

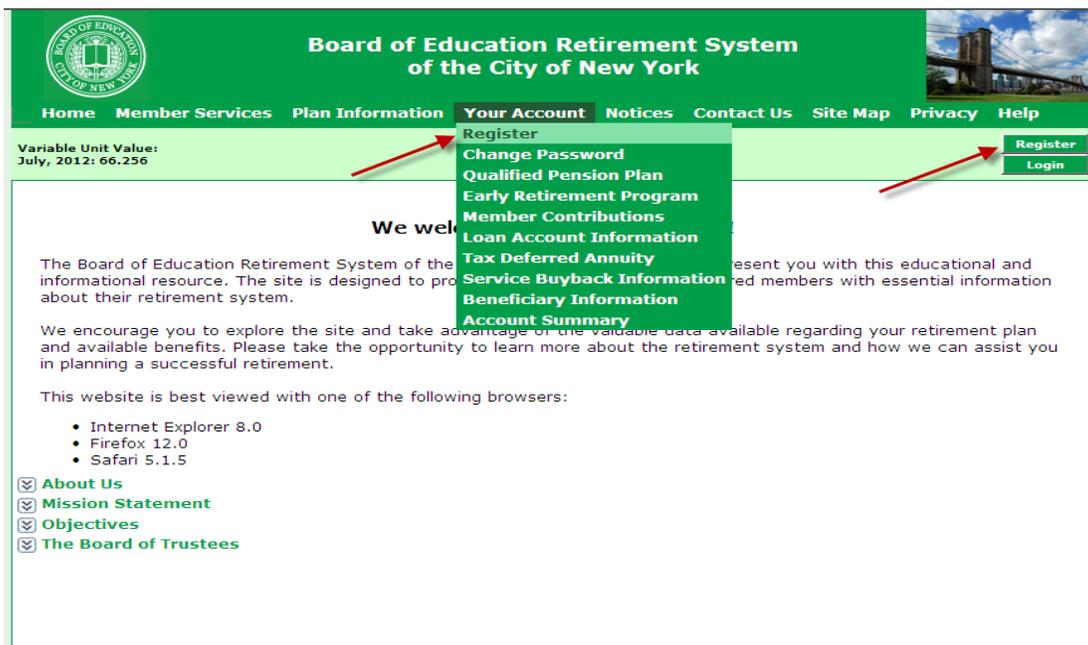
New York City Board of Education Retirement System Website

Member's Guide

Registration, Login and Password Maintenance Procedures

Registration Process:

The website contains both a set of web pages that the public can access and a group of pages that only a registered Member of the Retirement System can view. These restricted pages contain private account information which is specific to each Member. In order to register, the Member must fill out a page and the system verifies the identification of the Member before granting access to the restricted pages. Due to the confidentiality of the account information, a Member will need to Login to the website to view this information.



To register, please click on the “Register” button on the main page or click the “Register” option underneath the “Your Account” menu (alternatives are indicated by the red arrows which do not actually appear on the page):

The following Registration page will then appear:

**Board of Education Retirement System
of the City of New York**

Home Member Services Plan Information Your Account Notices Contact Us Site Map Privacy Help

Variable Unit Value:
June, 2012: 69.913

Register
Login

Login ID: 1
Password: 2
Confirm Password: 3
Member Number: 4
Last 4 Digits of SSN: 5
MMDDYYYY of Birth: 6
Email Address: 7

Message:
To Register, please answer all questions except for Email Address which is optional.
Login ID and Password must be between 8 and 20 characters long and not contain spaces.
Login ID and Password must not both contain the same group of 6 or more characters.
Login ID must contain only letters and numbers.
Password must contain at least one lower-case letter, one upper-case letter and one number.
Password cannot contain groups of 3 or more repeating characters.

OK Clear Exit

The red numbers in the screenshot shown above are not actually in the page but serve as a guide to the following descriptions:

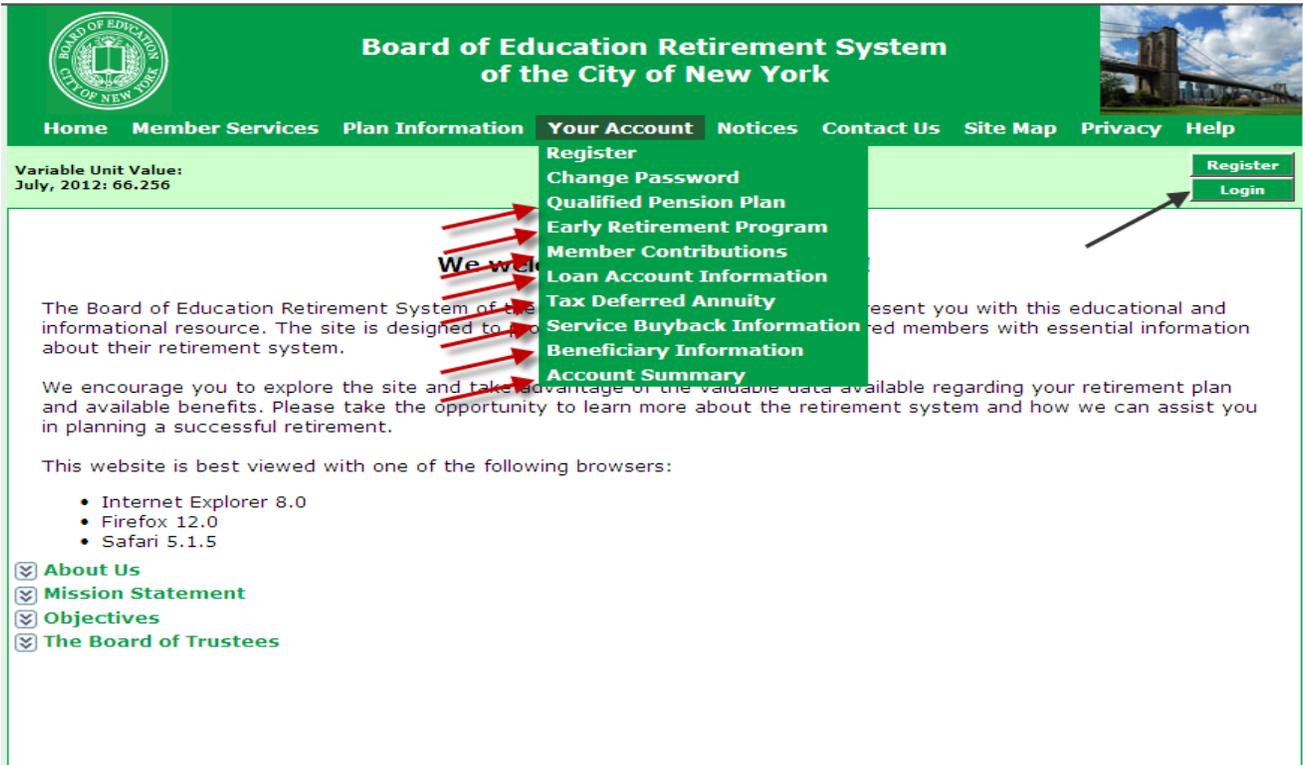
1. Please create a "Login ID" that you will be able to remember but will be difficult for someone else to guess. If that "Login ID" has been used before, please select a different value.
2. Please create a "Password" which will be difficult for someone else to guess. The rules for selecting a password are shown in "Message" area of the above screenshot.
3. Please type in the same password that you selected for #2.
4. Please key in your BERS assigned Member Number. Three Member Number alpha/numeric combinations are allowed when registering a Member Number; 00G999999, G999999, 999999.
5. Please key in the last four characters of your Social Security Number (SSN). If your SSN is "123456789", please key in "6789".
6. Please key in the Month, Day and Year of your birth. If you were born on January 15th 1999, please key in "01151999".
7. Please key in your email address. This field is optional but will help us to communicate with you.

When you have filled out the entire page, please click the "OK" button. If any errors are detected, a message will appear describing those errors. Please make any corrections and then click the "OK" button again. If you want to erase your entries and try again, click the "Clear" button. If you want to return to the home page, please click the "Exit" button.

Login Process:

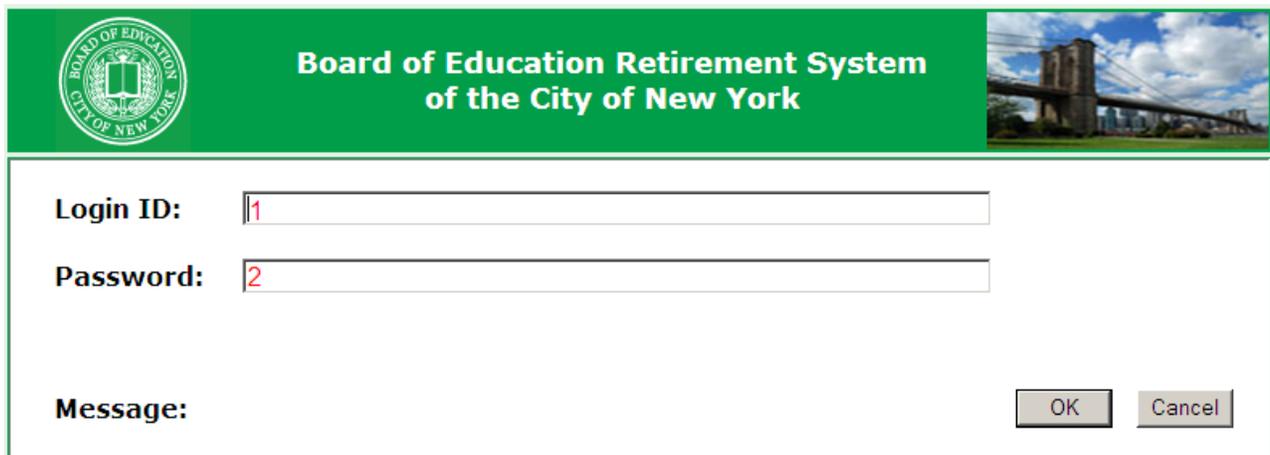
To Login to the private areas of the website either:

1. Click on any of the options (indicated by the red arrows) underneath the “Your Account” menu
2. Click the “Login” button (indicated by the blue arrow) on the Info Area of the page



The screenshot shows the website header with the Board of Education Retirement System logo and navigation menu. The 'Your Account' menu is expanded, showing options like Register, Change Password, and Account Summary. Red arrows point to these menu items, and a blue arrow points to the 'Login' button in the top right corner.

The following “Login” page will then appear:



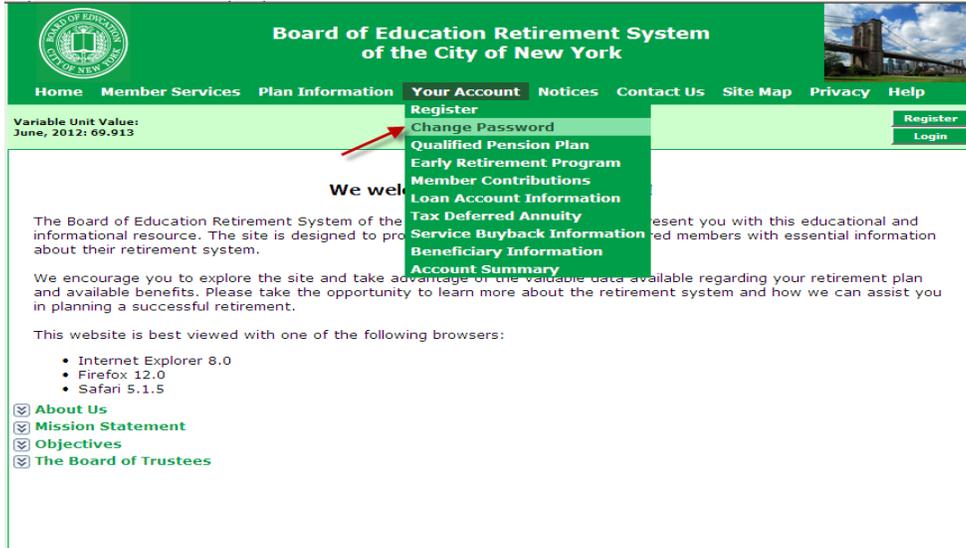
The login page features a green header with the Board of Education Retirement System logo and title. Below the header, there are two input fields: 'Login ID:' with a red '1' and 'Password:' with a red '2'. At the bottom right, there are 'OK' and 'Cancel' buttons.

Please fill in the following values indicated by the red numbers which you selected during the Registration process:

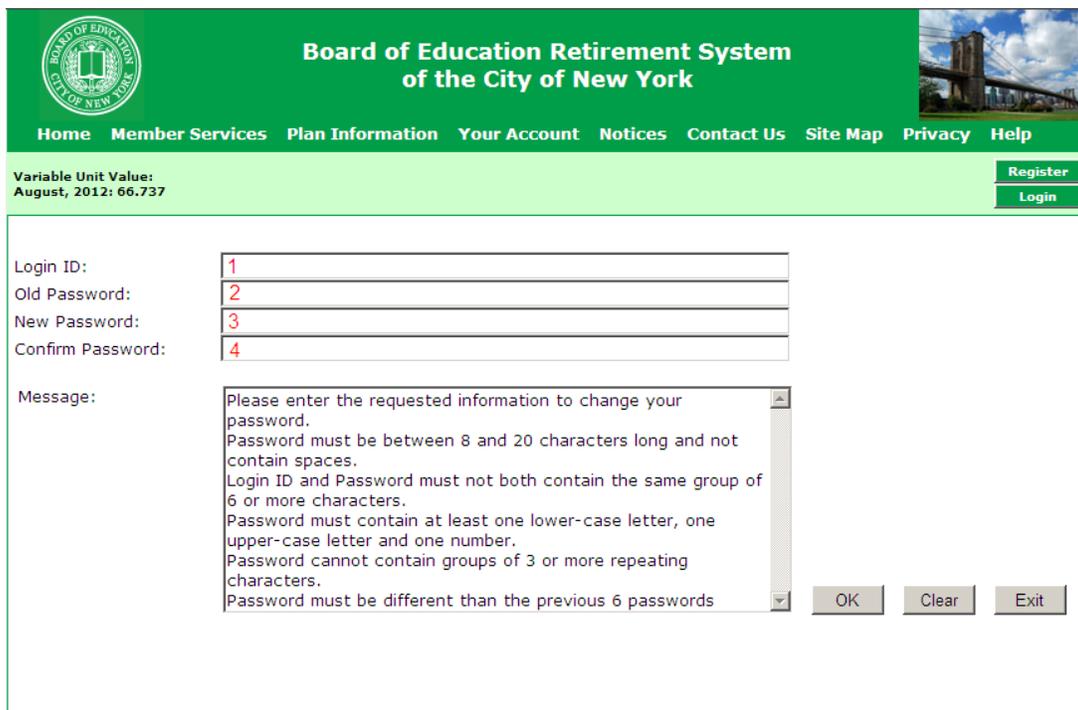
1. Login ID
2. Password

Change Password Process:

You may change your password by clicking the “Change Password” option (as indicated by the red arrow) underneath the “Your Account” menu.



The following page will appear:



Please enter the following information:

1. The Login ID that you selected during the Registration process
2. The Password that you created when you registered
3. Select a new Password
4. Retype the new Password

The new Password must contain at least one upper case alphabetic character, one lowercase alphabetic character and one numeric character and be at least eight characters long.

What do I do if I misplace my Login ID and/or Password?

The BERS website utilizes “self-service security”. A Member who wishes to view his or her account information must register at the website and supply information that uniquely identifies and authenticates them. If a Member misplaces the Login ID and/or Password, they may reregister by accessing the Registration page. A Member may re-register using the same LoginID and/or Password as long as their authenticating information is correct.