WEB ACCESS INSTRUCTIONS – MEMBERS

This document is intended to provide members with login and registration information.

SECURITY PRECAUTIONS:
ERSGA encourages use of these precautions as a means of preventing unauthorized access of your computer.

INSTALL PRIVACY PROTECTION SOFTWARE ON YOUR COMPUTER:
Install commercially available software which protects your computer from viruses, hackers, spyware, and other intrusive threats to your privacy. An Internet keyword search for *"spyware and virus protection"* will yield numerous software products available for this purpose.

PROTECT YOUR USER ID AND PASSWORD:
Third parties may offer services requiring you to provide them your access information (User ID and password). Proceed with caution before giving any third party private information. Consider the privacy and security risks. Anyone to whom you give your access information could access your account information and conduct transactions without your knowledge and authorization. You are responsible for protecting the confidentiality of your User ID and password. ERSGA cannot take responsibility for access or transactions that result from your failure to protect your access information.

USE A COMPUTER PASSWORD:
Use the built-in password capabilities available with your personal computer. If you use your computer to make purchases and manage your finances online, consider configuring your computer to ask for a password each time the computer is turned on.

USE A SCREEN SAVER:
Most computers can be configured to activate a screen saver that pops up after a few minutes of inactivity. The screen saver hides the information on your screen from others while you are away from your computer. You can configure most screen savers to ask for a password before returning the computer to its previous state.

MANAGE YOUR PASSWORD:
Do not use passwords such as family names, street names, pet names and birthdays, which are easily guessed. It is better to construct a password by combining randomly selected letters and numbers. If a string of random letters and numbers is difficult to remember, try using two unrelated words combined with a number (for example, wait4phone). It is recommended that you change your password every 30 days.

OTHER IMPORTANT NOTES:
Some Web browsers and third-party software provide the option to automatically remember your User ID and password. Please take care in using these features because stored passwords can be used by anyone with access to your computer. Public access to the Internet is now offered in many libraries, airports, copy centers and cafes. Be extremely careful if you access ERSGA Web services through a public computer. Features built into Web browsers may allow the next user to obtain access to your account. At a minimum, you should completely log out of your account, and close the web browser. Try to clear cookies and Internet browse history, as well.

REGISTRATION

Visit our website at www.ers.ga.gov and click on the Account Access tab from the ERSGA Homepage
At the page shown below "Double Click" on the Account Access button shown below
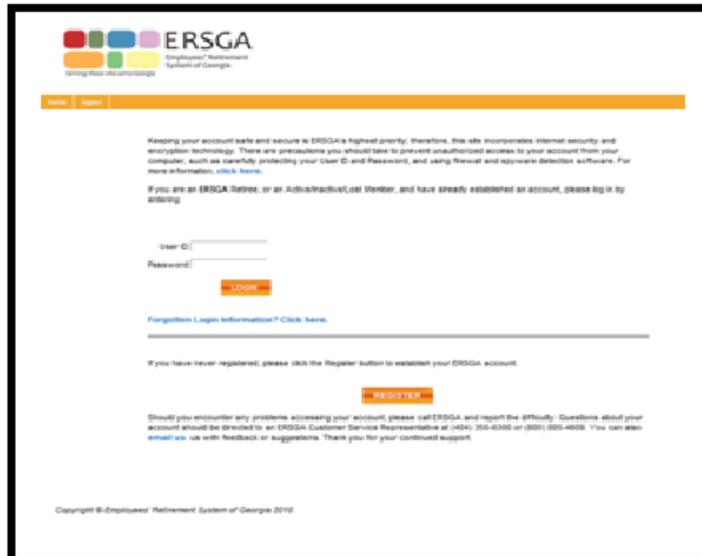

IF YOU HAVE ALREADY REGISTERED:

Enter your USER ID and PASSWORD, and click LOGIN. Click on "FORGOTTEN LOGIN INFORMATION" if you cannot remember this information.

IF YOU HAVE NEVER REGISTERED:

Click the REGISTER button shown below

Enter a valid Social Security Number Must be 9 digits

Enter your Last name
Enter your Birth date Enter a valid date as: MM/DD/YYYY OR MM-DD-YYYY

After completing these tabs, click on the NEXT button.

Follow the instructions provided on your screen for selecting a User ID and PASSWORD.

USER ID
Must be a minimum of 6 characters long and can only include letters, numbers, hyphens, underscores, period and the @ symbol. We suggest, but don't require, that you use your email address.

PASSWORD
Must be a minimum of 8 characters long and must contain of the 4 specifications: upper case, lower case, numbers or a special character. Keep in mind that your password should be difficult to guess. Mixing letters, numbers and special characters together is the surest way to build a secure password. PASSWORDS ARE CASE SENSITIVE.
(Please write your USER ID and Password and keep it secured.)

CONFIRM PASSWORD
Retype your password for confirmation

SECRET QUESTION
Please select a secret question from the drop down list. This question will be used to verify your identify if you lose your user id or password.

SECRET ANSWER
Now enter the answer. It is best if the answer is only a single word.

EMAIL ADDRESS
Please enter your email address.

**CONFIRM EMAIL ADDRESS**
Please confirm your email address.

Select Secret Questions (available in the drop down box), and enter your Secret Answers.

After entering the required information, click the NEXT button.

A confirmation message will be sent to your email address on file. You must go to the message and confirm receipt by clicking on the link before you may access your online account information.
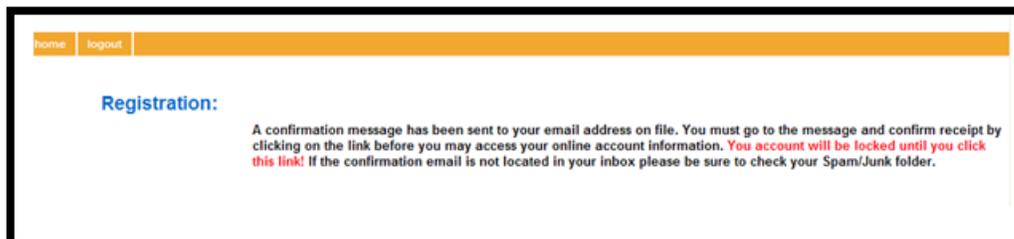
When you reach the screen below, you have successfully completed the registration process!
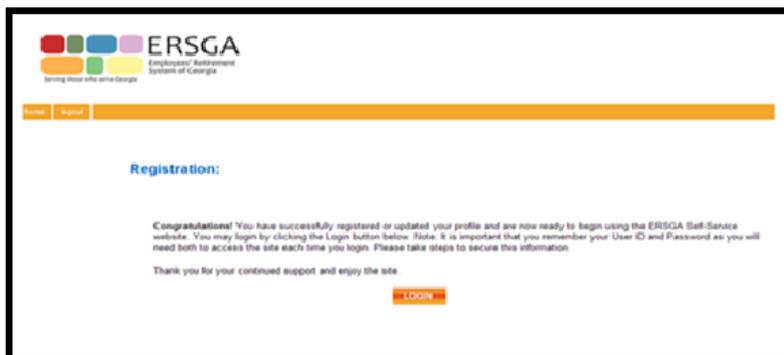
You will be directed back to the Login page. (See page 2)
Click on LOGIN, using your new USER ID and PASSWORD to access your online account!

If you have not selected BENEFICIARY INFORMATION a warning message may appear.
Click on any of the highlighted fields to access or maintain your account information!
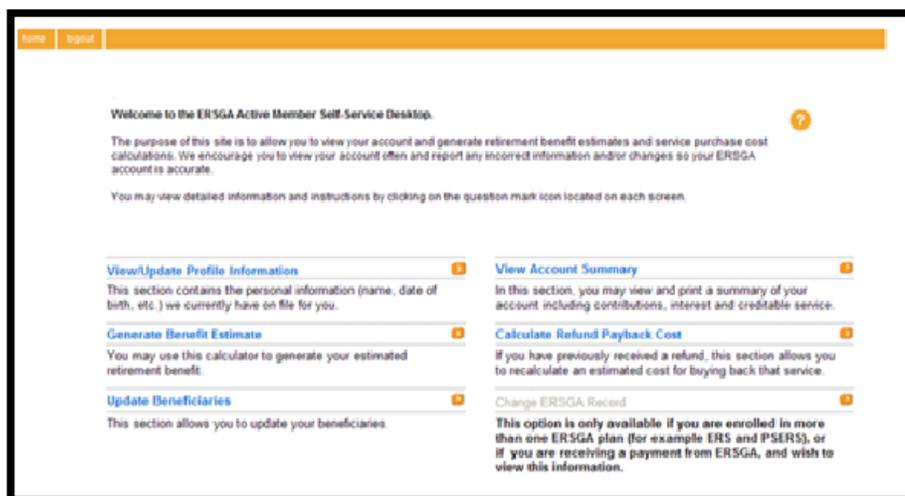
NOTE: The question mark (?) is a HELP feature. Click on it to see information for each field.

If you have questions or encounter any problems, please contact us:
EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA
Two Northside 75, Suite 300
Atlanta Georgia 30318-7701

Monday – Friday 8:00 am - 4:30 pm EST
MAIN NUMBER (404) 350-6300 or TOLL FREE (800) 805-4609