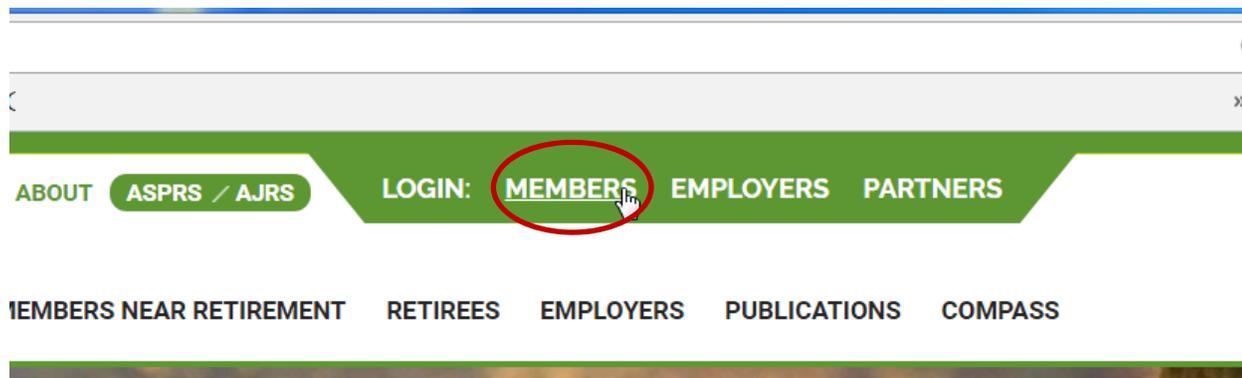


## Log on for the first time

To log on to the Member's Self Service (MSS) portal, click on the **Members** button, located at the top of the APERS website home page ([www.apers.org](http://www.apers.org)).

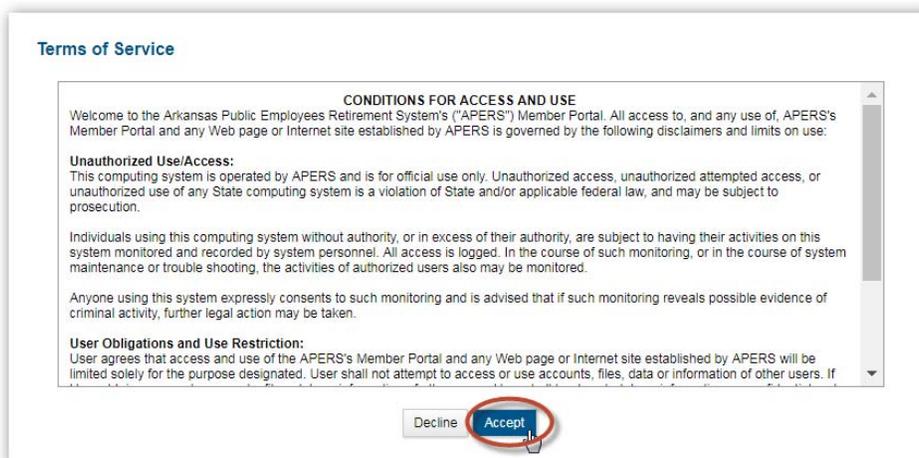


This will bring up the **login** screen. If this is the first time you log in, you will need to register your account first. Click on the **Register** link located below the Log In button.

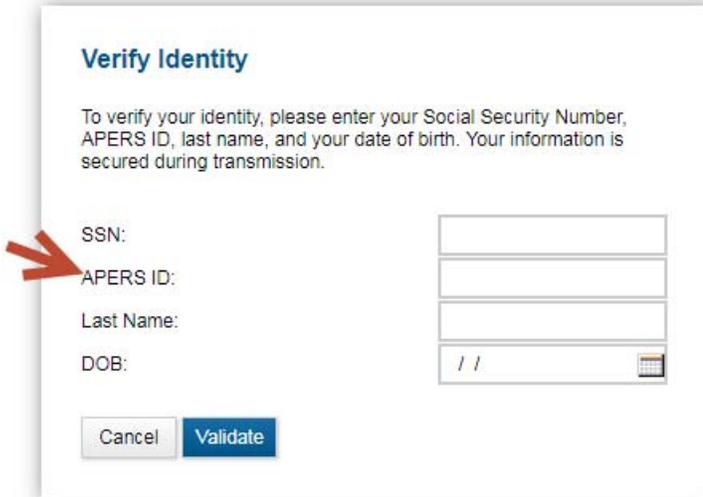


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You need to agree to the terms of service to proceed. Click on the **Accept** button to continue



For the **Verify Identity** screen you will need your APERS ID.



**Verify Identity**

To verify your identity, please enter your Social Security Number, APERS ID, last name, and your date of birth. Your information is secured during transmission.

SSN:

**APERS ID:**

Last Name:

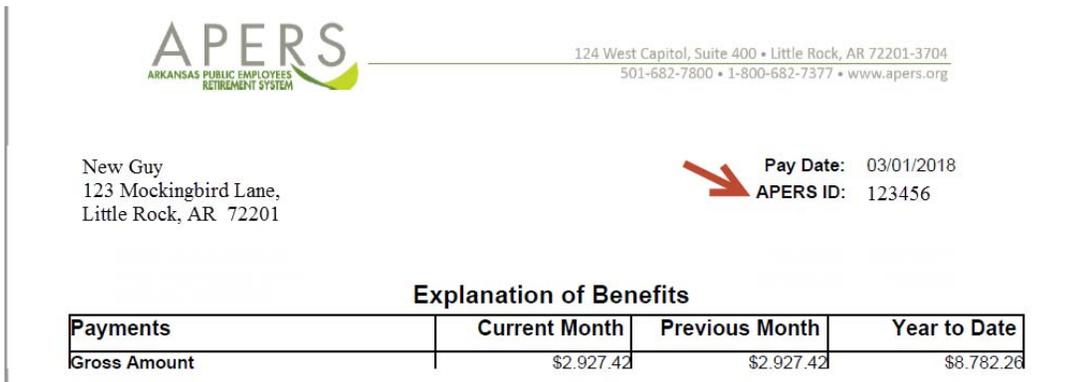
DOB:  

For active members, you can find your APERS ID on your Annual Statement



Personal Information		Beneficiary Information	
<b>APERS ID</b> 123456	<b>DOB</b> 12/01/1969	<b>Name</b>	<b>Percentage</b>
<b>Name</b> JANE S. DOE		JANE S DOE JR.	100%
<b>Address</b> 123 MOCKINGBIRD LANE			
<b>City</b> TEXARKANA	<b>ST</b> AR	<b>Zip Code</b> 71854	
<b>Gender</b> Female	<b>Marital Status</b> Single		

For retired members you can find your APERS ID on your Explanation of Benefits (EOB) Statement



**APERS**  
ARKANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM

124 West Capitol, Suite 400 • Little Rock, AR 72201-3704  
501-682-7800 • 1-800-682-7377 • www.apers.org

New Guy  
123 Mockingbird Lane,  
Little Rock, AR 72201

**Pay Date:** 03/01/2018  
**APERS ID:** 123456

**Explanation of Benefits**

Payments	Current Month	Previous Month	Year to Date
Gross Amount	\$2,927.42	\$2,927.42	\$8,782.26

If you need help with finding your APERS ID contact APERS at 501.682.700 or 800.682.7377.

Enter all the requested information and click on **Validate**.

This will take you to the **Account Setup Screen.**

Create your username and password.

Note and follow the password rules.

Set up your security questions and answers.

Finally provide a valid email address for future notifications.

Click the **Submit** button located at the bottom of the form.

### Account Setup

#### Account

All fields are required. The password is case sensitive.

Person:

Username (minimum 6 characters):

Enter New Password:

Confirm New Password:

Password must match the following rules

1. Password must have a minimum of 8 characters
2. Password cannot match the username
3. Password cannot be set to any of the previous 6 passwords
4. Password should match three out of the following four regular expressions: 1 uppercase, 1 lowercase, 1 number, 1 special character(non-alphanumeric)

#### Security Questions

Security questions are used in-case you ever need to recover your password.

First Question:

Answer:

Second Question:

Answer:

Third Question:

Answer:

#### Email Address

Your email address is used for notification purposes. It will remain private and it will not be shared with outside companies.

Enter Email Address:

Re-enter Email Address:

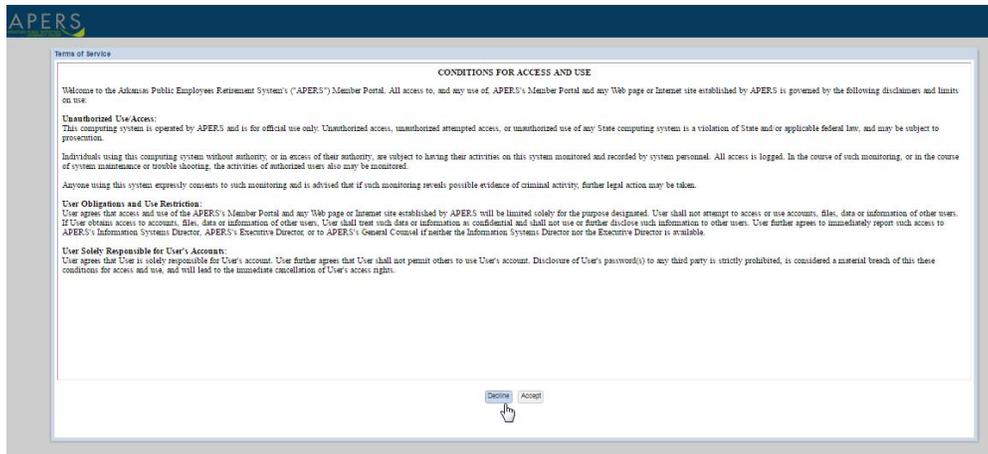
If the registration is successful, you will receive a confirmation message.

### Registration Successful

Your account has been successfully created. You currently are redirected to the login page.

You will be redirected back to the **login** screen. Enter your new user name and password and click on the **Log In** button to continue.

Once you have successfully logged in, you will see the **Terms and Conditions** screen. You must click on **Accept** to continue to your **Home** page.



Welcome to your **Home** page.

