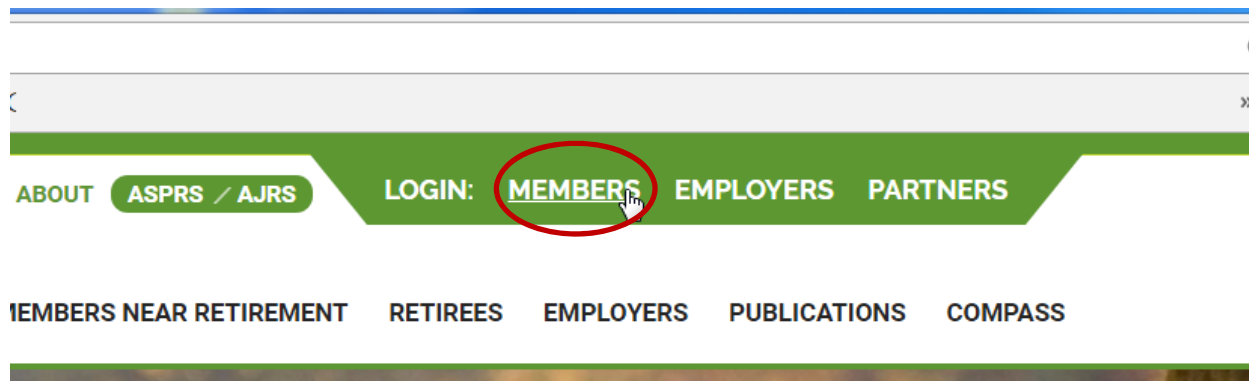


Log on for the first time

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).



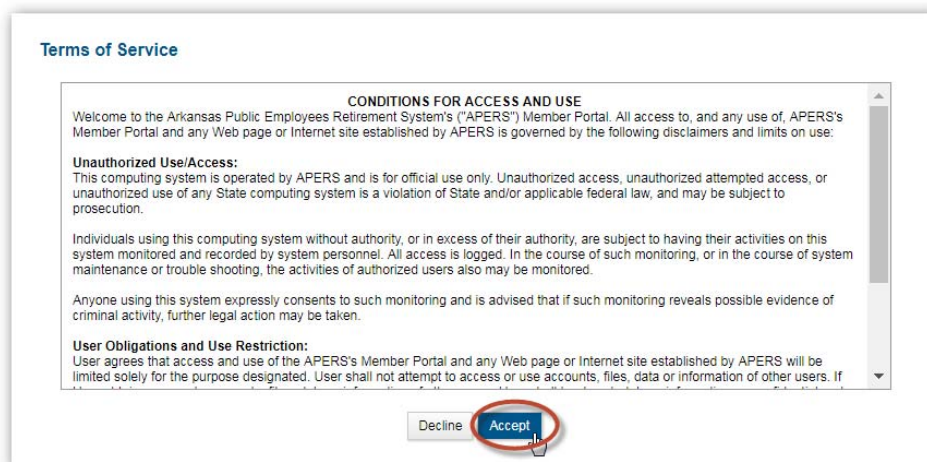
This will bring up the **login** screen. If this is the first time you log in, you will need to register your account first. Click on the **Register** link located below the Log In button.



The screenshot shows the login screen of the APERS Member Portal. It has a blue border and a white background. There are two input fields: 'User:' and 'Password:'. Below the fields are two buttons: 'Log In' and 'Register'. The 'Register' link is circled in red. There are also links for 'Forgot User Name' and 'Forgot Password'. At the bottom left, it says 'Version 10.0-mss V310 v1.0.0.0'. At the bottom right, there is a 'COMPASS' logo.

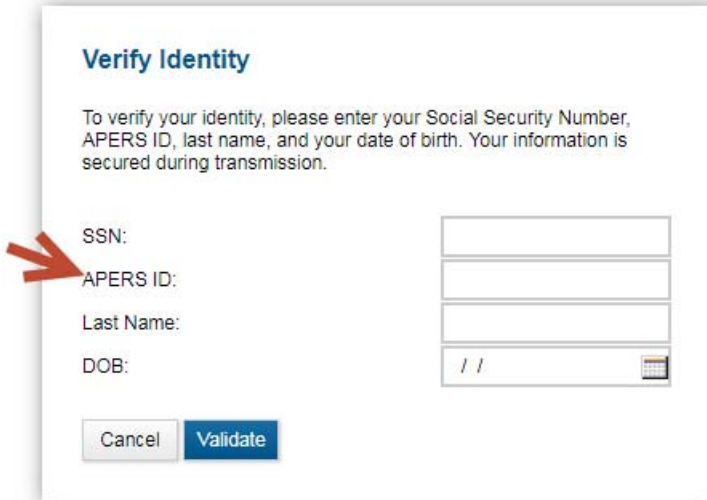
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You need to agree to the terms of service to proceed. Click on the **Accept** button to continue



The screenshot shows the 'Terms of Service' page. The title is 'Terms of Service'. Below it is a section titled 'CONDITIONS FOR ACCESS AND USE'. The text reads: 'Welcome to the Arkansas Public Employees Retirement System's ("APERS") Member Portal. All access to, and any use of, APERS's Member Portal and any Web page or Internet site established by APERS is governed by the following disclaimers and limits on use:'. There are three main sections: 'Unauthorized Use/Access:', 'Individuals using this computing system without authority...', and 'User Obligations and Use Restriction:'. At the bottom, there are two buttons: 'Decline' and 'Accept'. The 'Accept' button is circled in red.

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.

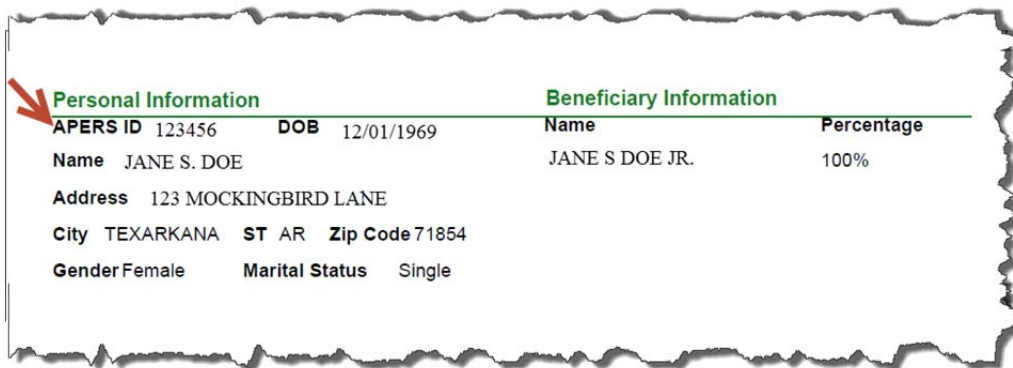
SSN:

APERS ID:

Last Name:


DOB: 

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



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

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



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 501.682.7800 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:

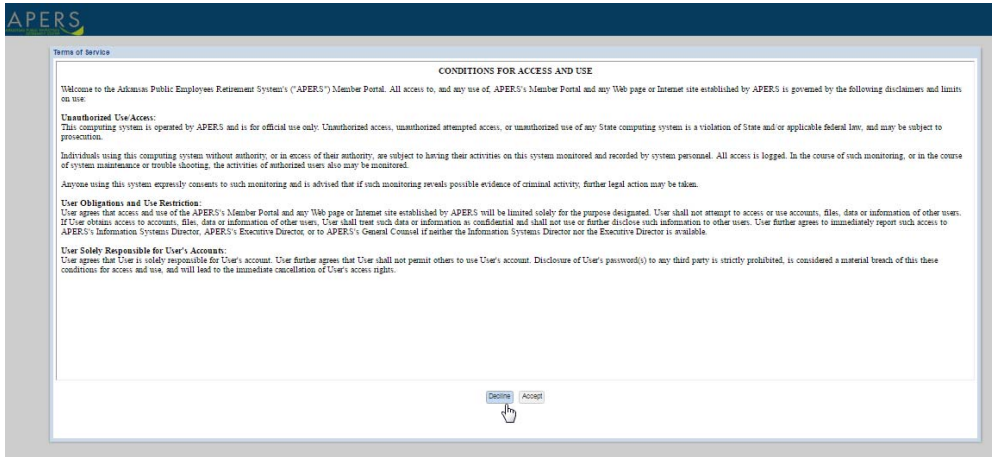
If the registration is successful, you will receive a confirmation message.

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.

