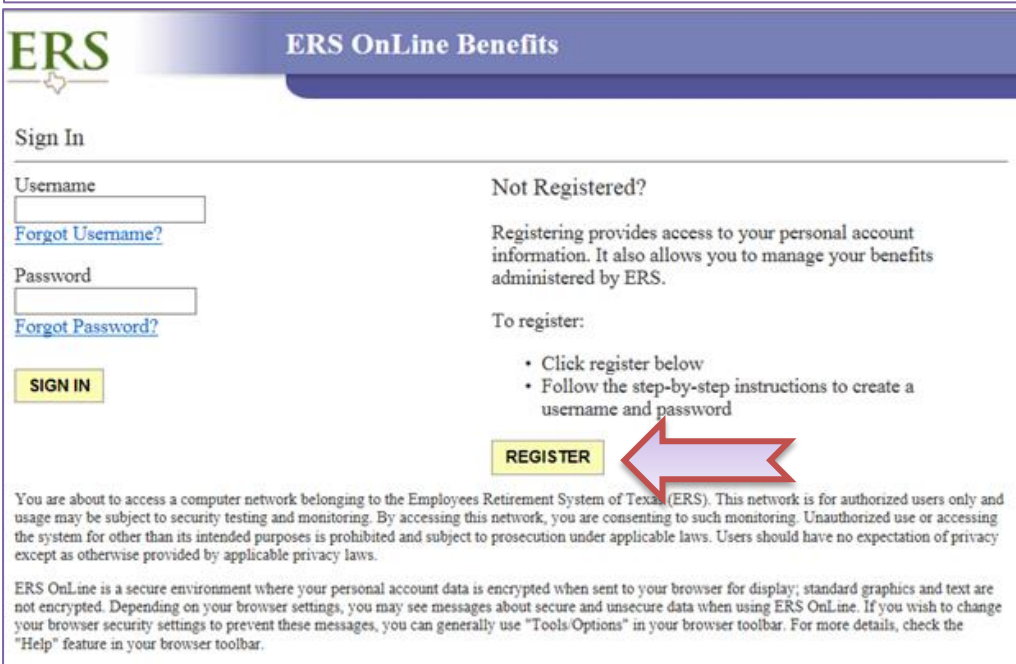


## ERS Online – Register Your Account

From the ERS of Texas home page ([www.ers.state.tx.us](http://www.ers.state.tx.us)), you can access your member account. Click on 'Access My Account' at the top right corner of the page.



Click 'Enroll' to register your account.



This brings you to the ERS Online login screen.

Click 'Register' to setup your ERS Online user account.

Enter the required information and click NEXT until all steps are completed.

## User Account Registration



### Verify Contact Information

Please complete all required information below. The information you enter here will only be used to compare the information in our records and will not be saved.

\* Required Fields

\*First Name:

\*Last Name:

\*Address Line 1:

Address Line 2:

\*City:  \*State:  \*ZIP Code:

Telephone:

Email Address:

Select **Next** when finished or **Back** for the previous step.

[Cancel](#)

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Next >

## User Account Registration



### Enter Proof of Identity

Please complete all required information below. You must enter the information exactly as it appears in our records.

\* Required Fields

\*Social Security Number: XXX-XX- (Last 4 digits only)

\*Date of Birth:   (mm/dd/yyyy)

\*Gender:

Select **Next** when finished or **Back** for the previous step.

[Cancel](#)

< Back

Next >

## User Account Registration



### Select Username and Password

Please select a Username and Password combination unique to you that you will remember.

\* Required Fields

\*Username:

\*Password:

**Usernames are permanent and may not be changed later once the registration process is complete.**

\*Confirm Password:

- ◆ Username must be between 8 and 28 characters.
- ◆ Username must include at least one letter.
- ◆ Username must not include more than four numbers.
- ◆ Username must not include spaces, commas, or [special characters](#) other than @, ., -, and \_.

- ◆ Password must contain at least one letter.
- ◆ Password must contain at least one [special character](#).
- ◆ Password must contain at least one number.
- ◆ Password must be at least 9 characters long.

Select **Next** when finished or **Back** for the previous step.

[Cancel](#)

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## User Account Registration



### Create Secret Question

The secret question will be used to help identify you in case you forget your Username or Password. Please select a question and answer combination that only you know and that you will remember.

\* Required Fields

\*Question:

\*Answer:

Select **Next** when finished or **Back** for the previous step.

[Cancel](#)

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Next >

## User Account Registration



### Review, Confirm, and Accept

Confirm the Username is correct and accept the Terms of Use to complete the ERS OnLine registration process.

Username:

[Edit Username](#)

**Usernames are permanent and may not be changed later once the registration process is complete.**

#### Terms of Use

You are about to access a computer network belonging to the Employees Retirement System of Texas (ERS). This network is for authorized users only and usage may be subject to security testing and monitoring. By accessing this network, you are consenting to such monitoring. Unauthorized use or accessing the system for other than its intended purposes is prohibited and subject to prosecution under applicable laws. Users should have no expectation of privacy except as otherwise provided by applicable privacy laws. ERS OnLine is a secure environment where your personal account data is encrypted when sent to your browser for display; standard graphics and text are not encrypted. Depending on your browser settings, you may see messages about secure and unsecure data when using ERS OnLine. If you wish to change your browser security settings to prevent these messages, you can generally use "Tools/Options" in your browser toolbar. For more details, check the "Help" feature in your browser toolbar.

I accept these terms of use.

Click **Register** to create your user account or **Back** for the previous step.

[Cancel](#)

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Register

### Congratulations,

You have completed the account registration process for ERS OnLine. Your new Username is:

Here are some of the things you can do with ERS OnLine:

- ◆ View and change your personal contact information
- ◆ Manage your insurance benefits
- ◆ View your ERS retirement account balance
- ◆ View your ERS state service credit
- ◆ Request and view your retirement benefits statement
- ◆ View, change, or add your beneficiaries
- ◆ And much more...

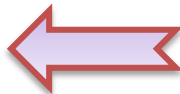
[Sign in using your new Username](#)



**Click 'Register' to create your user account.**

**Once you have completed the registration process, you can use your online account to access your benefits 24/7.**

**Click 'Sign in using your new Username' to go back to the ERS Online login screen.**



STEPHEN F. AUSTIN  
STATE UNIVERSITY

Human Resources

**Questions about your benefits??? Contact SFA Human Resources at (936) 468-2304 or [benefits@sfasu.edu](mailto:benefits@sfasu.edu)**

**Or contact ERS directly at (877) 275-4377 toll-free.**