information to generate a series of questions you must answer to register for Retirement Online.

Name: (Please enter your full legal first and last name.)

First Name

Last Name

ZIP Code of Your Home Address

Your Date of Birth


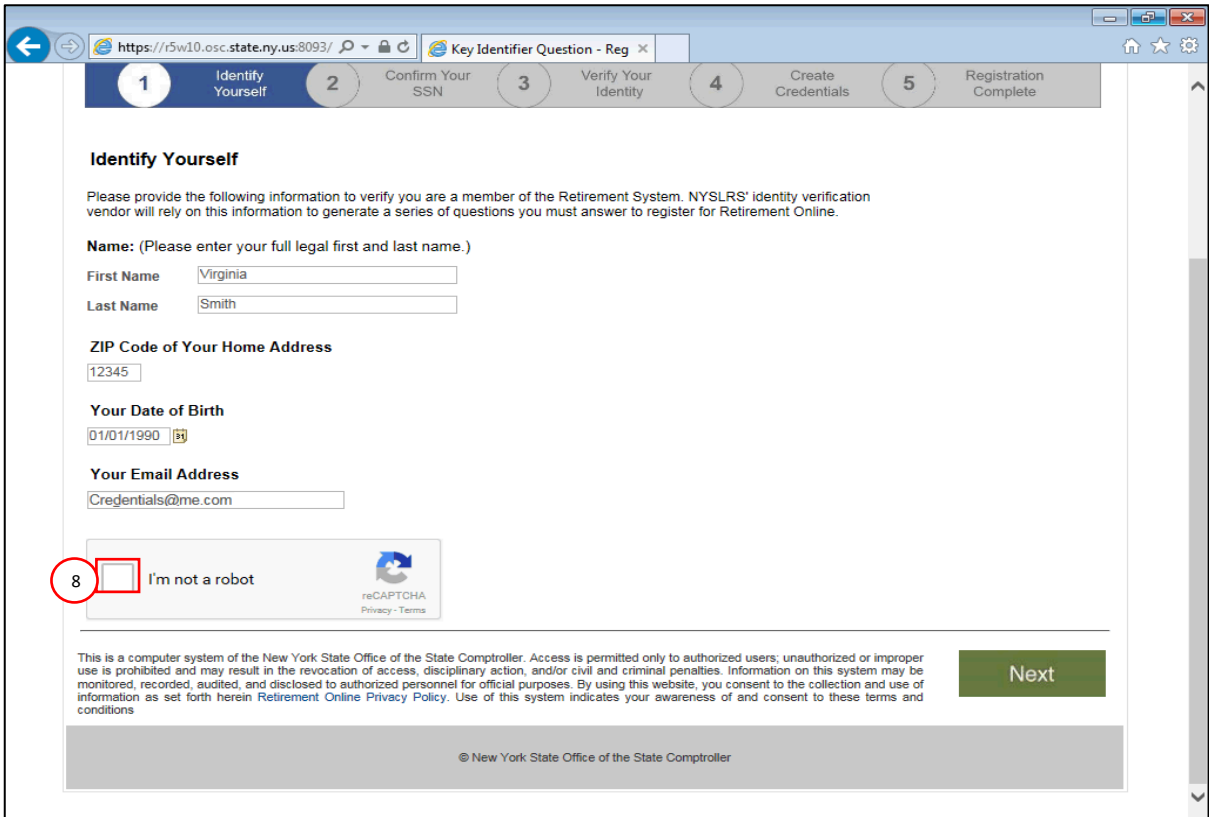
[BT]

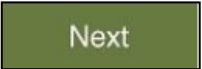
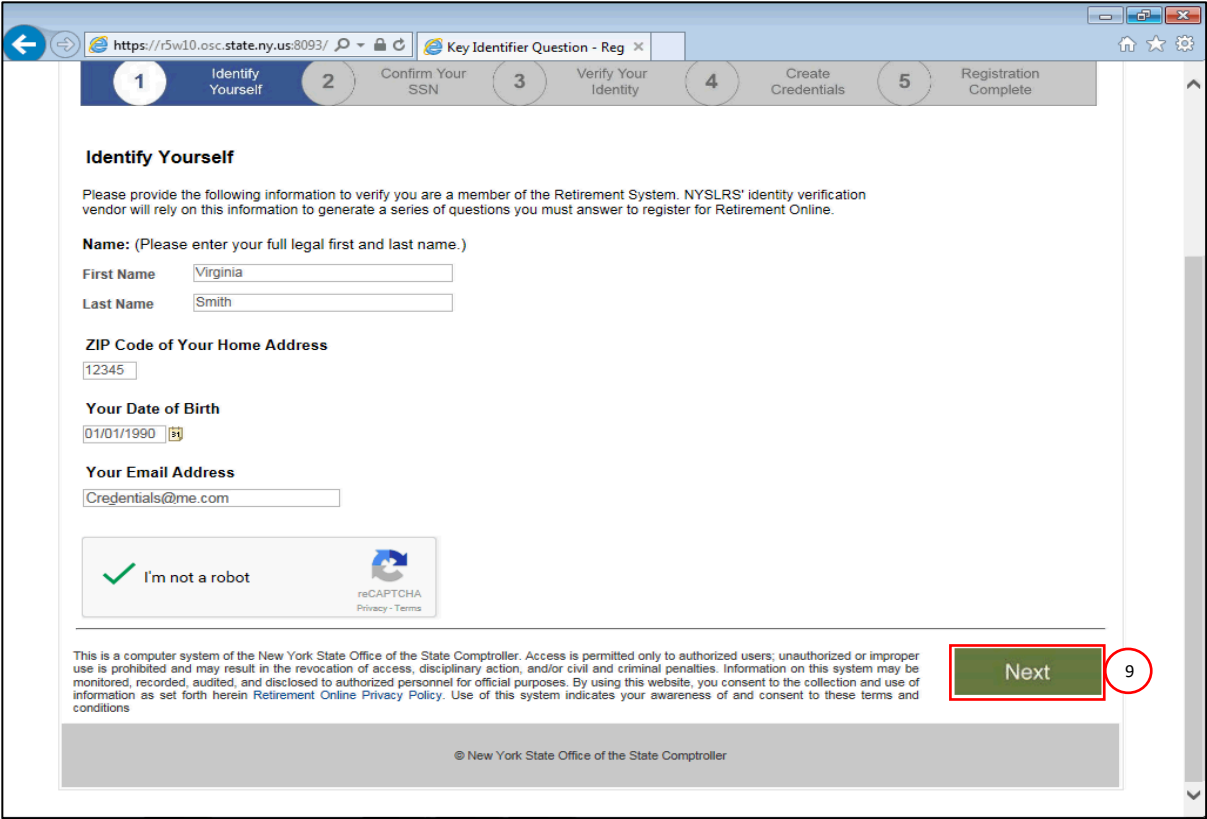
Your Email Address

6

☐ I'm not a robot

7

Step	Action
<div data-bbox="163 191 210 240">8.</div>	<div data-bbox="262 203 583 272">Click the I'm not a robot checkbox.</div> <div data-bbox="262 280 350 358"></div> <div data-bbox="262 407 611 553">Note: This is a security step to ensure only people can access Retirement Online.</div> <div data-bbox="674 196 1875 1008">  </div>

Step	Action
9.	<div data-bbox="262 238 468 345"> <p>Click Next.</p>  </div> <div data-bbox="680 238 1879 1052">  </div>

Step	Action
<p>10</p>	<p>The <i>Confirm Your SSN</i> page will appear. Click in the Confirm Your SSN field and enter the last four digits of your Social Security number.</p> <div data-bbox="264 435 344 474" style="border: 1px solid black; width: 40px; height: 24px; margin: 10px 0;"></div> <p>Note: This is a required field. For security purposes, your numbers will appear as black dots as you type.</p>
<p>11</p>	<p>Click Next.</p> <div data-bbox="264 764 466 834" style="border: 1px solid black; background-color: #6b8e23; color: white; text-align: center; padding: 5px; margin: 10px 0;">Next</div>

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Registration: Step Two

1 Identify Yourself 2 **Confirm Your SSN** 3 Verify Your Identity 4 Create Credentials 5 Registration Complete

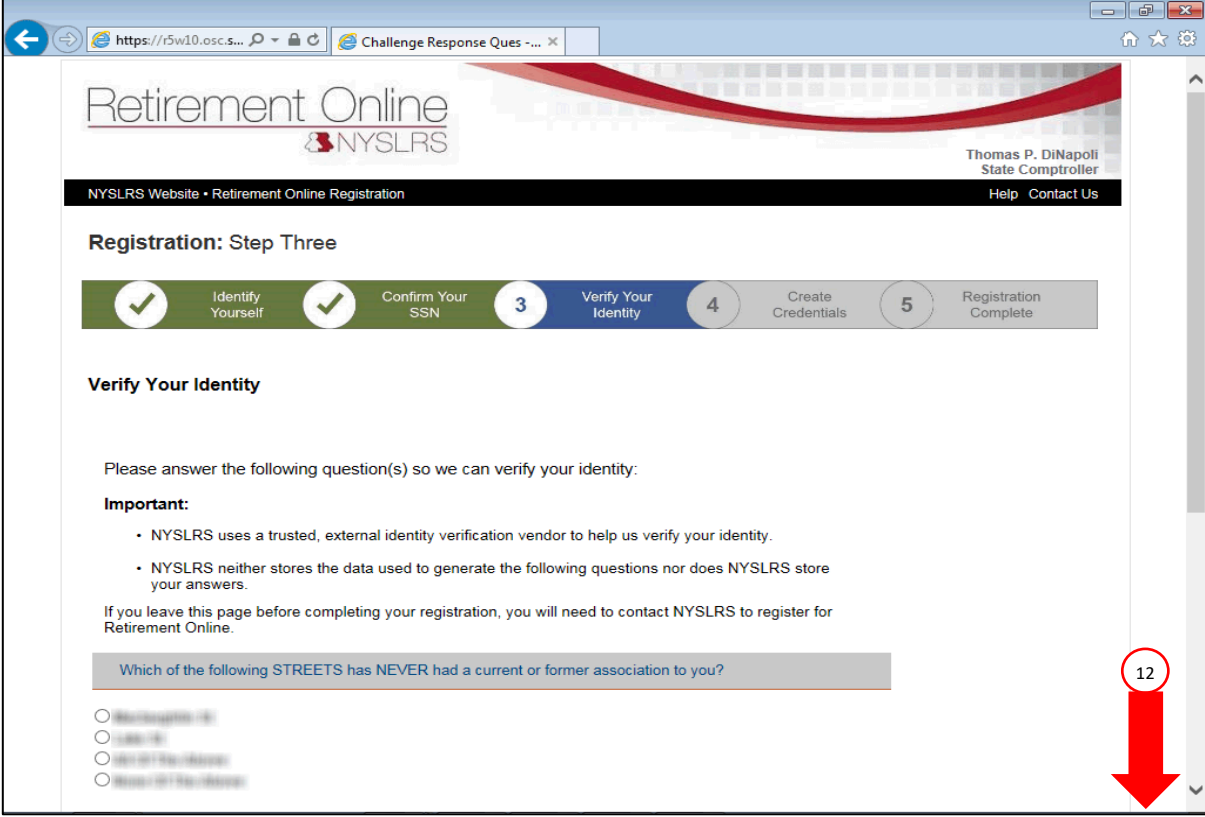
Confirm Your SSN

Please provide the last 4 digits of your Social Security Number. NYSLRS' identity verification vendor will rely on the information you have provided to generate a series of questions you must answer to register for Retirement Online.

xxx - xx - **** 10

11 Next

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Step	Action
12.	<p>The <i>Verify Your Identity</i> page will appear. Scroll down to view all questions used to verify your identity.</p> 

Step	Action
<p>13.</p>	<p>Click the radio button next to the correct answer for each of the three Verify Your Identity questions.</p> <p><input type="radio"/></p> <p>Note: You must answer all questions correctly. This page has a time limit. If you do not answer the questions within five minutes, the registration process will end.</p>
<p>14.</p>	<p>Click Next to continue.</p> <p><input type="button" value="Next"/></p>

Challenge Response Questions

• NYSLRS uses a trusted, external identity verification vendor to help us verify your identity.

• NYSLRS neither stores the data used to generate the following questions nor does NYSLRS store your answers.

If you leave this page before completing your registration, you will need to contact NYSLRS to register for Retirement Online.

Which of the following **STREETS** has **NEVER** had a current or former association to you?

☐ 1234567890
☐ 1234567890
☐ 1234567890
☒ 1234567890

In what **COUNTY** do you currently live?

☐ Albany
☐ Rensselaer
☐ Schoharie
☒ Schoharie

Which of the following **PROPERTIES** have you **NEVER** owned?

☐ 1234567890
☐ 1234567890
☐ 1234567890
☒ 1234567890

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Step	Action
<p>15</p>	<p>The <i>Create Your Credentials</i> page will appear. Click in the Create User ID field and enter your User ID.</p> <div data-bbox="264 394 615 428" style="border: 1px solid black; height: 20px; width: 167px;"></div> <p>Note: Please follow ‘Your User ID’ guidelines carefully in order to successfully create your permanent User ID. Once you have submitted your User ID, you cannot change it. In this example, we will use: Credentials123 @me.com</p>
<p>16</p>	<p>Scroll down to the ‘Password’ section.</p>

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Registration: Step Four

Identify Yourself Confirm Your SSN Verify Your Identity **4** Create Credentials 5 Registration Complete

Create Your Credentials

Please create and confirm your account credentials and choose your contact preference.

Your User ID:

- a. Must be between 6-30 characters long
- b. Must include the Special Character @
- c. Can include the following:
 - Upper case and lower case letters
 - Numbers
- d. Can only include the following Special Characters: @- _
- e. Once assigned, this will be your permanent ID. You will not be able to change this User ID.

Create User ID

15 Credentials123@me.com

16

Step	Action
<p>17.</p>	<p>Next, click in the Create Password field and enter your password.</p> <p>Note: Please follow ‘Your Password’ guidelines carefully in order to successfully create your password. For security purposes, the characters will appear as black dots as you type.</p>
<p>18.</p>	<p>Click in the Confirm Password field and enter the same password you used in the Create Password field.</p>

The screenshot shows the 'Create Credentials' page in a web browser. The address bar shows the URL: <https://r5w10.osc.state.ny.us:8003/>. The page title is 'Create Credentials'. The main content area is divided into several sections:

- Your Password:** A grey box containing guidelines:
 - a. Must be between 8 - 32 characters long
 - b. Must contain at least one of each of the following:
 - Upper case letter
 - Lower case letter
 - Number
 - Special Character (! @ # \$ % ^ & * () - = + \ | [] { } ; : / ? . > <)
 - c. Your password may be changed in the future.
- Your Email Address:** A grey box containing instructions:
 - If the email address is pre-filled in, you may confirm the address by retyping it in the confirm email address, or you can change the pre-filled email by retyping an email of your choice and confirming it in the field below.
 - Your email address can be updated on your Account Homepage after you have registered.
 - For security purposes, all reasonable precautions should be taken to ensure that this email address cannot be accessed by others.

Below this is a disclaimer: "NYSRLS will not share your contact information with any third parties except as necessary to provide the services you requested. We will use your mail or email address to contact you about changes or updates to your account, or to share important NYSRLS membership information."
- Your Security Code Contact Information:** A grey box containing requirements:
 - You are required to include at least one Security Code Contact Type.
 - You cannot include a phone number that requires a phone tree.
 - Security Code Contact Types must be validated by clicking the "Validate" button before they can be saved.
- Create Password:** A text input field with a red circle and the number 17 next to it.
- Confirm Password:** A text input field with a red circle and the number 18 next to it.
- Enter Email Address:** A text input field with the pre-filled value 'Credentials@me.com'.
- Confirm Email Address:** A text input field.
- Please Choose Your Contact Preference:** Two radio buttons: 'Email' (selected) and 'Postal Mail'.
- Choose a Security Code Contact Type:** A dropdown menu.

Step	Action
<p>19.</p>	<p>Next, verify your email address in the Enter Email Address field.</p> <div data-bbox="266 321 617 350" style="border: 1px solid black; height: 18px; width: 167px;"></div> <p>Note: Please read the information within the 'Your Email Address' section. The Enter Email Address field will automatically populate with the email provided on the <i>Identify Yourself</i> page.</p>
<p>20.</p>	<p>Click in the Confirm Email Address field and enter the same email address you used in the Enter Email Address field.</p> <div data-bbox="266 915 617 945" style="border: 1px solid black; height: 18px; width: 167px;"></div> <p>Note: This is a required field. In this example, we will use: Credentials@me.com</p>

https://f5w10.osc.state.ny.us:8003/ Create Credentials

a. Must be between 8 - 32 characters long
b. Must contain at least one of each of the following:
• Upper case letter
• Lower case letter
• Number
• Special Character (! @ # \$ % ^ & * () - = + \ [] ; : ' / ? . > <)
c. Your password may be changed in the future.

Confirm Password

Your Email Address:

- If the email address is pre-filled in, you may confirm the address by retyping it in the confirm email address, or you can change the pre-filled email by retyping an email of your choice and confirming it in the field below.
- Your email address can be updated on your Account Homepage after you have registered.
- For security purposes, all reasonable precautions should be taken to ensure that this email address cannot be accessed by others.

NYSRLS will not share your contact information with any third parties except as necessary to provide the services you requested. We will use your mail or email address to contact you about changes or updates to your account, or to share important NYSRLS membership information.

Your Security Code Contact Information:


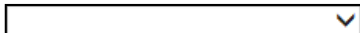
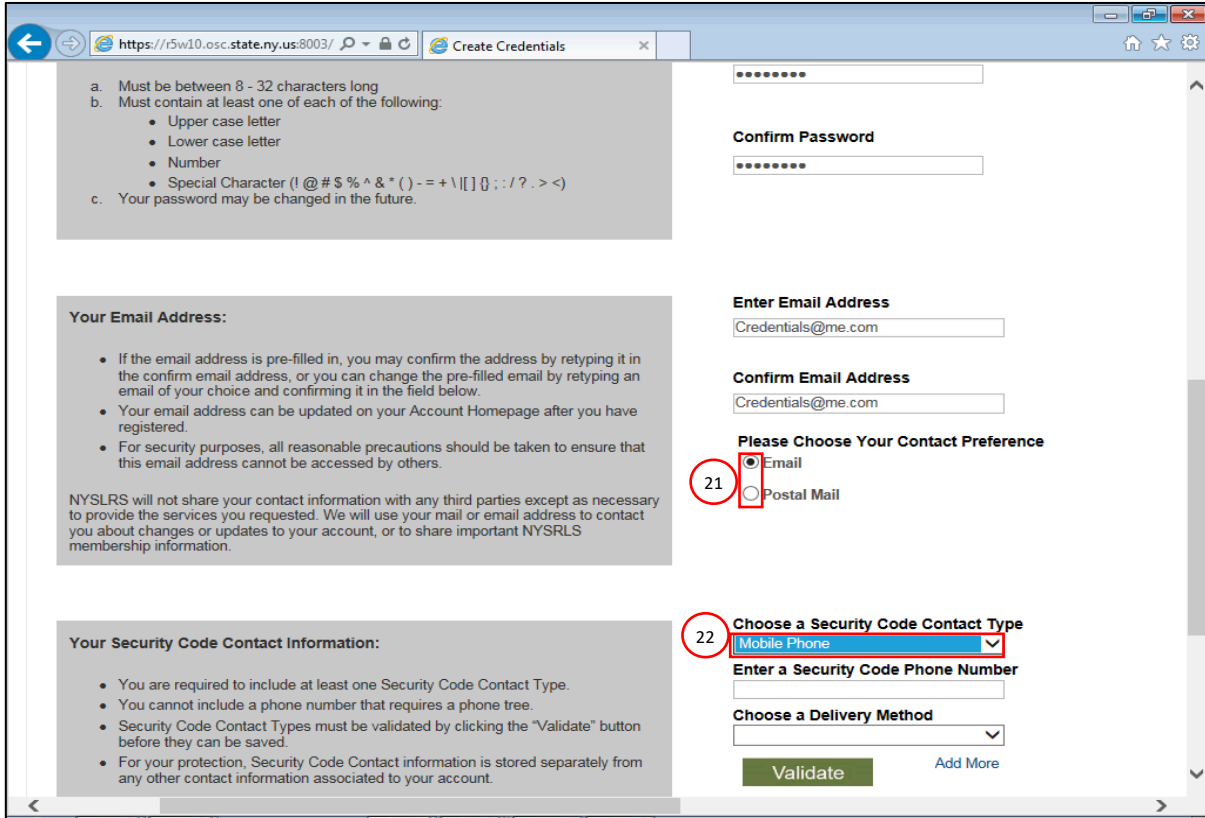
- You are required to include at least one Security Code Contact Type.
- You cannot include a phone number that requires a phone tree.
- Security Code Contact Types must be validated by clicking the "Validate" button before they can be saved.
- For your protection, Security Code Contact information is stored separately from any other contact information associated to your account.

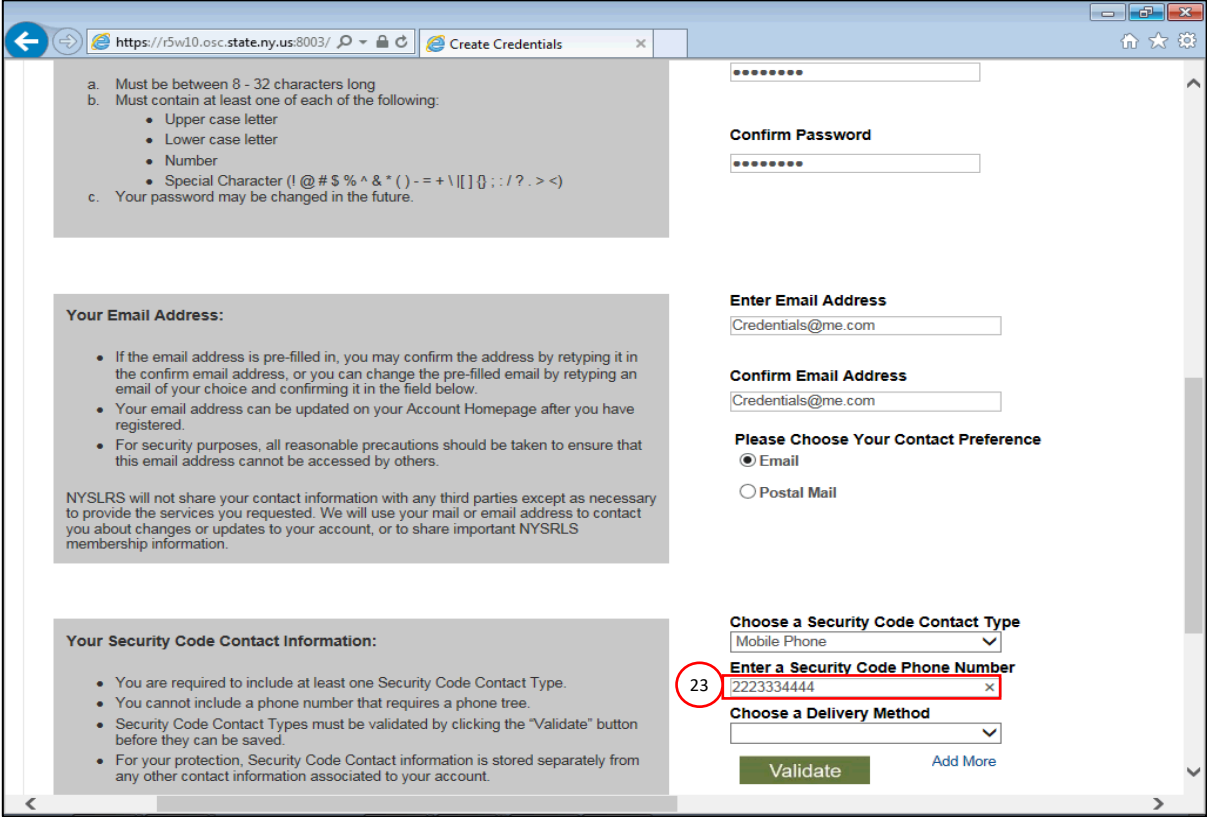
Enter Email Address
19 Credentials@me.com

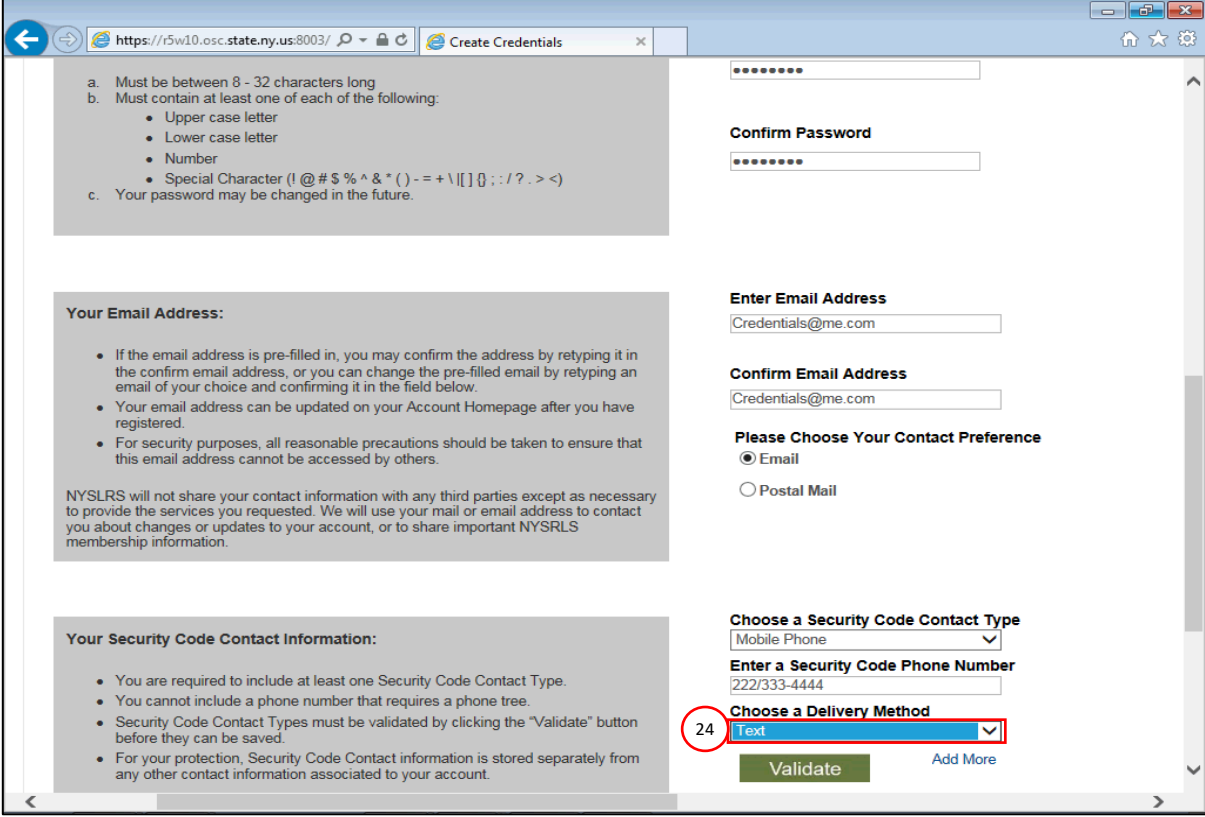
Confirm Email Address
20 Credentials@me.com

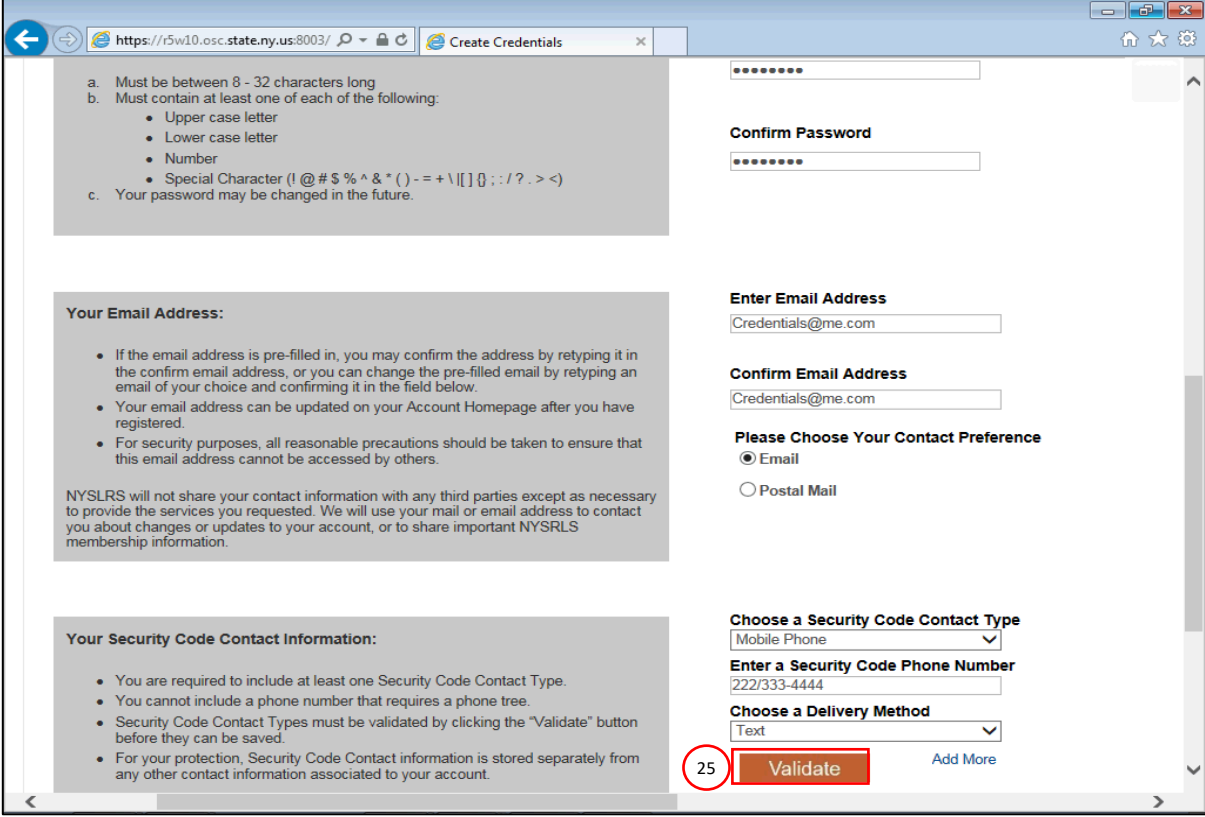
Please Choose Your Contact Preference
☒ Email
☐ Postal Mail

Choose a Security Code Contact Type
▼

Step	Action	
21.	<p>Next, select your Contact Preference.</p>  <p>Note: This indicates how NYSLRS will notify you regarding changes to your account. Some correspondence will always be sent by mail, even if your preference is email. In this example, we will select: Email.</p>	
22.	<p>Next, use the drop-down menu to select the Choose a Security Code Contact Type.</p>  <p>Note: The contact type you select will determine where security codes will be sent. Security codes are used to validate your Retirement Online account when you sign in. In this example, we will use: Mobile Phone.</p>	 <p>The screenshot shows the 'Create Credentials' page in a web browser. The address bar shows 'https://r5w10.osc.state.ny.us:8003/'. The page has several sections:</p> <ul style="list-style-type: none"> Password Requirements: Lists rules for password length (8-32 characters) and content (must include upper/lower case letters, numbers, and special characters). Your Email Address: Includes instructions on confirming the email address and a note about security precautions. Please Choose Your Contact Preference: Features two radio buttons: 'Email' (selected) and 'Postal Mail'. Choose a Security Code Contact Type: Features a dropdown menu with 'Mobile Phone' selected. Your Security Code Contact Information: Includes instructions on how to use security codes and a 'Validate' button. <p>Step 21 is circled around the 'Email' radio button. Step 22 is circled around the 'Mobile Phone' dropdown menu.</p>

Step	Action	
23.	<p>Click in the Enter a Security Code Phone Number field and enter your phone number. When entering your phone number, please do not include any parentheses [()], dashes [-], or slashes [/]. This field will format the phone number automatically after you click Validate.</p> <p>International phone numbers are not accepted.</p> <p>Note: This is a required field. In this example, we will use: 2223334444.</p>	 <p>The screenshot shows a web browser window titled "Create Credentials" with the URL "https://r5w10.osc.state.ny.us:8003/". The form contains the following sections:</p> <ul style="list-style-type: none"> Password Requirements: <ul style="list-style-type: none"> a. Must be between 8 - 32 characters long b. Must contain at least one of each of the following: <ul style="list-style-type: none"> Upper case letter Lower case letter Number Special Character (!@#\$%^&*()-+=~\ []{};:/'?><) c. Your password may be changed in the future. Your Email Address: <ul style="list-style-type: none"> If the email address is pre-filled in, you may confirm the address by retyping it in the confirm email address, or you can change the pre-filled email by retyping an email of your choice and confirming it in the field below. Your email address can be updated on your Account Homepage after you have registered. For security purposes, all reasonable precautions should be taken to ensure that this email address cannot be accessed by others. <p><small>NYSLRS will not share your contact information with any third parties except as necessary to provide the services you requested. We will use your mail or email address to contact you about changes or updates to your account, or to share important NYSLRS membership information.</small></p> Your Security Code Contact Information: <ul style="list-style-type: none"> You are required to include at least one Security Code Contact Type. You cannot include a phone number that requires a phone tree. Security Code Contact Types must be validated by clicking the "Validate" button before they can be saved. For your protection, Security Code Contact information is stored separately from any other contact information associated to your account. <p>Form fields and options:</p> <ul style="list-style-type: none"> Enter Password: [Field with masked characters] Confirm Password: [Field with masked characters] Enter Email Address: Credentials@me.com Confirm Email Address: Credentials@me.com Please Choose Your Contact Preference: <ul style="list-style-type: none"> <input checked="" type="radio"/> Email <input type="radio"/> Postal Mail Choose a Security Code Contact Type: Mobile Phone Enter a Security Code Phone Number: 2223334444 (This field is circled in red in the original image, with a red '23' next to it) Choose a Delivery Method: [Dropdown menu] Buttons: Validate, Add More

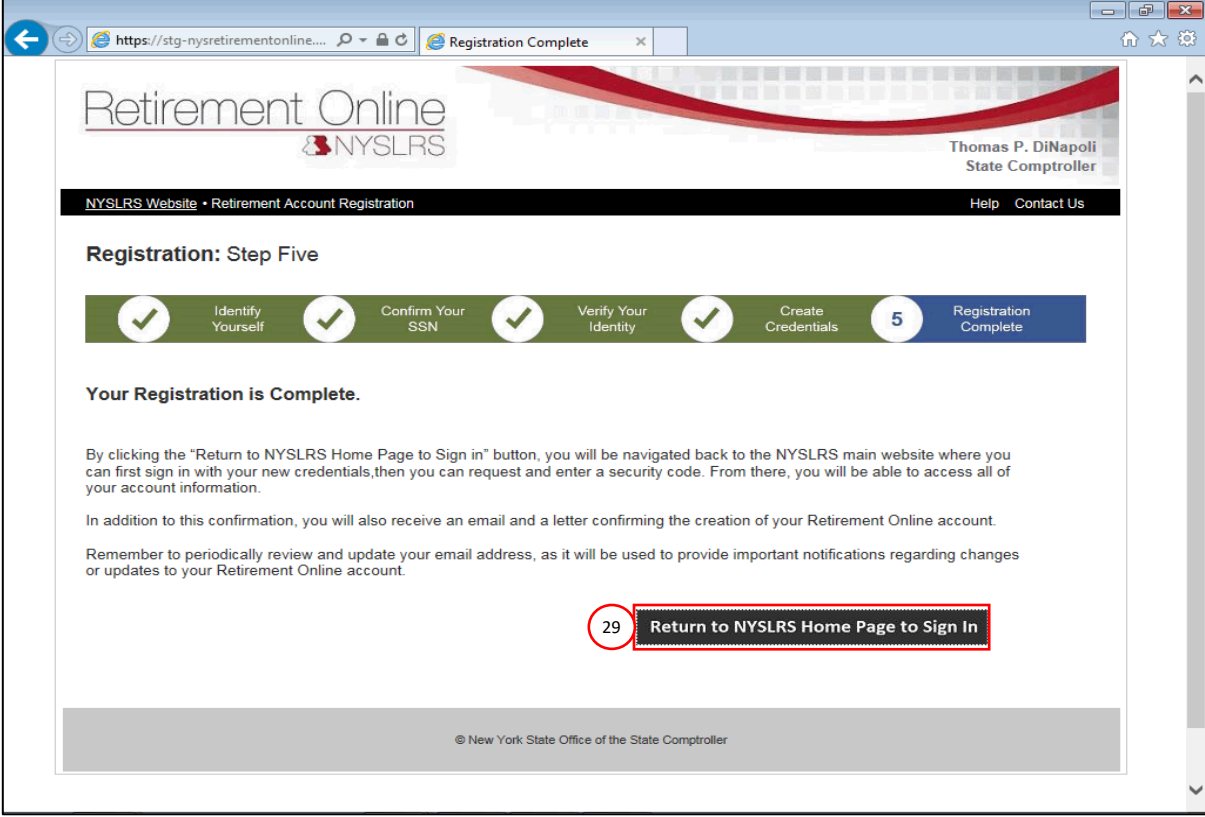
Step	Action
<p>24.</p>	<p>Use the Choose a Delivery Method drop-down menu to select how you would like your security code delivered.</p> <p>Note: This is a required field. In this example, we will select: Text. If you select Landline Phone, you will have the option to input an extension.</p>  <p>The screenshot shows a web browser window titled 'Create Credentials' at the URL 'https://f5w10.osc.state.ny.us:8003/'. The form contains several sections:</p> <ul style="list-style-type: none"> Password Requirements: <ul style="list-style-type: none"> a. Must be between 8 - 32 characters long b. Must contain at least one of each of the following: <ul style="list-style-type: none"> Upper case letter Lower case letter Number Special Character (! @ # \$ % ^ & * () - = + \ [] ; : / ? . , > <) c. Your password may be changed in the future. Your Email Address: <ul style="list-style-type: none"> If the email address is pre-filled in, you may confirm the address by retyping it in the confirm email address, or you can change the pre-filled email by retyping an email of your choice and confirming it in the field below. Your email address can be updated on your Account Homepage after you have registered. For security purposes, all reasonable precautions should be taken to ensure that this email address cannot be accessed by others. <p>NYSLRS will not share your contact information with any third parties except as necessary to provide the services you requested. We will use your mail or email address to contact you about changes or updates to your account, or to share important NYSLRS membership information.</p> Your Security Code Contact Information: <ul style="list-style-type: none"> You are required to include at least one Security Code Contact Type. You cannot include a phone number that requires a phone tree. Security Code Contact Types must be validated by clicking the "Validate" button before they can be saved. For your protection, Security Code Contact information is stored separately from any other contact information associated to your account. Form Fields: <ul style="list-style-type: none"> Confirm Password: Two text input fields. Enter Email Address: Text input field with 'Credentials@me.com'. Confirm Email Address: Text input field with 'Credentials@me.com'. Please Choose Your Contact Preference: Radio buttons for 'Email' (selected) and 'Postal Mail'. Choose a Security Code Contact Type: Dropdown menu with 'Mobile Phone' selected. Enter a Security Code Phone Number: Text input field with '222/333-4444'. Choose a Delivery Method: Dropdown menu with 'Text' selected. This field is highlighted with a red box and the number 24. Buttons: 'Validate' (green) and 'Add More' (blue).

Step	Action
<p>25</p>	<p>Click Validate.</p> <p>Validate</p> <p>Note: A security code will be sent to the device you designated using the delivery method you selected.</p> 

Step	Action
<p>26.</p>	<p>The Enter Your Security Code pop-up box will appear. Click in the Security Code field and enter the code you received.</p> <div data-bbox="266 433 520 474" data-label="Form"> <input type="text"/> </div> <p>Note: This is a required field. In this example, we will use: 123456.</p>
<p>27.</p>	<p>Click Submit.</p> <div data-bbox="266 683 413 729" data-label="Form"> <input type="button" value="Submit"/> </div>

The screenshot shows a web browser window at the URL <https://r5w10.osc.state.ny.us:8003/> with the title "Create Credentials". The page content includes a "Please Choose Your Contact Preference" section with radio buttons for "Email" (selected) and "Postal Mail". Below this is a "Choose a Security Code Contact Type" section with a dropdown menu showing "Mobile Phone". A "Your Security Code Contact Information" section contains a list of requirements. A "Next" button is at the bottom right. A white pop-up box titled "Enter Your Security Code" is centered on the screen. It contains the text: "A Security Code has been sent to you using the delivery method you chose. Once you have received your Security Code, please enter it in the field below. If you need to request another Security Code or edit your Security Code contact information, please click Cancel." The pop-up has a text input field containing "123456" with a red "x" icon to its right. Below the input field are "Cancel" and "Submit" buttons. Red circles with numbers 26 and 27 are placed over the input field and the "Submit" button, respectively.

Step	Action
<div data-bbox="163 196 216 240">28.</div>	<div data-bbox="262 203 571 349"> <p>You will return to the <i>Create Your Credentials</i> page. Click Next to continue.</p> </div> <div data-bbox="268 354 459 420"> <div>Next</div> </div> <div data-bbox="686 196 1883 1011"> </div>

Step	Action
<p>29.</p>	<p>The <i>Registration is Complete</i> page will appear. Click Return to NYSLRS Home Page to Sign In.</p> <p>Return to NYSLRS Home Page to Sign In</p> <p>You have now completed registering for Retirement Online. You may now sign in to Retirement Online.</p>  <p>29 Return to NYSLRS Home Page to Sign In</p>