

THE NEW ERSRI MEMBER PORTAL

How to Self-Register and Login to the ERSRI Member Portal

USING THE PORTAL AS AN ACTIVE MEMBER*

Upon self-registering, your Login ID will be your email address and you will establish your password. **Active Members** can then login and use the Member Portal 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** widget to estimate your future retirement benefit
- Directly link to your 401(a) Defined Contribution account with **TIAA**

**or deferred member*

***if you are an Active Member, your address is transmitted to ERSRI by your employer*

USING THE PORTAL AS A RETIRED MEMBER*

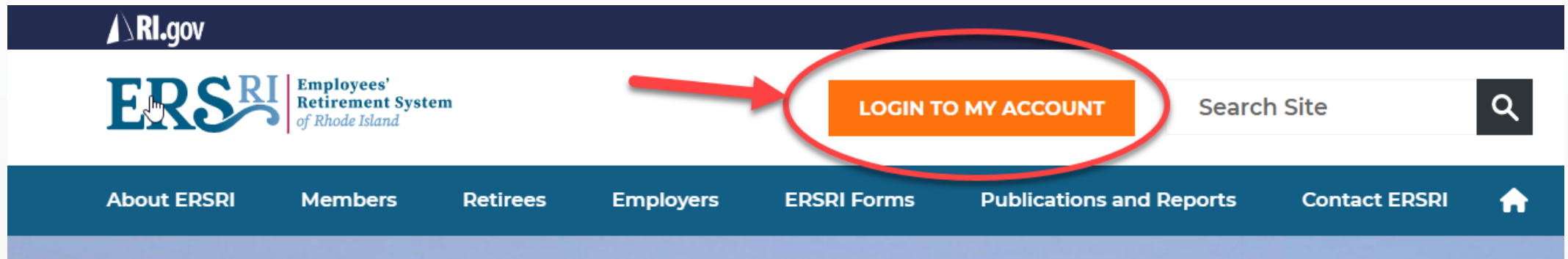
Upon self-registering, your Login ID will be your email address and you will establish your password. **Retirees** can then login and use the site to:

- 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
- Review your designated beneficiary(ies) information
- View and print your latest **1099-R** (*beginning in January 2027*)

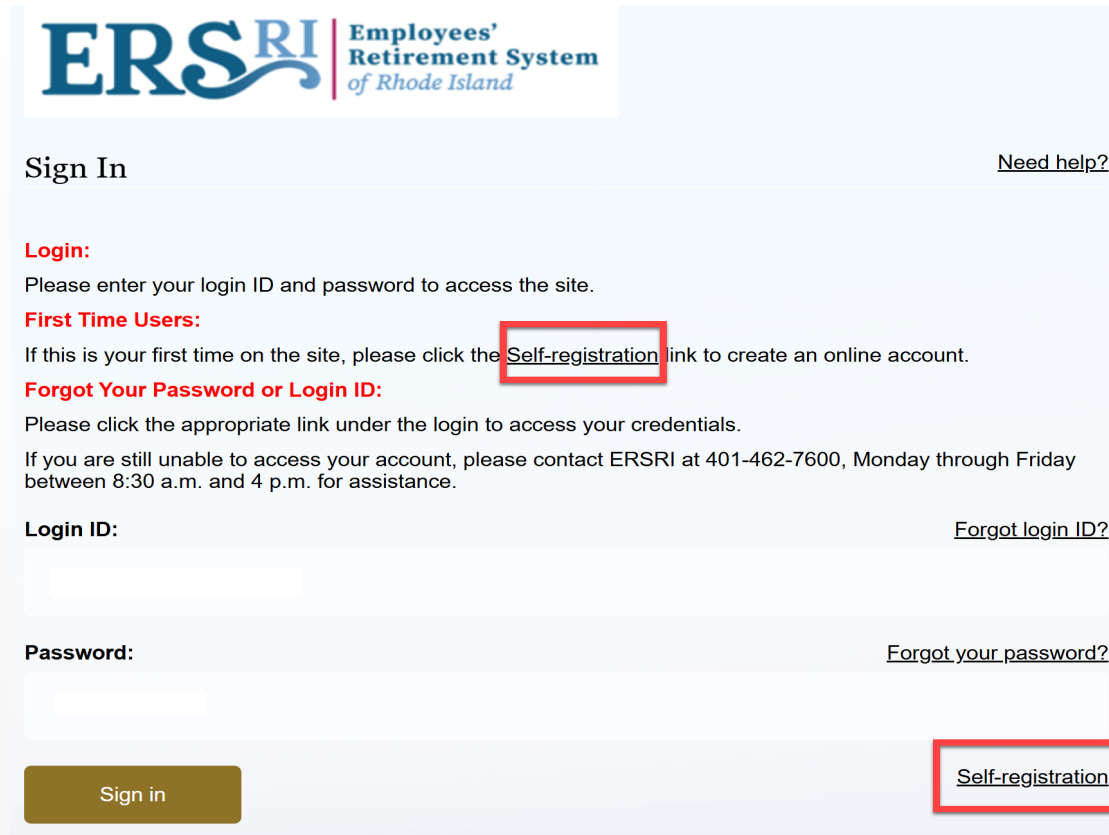
**or payee, including those receiving monthly survivorships, TSB, or QDRO benefits*

ACCESS THE LOGIN AND SELF-REGISTRATION SCREEN

- Go to 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**



STEPS FOR SELF-REGISTRATION



The screenshot shows the ERSRI login page. At the top left is the ERSRI logo with the text "Employees' Retirement System of Rhode Island". Below the logo is a "Sign In" section. On the right side of this section is a link "Need help?". Below the "Sign In" section, there is a "Login:" heading followed by the instruction "Please enter your login ID and password to access the site." Below this is a "First Time Users:" heading followed by the instruction "If this is your first time on the site, please click the [Self-registration](#) link to create an online account." Below this is a "Forgot Your Password or Login ID:" heading followed by the instruction "Please click the appropriate link under the login to access your credentials." Below this is the instruction "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." Below the instructions are two input fields: "Login ID:" and "Password:". To the right of the "Login ID:" field is a link "Forgot login ID?". To the right of the "Password:" field is a link "Forgot your password?". At the bottom left is a "Sign in" button. At the bottom right is a link "Self-registration". Both the "Self-registration" link in the middle of the page and the "Self-registration" link at the bottom right are highlighted with red rectangles.

ERSRI | Employees' Retirement System of Rhode Island

Sign In [Need help?](#)

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.

Login ID: [Forgot login ID?](#)

Password: [Forgot your password?](#)

[Self-registration](#)

Sign in

Click the **Self-Registration** link to begin.

All members must self-register to use the new Member Portal – even if previously registered for the old site.

If you are unable to complete the self-registration process, please contact ERSRI by using the “Contact Us” link on our website.

STEP 1 - ENTER KEY IDENTIFIERS



ERSRI | Employees' Retirement System of Rhode Island

Provide key identifiers [Need help?](#)

Please provide the following information to continue the self-registration process. Select **Next** when you are finished.

- 1 Enter the first five digits of your SSN.
- 2 Enter your date of birth (MM/DD/YYYY).
- 3 Enter your last name.
- 4 ☒ I'm not a robot
reCAPTCHA is changing its terms of service. [Take action.](#)  reCAPTCHA Privacy - Terms
- 5

Enter **key identifiers** to validate your account.

1. Enter the **first 5 digits** of your SSN (12345)
2. Enter your **date of birth** (mm/dd/yyyy)
3. Enter your **last name** (as formatted in your active employee record or as an ERSRI payee)
4. Check the box beside “**I’m not a robot**”
5. Click “**Next**” to advance to the next step.

STEP 2 - SET YOUR USER ID

Your personal **email address will be your User ID** (also called Login ID).

- Note: If your email address is already on file at ERSRI, this field will be pre-populated at self-registration. The email address on file cannot be changed during the self-registration process, but if needed, you may update it after registration by logging into the site and updating your email address.*

Click “**Next**” to advance to the next step.

Set your user ID

[Need help?](#)

Personal email address:

Cancel

Next

STEP 3 - PROVIDE MOBILE PHONE NUMBER



The screenshot shows a web form for the Employees' Retirement System of Rhode Island (ERSRI). The form is titled "Collect Mobile Number" and includes a "Need help?" link. It instructs the user to "Please provide/validate your mobile number." and provides a text input field labeled "Enter your mobile phone number:". At the bottom of the form are two buttons: "Cancel" and "Next".

Enter your **mobile phone number***

**Note: If you do not have a mobile phone, please provide your home phone number in this space*

Click "**Next**" to advance to the next step.

Important: If your email address was already on file with ERSRI, you will provide your phone number information after Step #4

STEP 4 - VERIFY YOUR EMAIL ADDRESS

From	Subject
☐ 2fa_donotreply@morneaush..	Your ERSRI Verification Code

Dear]

Your verification code is 123456. Please enter this code to verify your email address and continue your registration for the ERSRI Member Portal or to complete your password change. This one-time use code will expire in 15 minutes.

Thank you
Employees' Retirement System of Rhode Island

Disclaimer: This email is intended solely for the use of the individual to whom it is addressed to. Do not share this code with anyone.

Check your email box for an email from ERSRI containing a 6-digit verification code.

Enter this code in the Verification Code field.

Validate Your Email

[Need help?](#)

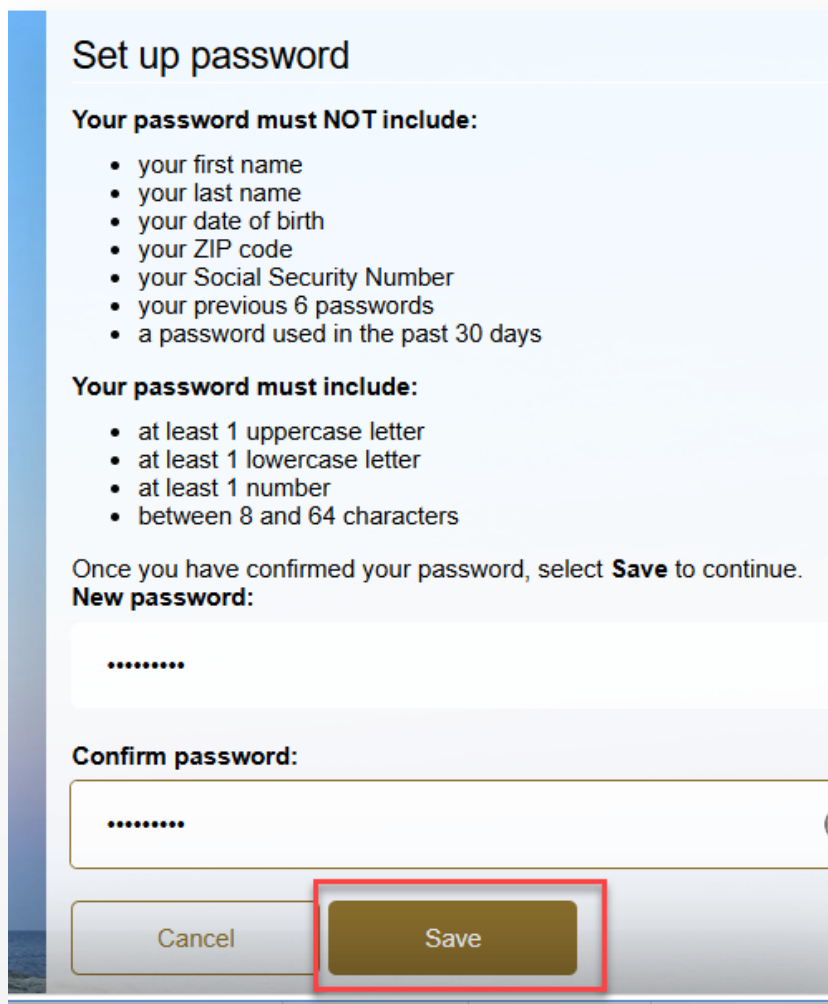
We have sent an email to or.com. Please enter the verification code sent to you in the provided field below.

Verification Code:

[\(resend email\)](#)

Click “Next” to advance to the next step.

STEP 5 - SET UP YOUR PASSWORD



Set up password

Your password must NOT include:

- your first name
- your last name
- your date of birth
- your ZIP code
- your Social Security Number
- your previous 6 passwords
- a password used in the past 30 days

Your password must include:

- at least 1 uppercase letter
- at least 1 lowercase letter
- at least 1 number
- between 8 and 64 characters

Once you have confirmed your password, select **Save** to continue.

New password:

.....

Confirm password:

.....

Cancel Save

Set your new password following the requirements provided and re-type it to confirm.

Click **“SAVE”** to advance to the next step.

STEP 6 - SET/CONFIRM SECURITY QUESTIONS

Choose security questions

Please choose three different security questions from the drop-down list below and provide the answers.

These questions will be used if you forget your password and need to reset it, so your answers should be one word and easy to remember.

Select Next when you are finished.

What is your mother's maiden name? (modify ▼)
Smith

What was the name of your first pet? (modify ▼)
Muffy

Who was your childhood hero? (modify ▼)
Superman

Select a security question from each of the 3 dropdown menus and fill in your answers.

Click “Next” to advance, then confirm your answers on the following screen. Click “Save” to advance to the final self-registration step.

Confirm security questions

Review the security questions and select Save if you want to keep them.
Select Back if you want to change your questions

What is your mother's maiden name?
Smith

What was the name of your first pet?
Muffy

Who was your childhood hero?
Superman

STEP 7 - ACCEPT THE TERMS OF USE

Terms of use ①

Registration complete, please read and accept the [Terms of Use](#).

☒ I accept the ERSRI [Terms of Use](#).

[Cancel](#) [Save](#)

Terms of use ②

Terms of use accepted successfully! Select Continue to return to the login page and sign in with your login ID and password.

Registration complete, please read and accept the [Terms of Use](#).

☒ I accept the ERSRI [Terms of Use](#).

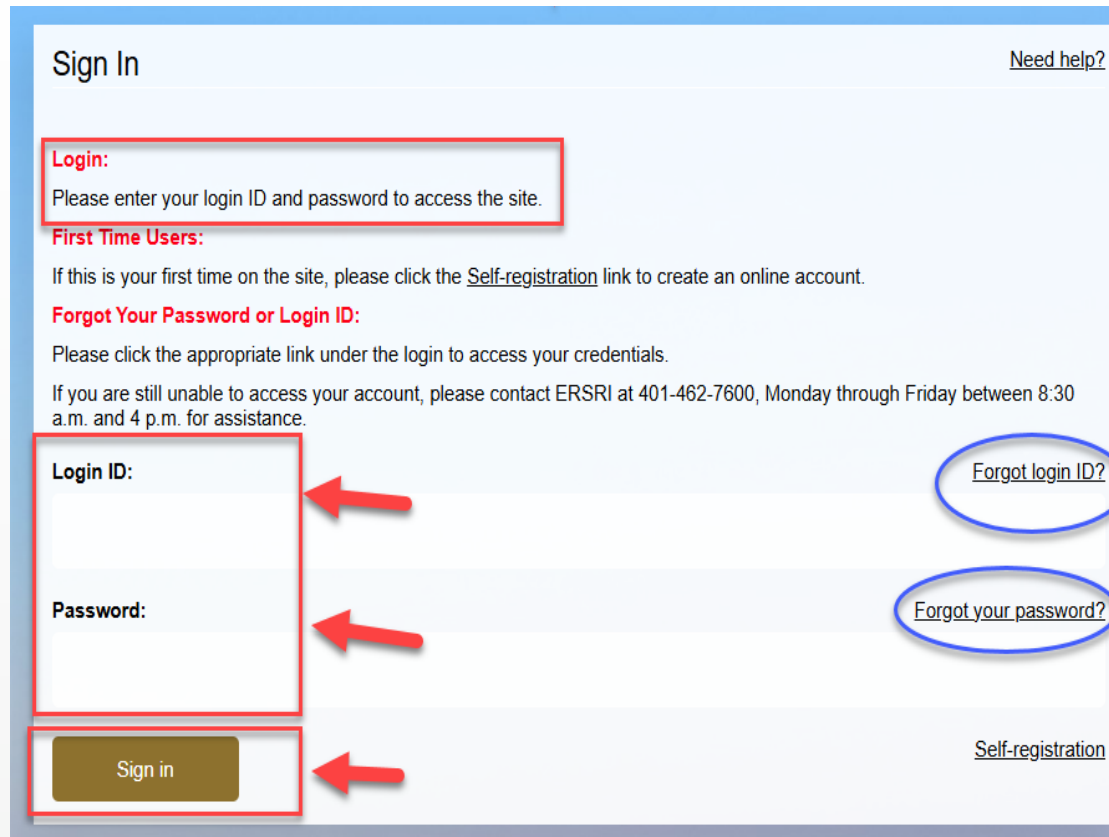
[Cancel](#) [Continue](#) → returns to login screen

Read and accept the Terms of Use.

Click “**Save**” then “**Continue**”

You will be returned to the login screen, where **you may now login** with your newly established Login ID (your email address) and password.

LOGIN ON THE SIGN IN PAGE



The screenshot shows a 'Sign In' page with a light blue header. The title 'Sign In' is on the left, and a 'Need help?' link is on the right. Below the header, a red box highlights the 'Login:' section, which includes the instruction 'Please enter your login ID and password to access the site.' Below this, the 'First Time Users:' section advises clicking the 'Self-registration' link. The 'Forgot Your Password or Login ID:' section provides instructions and a contact number. At the bottom, a red box highlights the 'Login ID:' and 'Password:' input fields, with red arrows pointing to them. Another red box highlights the 'Sign in' button, also with a red arrow. To the right of the input fields, two blue ovals highlight the 'Forgot login ID?' and 'Forgot your password?' links. The 'Self-registration' link is at the bottom right.

Sign In [Need help?](#)

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

First Time Users:
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Login ID:

Password:

[Forgot login ID?](#)

[Forgot your password?](#)

[Self-registration](#)

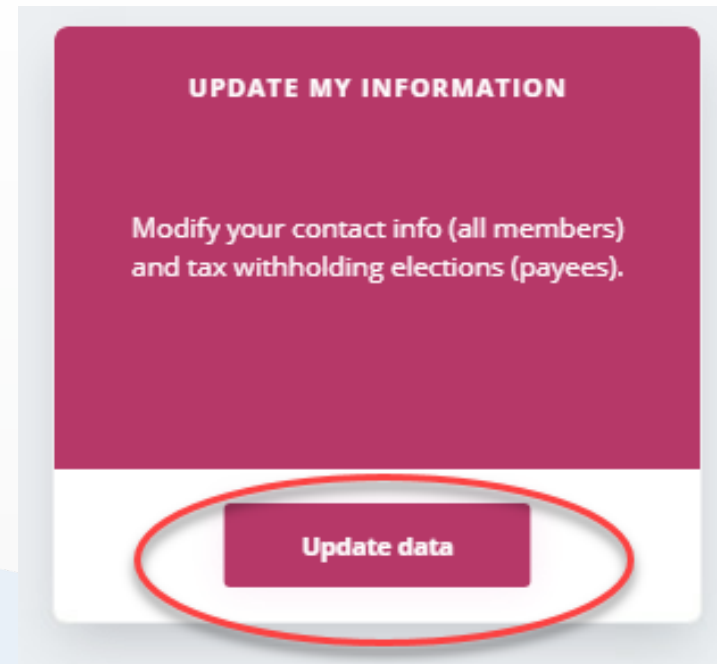
When you have completed Self-Registration, you will be returned to the **Sign In** page, where you may login with your credentials.

Use the *Forgot Login ID* and *Forgot Your Password?* links if needed.

ACCOUNT MAINTENANCE (AFTER LOGIN)

Update Your Login ID

You can change your login ID by updating your email address in the Member Portal. Just go to the **Update My Information** widget after login.



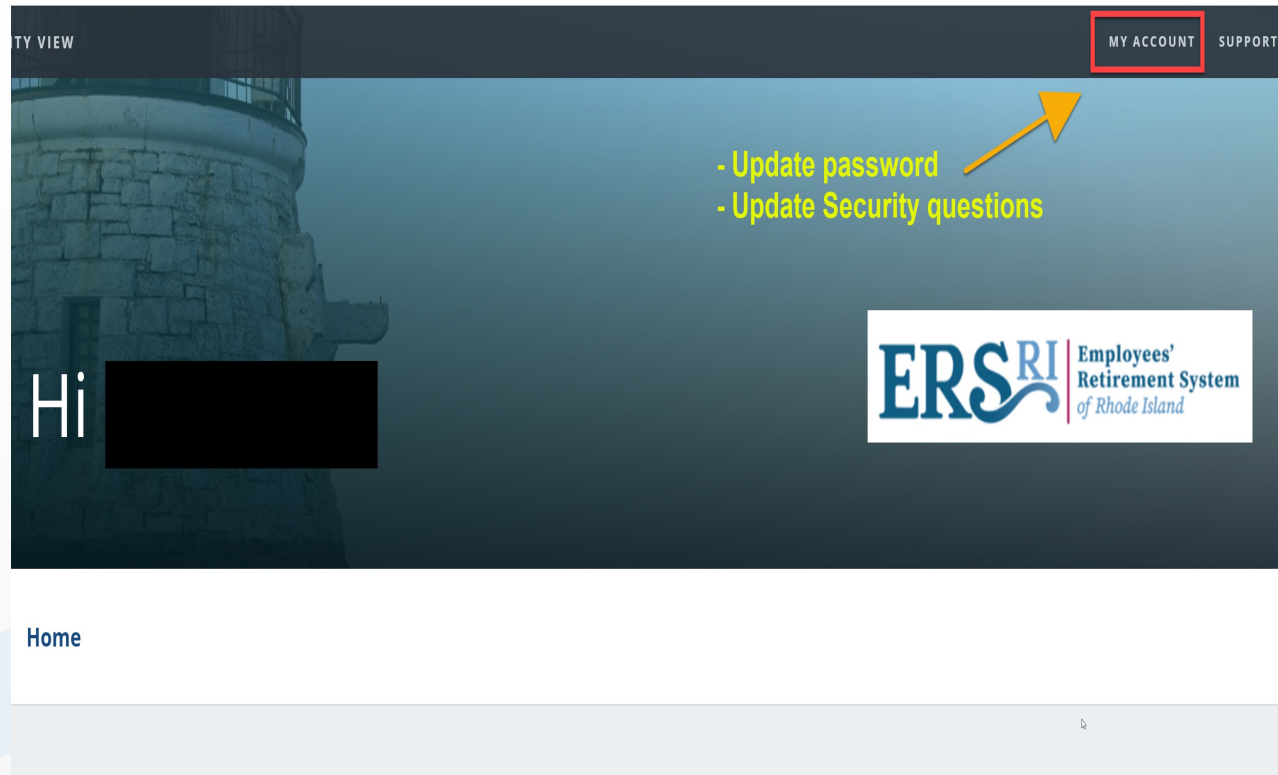
ACCOUNT MAINTENANCE (AFTER LOGIN)

Change Your Password

You can reset your password by clicking **MY ACCOUNT** at the top of your home page

Update Your Security Questions

You can reset your security questions by clicking **MY ACCOUNT** at the top of your home page.



HAVE QUESTIONS OR NEED ASSISTANCE?

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

