# 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 **password**. 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: mySRPSusers.sra.maryland.gov/home.
The system will ask you if you have a registration code. Click **Yes**.

## Step 3: Complete Your Registration

*Registration problems/questions?*
Call us at 844-314-4766.

| | |
|---|---|
| Enter your 6-character **Registration Code**. You'll do this step twice. | Press **Tab** key |
| Enter the last **4 digits** of your **SSN**. | Press **Tab** 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 **Submit** |
| Enter your new **Username** (this must be a valid email address). | Press **Tab** key |
| Enter the **password** you made up. The system will let you know how "strong" it is. | Press **Tab** key |
| Select 3 **security questions** and enter your answers. | Press **Tab** key |
| Enter your **phone number** and select the phone type. | Click **Submit** |
| You will receive an **activation email** with the subject "Immediate action required" from mysrps@sra.state.md.us. Click the link that says Click to activate your account. | Click **Link** |

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 sra.maryland.gov.
## 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**.

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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.

**User Login**

Username: Email

Password: Password

Login

Forgot Username/Password?

Don't have an account with us?

**Register**

*Login problems/questions?* Call us at 844-314-4766.

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## 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 ⊕ if you want to see **more** on the topic
Click ⊖ 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

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

**SRPS** MARYLAND STATE RETIREMENT *and* PENSION SYSTEM

*mySRPS*

Welcome Test Account — Log Out

Home   My Documents   Messages   Profile ▾

| My Employer | My System | My Status |
| University Of Maryland | Employees' Retirement System | Active Member |

View Account
Estimate Benefits
Asset Verification

### View Account

ⓘ General Information ⊖

**Important Dates**

Enrollment Date ⓘ: 07/01/1961

**Last Reported Payroll**

Pay Period Ending Date ⓘ: 07/20/2019     Actual Annual Salary ⓘ: $59,101

📅 Service Credit ⊕

⚖ Account Balance ⊕

📄 Member Handbook

### 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.