

# Quick Guide: How to Register for mySRPS

Step 1: Prepare			
Info you'll need to register:	Where to find it:	Your answer:	
Registration Code (6 characters).	The letter we sent you		
Last 4 digits of your Social Security Number.	You already know this		
Your Date of Birth.	You already know this		
The answers to 3 questions about your employment and your pension account.	You already know some of this. You'll also need your Pay Advice / Pay Stubs from the last 2 months.		
Your personal email address (will become your Username).	You already know this		
A strong <b>password</b> . We recommend using a phrase that is easy for you to remember, and hard for others to guess (or machines to hack). Example: chickenforlunchagain.	Make it up. Must be at least 8 characters long. (Any characters are OK.)		
Your phone number (Home is OK. Cell will work better).	You already know this	()	

## Step 2. Go to the mySRPS Website Registration Page

Type into the browser on your computer, phone, tablet: <a href="mySRPSusers.sra.maryland.gov/home.">mySRPSusers.sra.maryland.gov/home.</a>

The system will ask you if you have a registration code. Click **Yes**.

Step 3: Complete Your Registration	Registration problems/questions? Call us at 800-492-5909.	
Enter your 6-character Registration Code. You'll do this step twice.		Press <b>Tab</b> key
Enter the last 4 digits of your SSN.		Press <b>Tab</b> key
Enter your Date of Birth: Month, Day, and Year.		Tab, Click Submit
New page comes up. Answer the 3 questions about your employment/pension account.		Click <b>Submit</b>
Enter your new Username (this must be a valid email address).		Press <b>Tab</b> key
Enter the password you made up. The system will let you know how "strong" it is.		Press <b>Tab</b> key
Select 3 security questions and enter your answers.		Press <b>Tab</b> key
Enter your phone number and select the phone type.		Click <b>Submit</b>
You will receive an activation email with the subject "Immediate activates mysrps@sra.state.md.us". Click the link that says Click to activate you	•	Click <b>Link</b>

Congratulations! You're registered and we've activated your on-line account. Your Username is your personal email address. See other side for a guide to using mySRPS.



## Quick Guide: How to Use mySRPS (After You Register)

# If you're not already on the Login page, go to <a href="mailto:sra.maryland.gov">sra.maryland.gov</a>. Click on the red mySRPS Login button at the top right of the screen.

Here's what you'll see. It's ready for you to Log In.

Type in your **Username** (your personal email address).

Press the TAB key.

Type in your Password.

Click Login.

-----

The system will send you a **One-Time Passcode** (**OTP**).

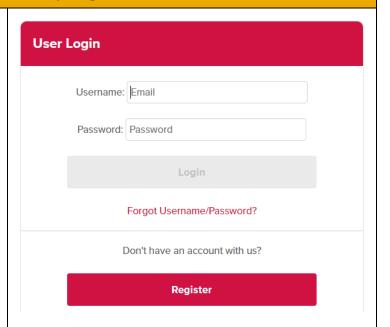
That will happen by either **email**, **text**, or **phone**.

Type in the **OTP** when that screen comes up.

You're in!

#### Do you have more than one account?

If so, you'll see "tiles" for each of your accounts. Click on the tile for the account you want to access.



Login problems/questions? Call us at 800-492-5909.

### Once you're on the View Account page...

You'll see your basic account info on this page.

Check out these little symbols on the right:

Click igoplus if you want to see **more** on the topic

Click  $\Theta$  if you want to see **less** on the topic

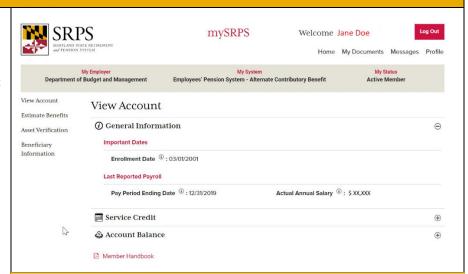
Look down the left-hand side. There's a list of different things you can see or do on mySRPS:

- View Account
- Estimate Benefits
- Get an Asset Verification letter
- View Beneficiary Information

You can click on any of those to get more info.

OR, you can click on one of the Tabs at the top:

- My Documents: see Personal Statement of Benefits and other account docs
- Messages: exchange messages with us
- Profile: verify or change your contact and security info



#### Done?

Just click the red Log Out button at the top right of your screen.

#### Questions? Need help using mySRPS?

Click on the **Messages** tab to send us a message.

Or call us at 800-492-5909.

Or email us at sra@sra.state.md.us.