

# YOUR ONLINE RETIREMENT ACCOUNT

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How to Register, Login, and Use the ERSRI Member Portal

# LOGIN TO THE MEMBER PORTAL

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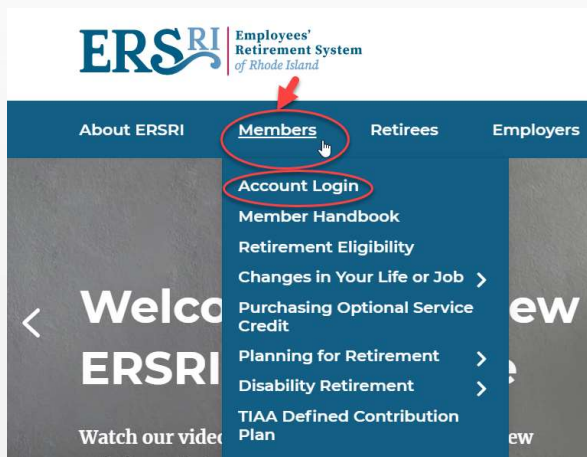
- Go to [www.ersri.org](http://www.ersri.org)
- All members – whether you are Active, Deferred, or Retired – can click the **ORANGE BOX** on the banner to **Login to My Account**



# OTHER WAYS TO LOGIN

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- Another way to navigate to the Login page is by visiting the **Account Login** pages under Members or Retirees on the menu bar



# USING THE PORTAL AS AN ACTIVE MEMBER

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Upon registering, you will receive a system-generated User ID and will establish your password. You can then login and use the site to:

- Update your [contact information](#) (email and phone)
- Review your [Pension Profile](#) – this includes information about your service, salary, contributions, and beneficiary(ies)
- Use the [Pension Projection Tool](#) to estimate your future retirement benefit
- Directly link to your 401(a) Defined Contribution account with [TIAA](#)
- [and more!](#)

# USING THE PORTAL AS A RETIRED MEMBER\*

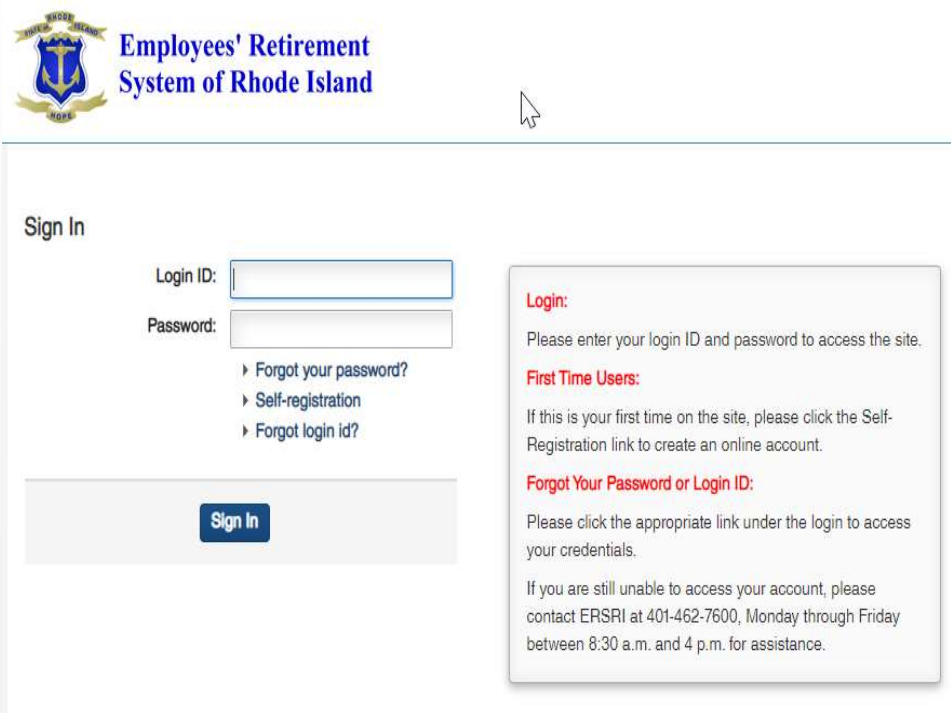
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Upon registering, you will receive a system-generated User ID and will establish your password. You can then login and use the site to:

- Update your **contact information** (address, email, phone)
- Update your federal and RI state **tax withholding elections**
- View your **benefit payment history** and print payment statements
- View and print your **1099-R**
- Review your designated beneficiary(ies) information

*\*or beneficiary or QDRO payee*

# LOGIN SCREEN



The screenshot shows the login interface for the Employees' Retirement System of Rhode Island. At the top left is the state seal and the text "Employees' Retirement System of Rhode Island". Below this is a "Sign In" section with two input fields: "Login ID:" and "Password:". To the right of the password field are three links: "Forgot your password?", "Self-registration", and "Forgot login id?". A blue "Sign In" button is positioned below the input fields. On the right side of the login area, there is a help box with the following text:

**Login:**  
Please enter your login ID and password to access the site.

**First Time Users:**  
If this is your first time on the site, please click the Self-Registration link to create an online account.

**Forgot Your Password or Login ID:**  
Please click the appropriate link under the login to access your credentials.

If you are still unable to access your account, please contact ERSRI at 401-462-7600, Monday through Friday between 8:30 a.m. and 4 p.m. for assistance.

**If you have already registered:**  
Simply enter your login ID and password to access the site.

**If you are a first-time user:**  
Click the Self-Registration link to begin.

*Note: in order to self-register, your email address must already be on file with ERSRI. If you are unable to complete the self-registration process, please contact ERSRI by using the "Contact Us" link on our website.*

# LOCKED OUT OF YOUR ACCOUNT

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- If you are locked out, please contact ERSRI for assistance
- If you are issued a temporary password, you will be required to create a new password when you login.
- If you have registered for the site in the past, but have forgotten your Login ID or password, click the link to retrieve the information.



Login ID:

Password:

[▶ Forgot your password?](#)

[▶ Self-registration](#)

[▶ Forgot login id?](#)

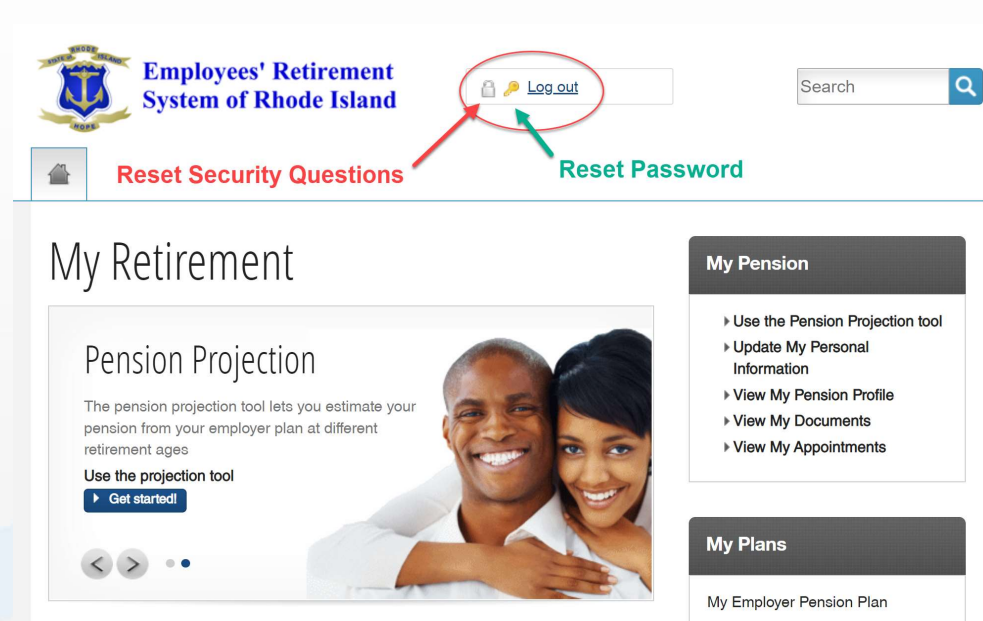
# ACCOUNT MAINTENANCE (AFTER LOGIN)

## Update Your Security Questions

You can reset your security questions by clicking the lock icon at the top of your home page

## Change Your Password

You can reset your password by clicking the key icon at the top of your home page





# HAVE QUESTIONS OR NEED ASSISTANCE?

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- Contact ERSRI by phone at (401) 462-7600
- Send us an email by clicking “Contact Us” on the homepage at [www.ersri.org](http://www.ersri.org)

