**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.

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.

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

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

If you need help with finding your APERS ID contact APERS at 501.682.7000 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.

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

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.