



PSERS Member Self-Service Portal Quick Start Guide

The PSERS Member Self-Service (MSS) Portal offers you secure, convenient, 24/7 access to your pension account information. With the MSS Portal, you can conduct many pension plan-related transactions online instead of filling out paper forms or contacting PSERS staff. Plus, you will receive instant confirmation of your transactions, instead of waiting for confirmation to be mailed to you.

Register today! To get started, follow the instructions below to register for your MSS Account. All you need is your PSERS ID and a valid email address.

- 1 Getting Started.** Visit psers.pa.gov and click on the link for the MSS Portal. When the pop-up window opens, select “Register.”

PSERS
pennsylvania
Public School Employees'
Retirement System

User:

Password:

Log In

Register | Forgot User Name | Forgot Password

- 2 Review the Terms and Conditions and Verify Your Identity.** To register, you will need to click “Accept” on the *Terms and Conditions* page. On the *Verify Identity* page, enter your PSERS ID, Social Security number (SSN), and date of birth. Then, click “Validate.” Note: Your information must match what PSERS has on file in order to proceed with your registration.

Verify Identity

To verify your identity, please enter your PSERS ID, your Social Security Number and your date of birth. Your information is secured during transmission.

PSERS ID:

SSN:

Date Of Birth: //

Cancel Validate



Need Your PSERS ID?

If you are new to PSERS, your PSERS ID is printed on the materials in your Welcome Packet. Otherwise, look for your PSERS ID in the top corner of any recent PSERS correspondence mailed to your home. You can also connect with PSERS at ContactPSERS@pa.gov or **1.888.773.7748** to have your ID mailed to you.

3 Set up Your Account. Create a username and password. Your password must have a minimum of eight characters, with at least one of each of the following:

- Uppercase letter
- Lowercase letter
- Number

4 Choose and Answer Security Questions. Choose three security questions and fill in the answer for each. Then, enter your email address. It is recommended that you use a personal email and not the email address you have with your employer. After entering all information, click “Submit.”

Account Setup

Account

All fields are required. Your username may be any combination of letters, numbers, and/or special characters. The password is case sensitive. For your email address, it is recommended that you use your personal email address and not your employer-provided email address. A complete email address must contain at least one "." and only one "@" symbol.

Person: DOE, JANE

Username:

Enter New Password:

Confirm New Password:

Password must match the following rules

Security Questions

Security questions are used in case you ever need to recover your password.

First Question:

Answer:

Second Question:

Answer:

Third Question:

Answer:

Email Address

Your email address is used for all communications with PSERS. It will remain private and it will not be shared with outside companies.

Enter Email Address:

Re-enter Email Address:

5 Receive Confirmation. You will see the message below confirming your successful registration. You'll also receive email confirmation of your registration. If you do not receive an email within 24 hours, check your MSS Account to ensure the email you provided is correct.

Registration Successful

Please check your email for instructions to complete your PSERS Member Self Service (MSS) registration.

For more information on the MSS Portal, including helpful, one-minute how-to videos, visit bit.ly/PSERSvideos.
Questions about the MSS Portal? Please connect with PSERS at ContactPSERS@pa.gov or **1.888.773.7748**.