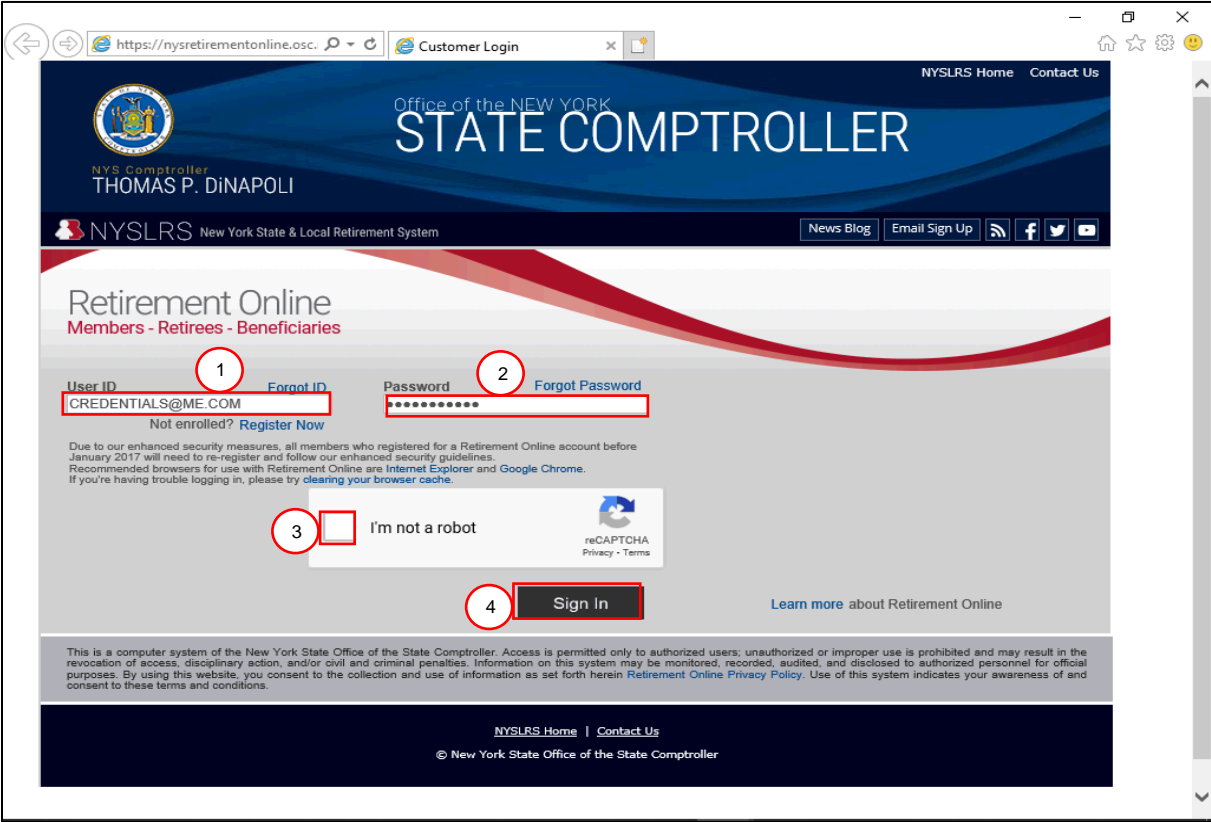


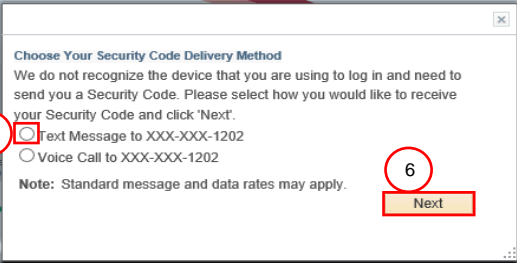
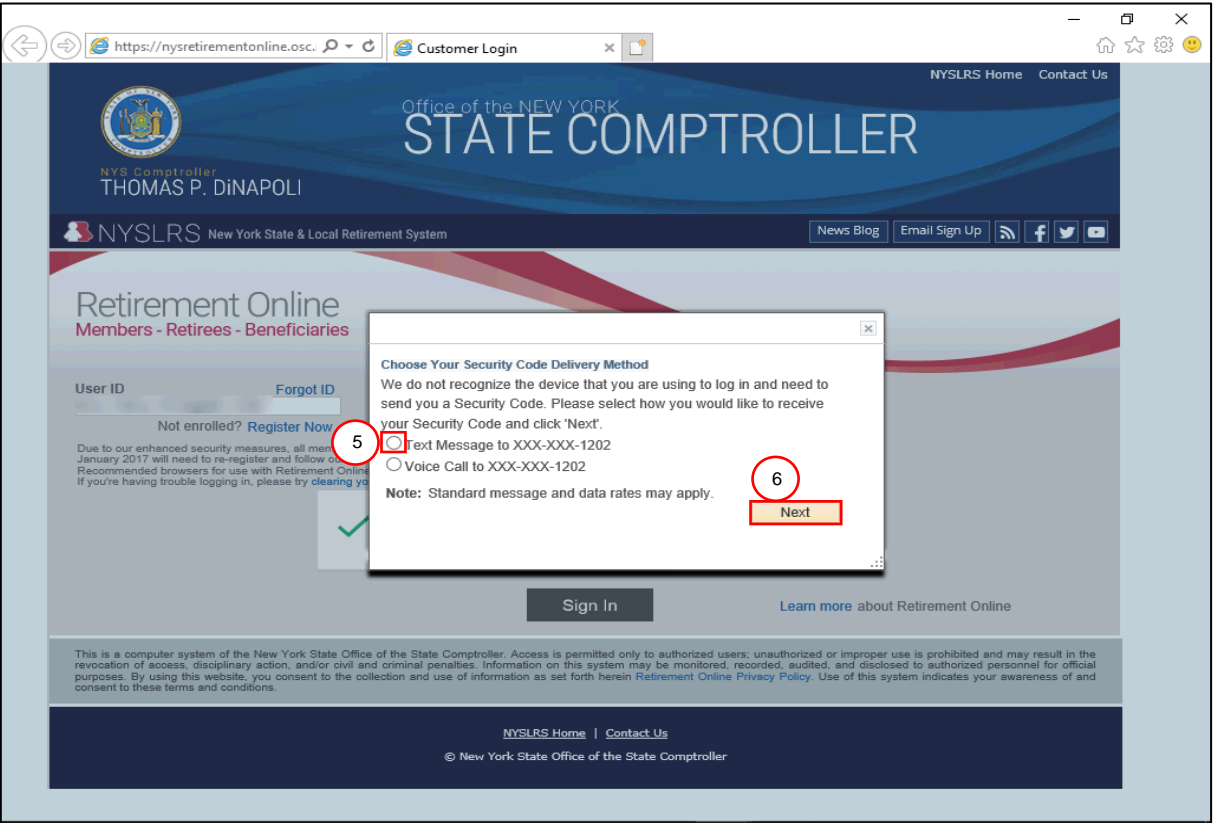
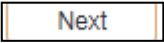
Thomas P. DiNapoli, State Comptroller

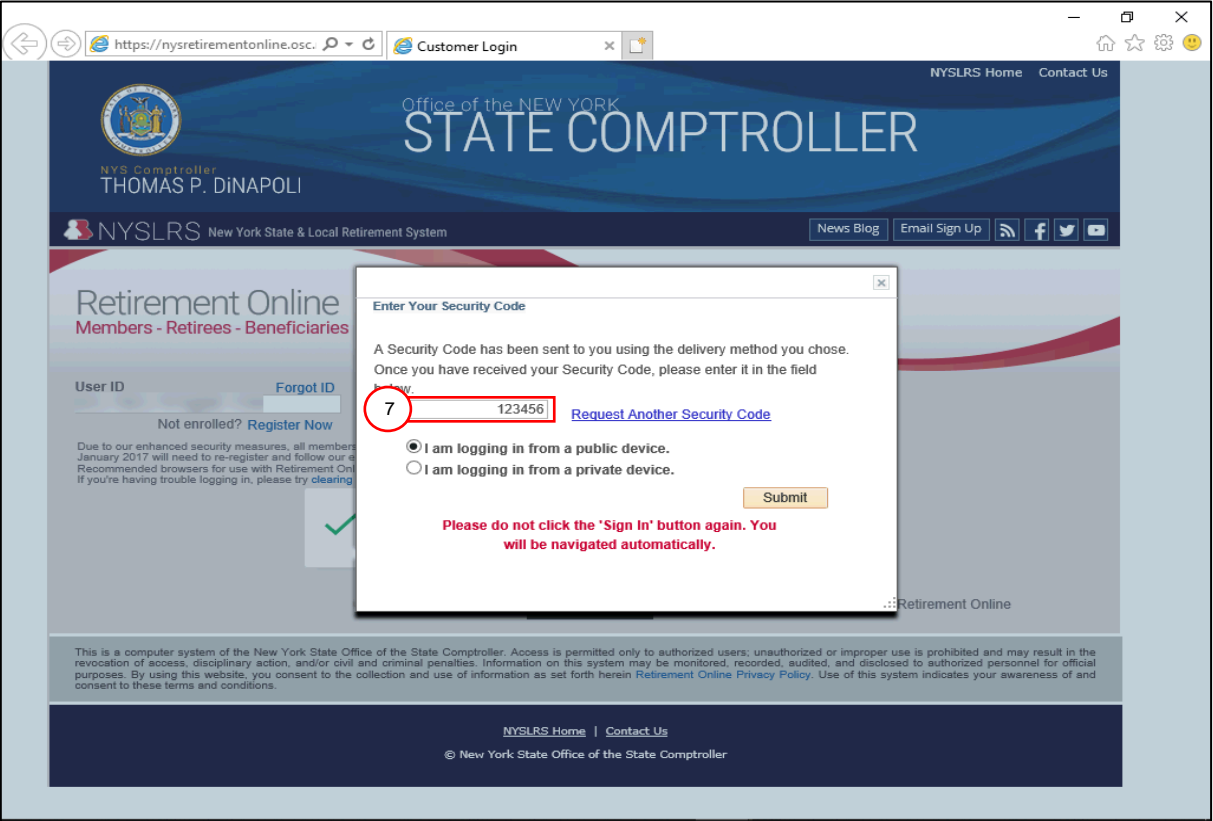



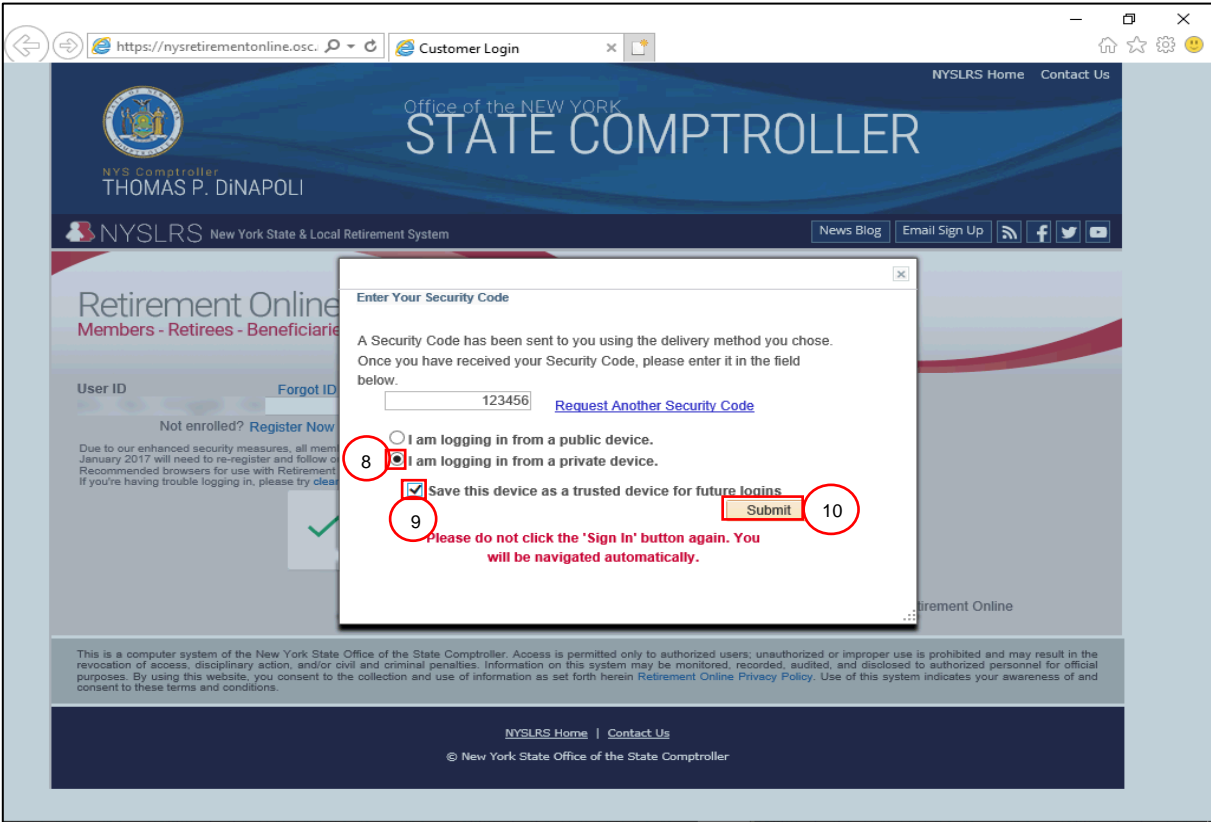


## Add a Trusted Device

This guide shows you (as a member, retiree, or beneficiary) how to add a trusted device to your *Retirement Online* account. Trusted devices enable you to sign in to *Retirement Online* without requesting and entering a security code each time. For trusted devices, select personal devices that only you can access, not devices that can be accessed by others.

Step	Action		
1.	On the <i>Retirement Online Sign In</i> page, click in the <b>User ID</b> field and enter your user ID. <input data-bbox="268 358 606 396" type="text"/>	 <p>The screenshot shows the Retirement Online sign-in page. Callout 1 points to the User ID field containing 'CREDENTIALS@ME.COM'. Callout 2 points to the Password field containing black dots. Callout 3 points to the 'I'm not a robot' checkbox. Callout 4 points to the 'Sign In' button.</p>	
2.	Next, click in the <b>Password</b> field and enter your password. <input data-bbox="268 607 606 644" type="text"/>  <b>Note:</b> For security purposes, your password will appear as black dots as you type.		
3.	Check the box next to <b>I'm not a robot.</b> <input data-bbox="268 932 350 995" type="checkbox"/>		
4.	Click the <b>Sign In</b> button. <input data-bbox="268 1052 487 1115" type="button" value="Sign In"/>		

Step	Action	
5.	<p>The 'Choose Your Security Code Delivery Method' pop-up will appear. Select the appropriate <b>option</b> to indicate the way you want to receive your security code.</p> 	
6.	<p>Click the <b>Next</b> button.</p>  <p><b>Note:</b> A security code will be sent directly to the device you designated using the delivery method you selected.</p>	

Step	Action
<p>7.</p>	<p>The 'Enter Your Security Code' pop-up will appear. Click in the <b>Security Code</b> field and enter the security code you received.</p> <div data-bbox="268 397 602 435" style="border: 1px solid black; height: 23px; width: 159px; margin-bottom: 10px;"></div> <p><b>Note:</b> If you did not receive a security code by the method you requested, click the <b>Request Another Security Code</b> link.</p> 

Step	Action	
8.	Select the <b>I am logging in from a private device</b> option.   <b>Note:</b> Select this option only if you are working from a personal device only you can access.	
9.	Check the box next to <b>Save this device as a trusted device for future logins.</b> 	
10.	Click the <b>Submit</b> button to continue. 	

Step	Action
<p>11.</p>	<p>Your <i>Retirement Online Account Homepage</i> will appear.</p> <p>You have now completed adding a trusted device to your <i>Retirement Online</i> account.</p> <p><b>Note:</b> You may see a 'Self-Service Account Update' case type in the 'My Cases' section at the bottom of your <i>Retirement Online Account Homepage</i>.</p> 