Thomas P. DiNapoli, State Comptroller

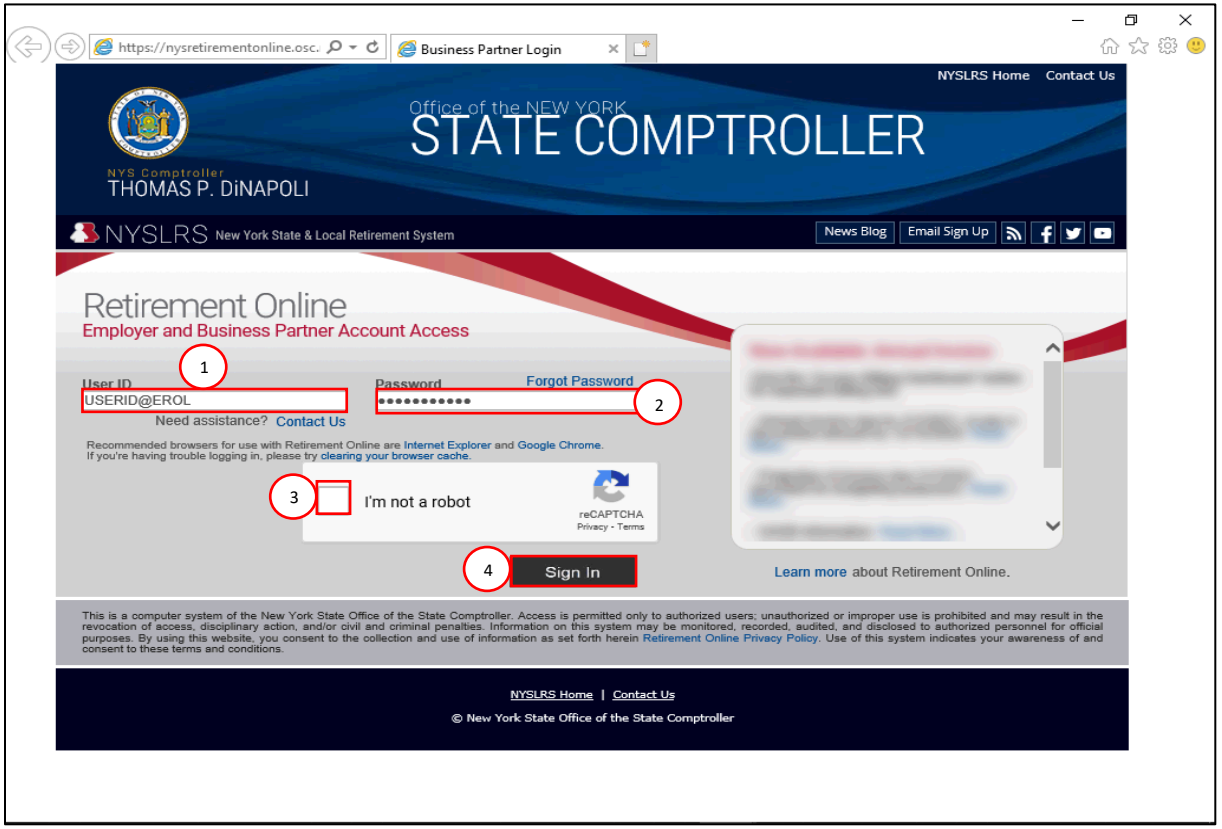
NYSLRS

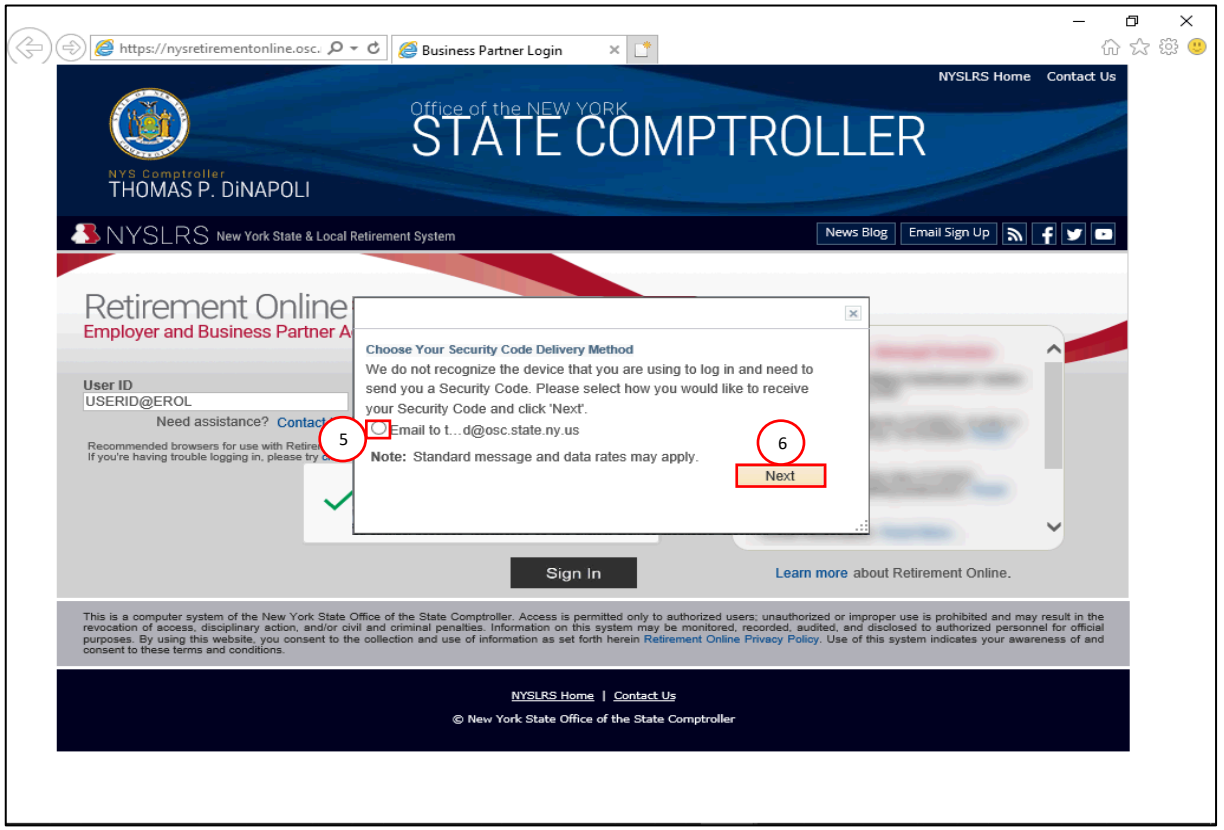
New York State & Local Retirement System

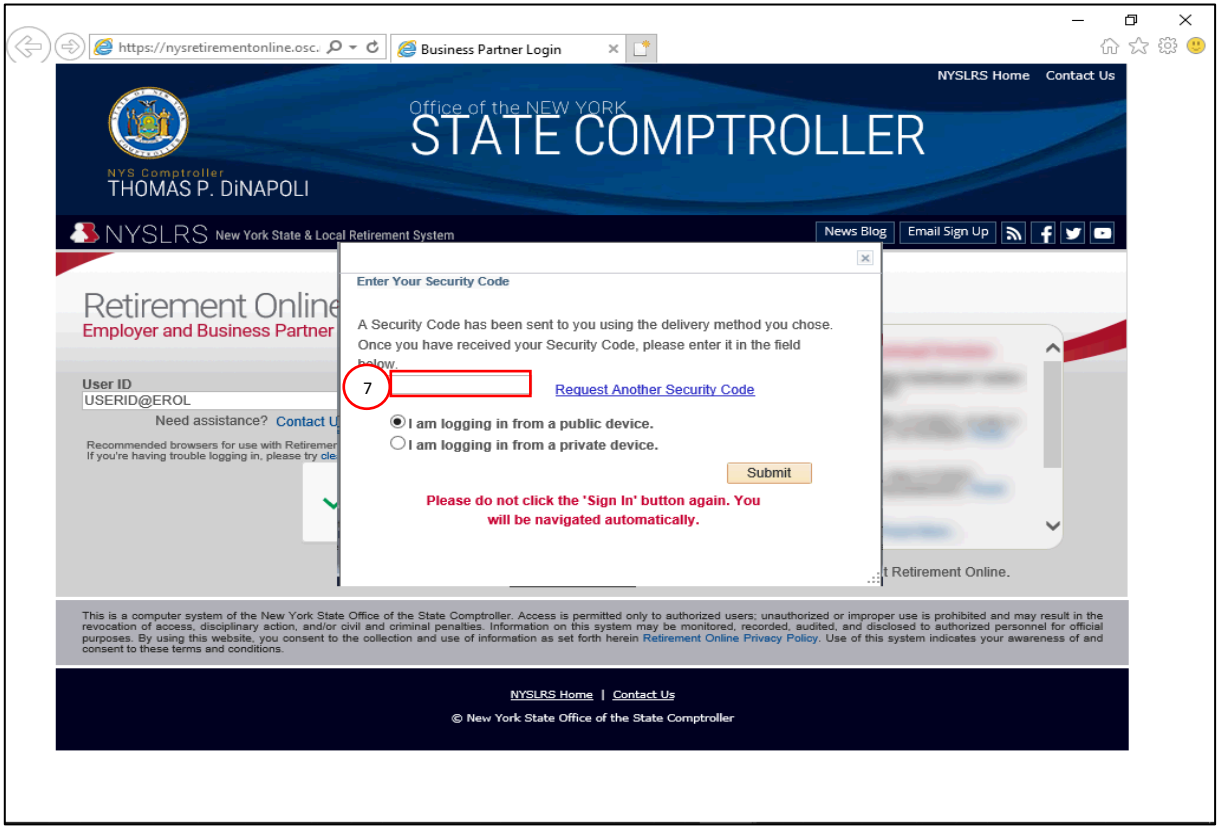
Add a Trusted Device

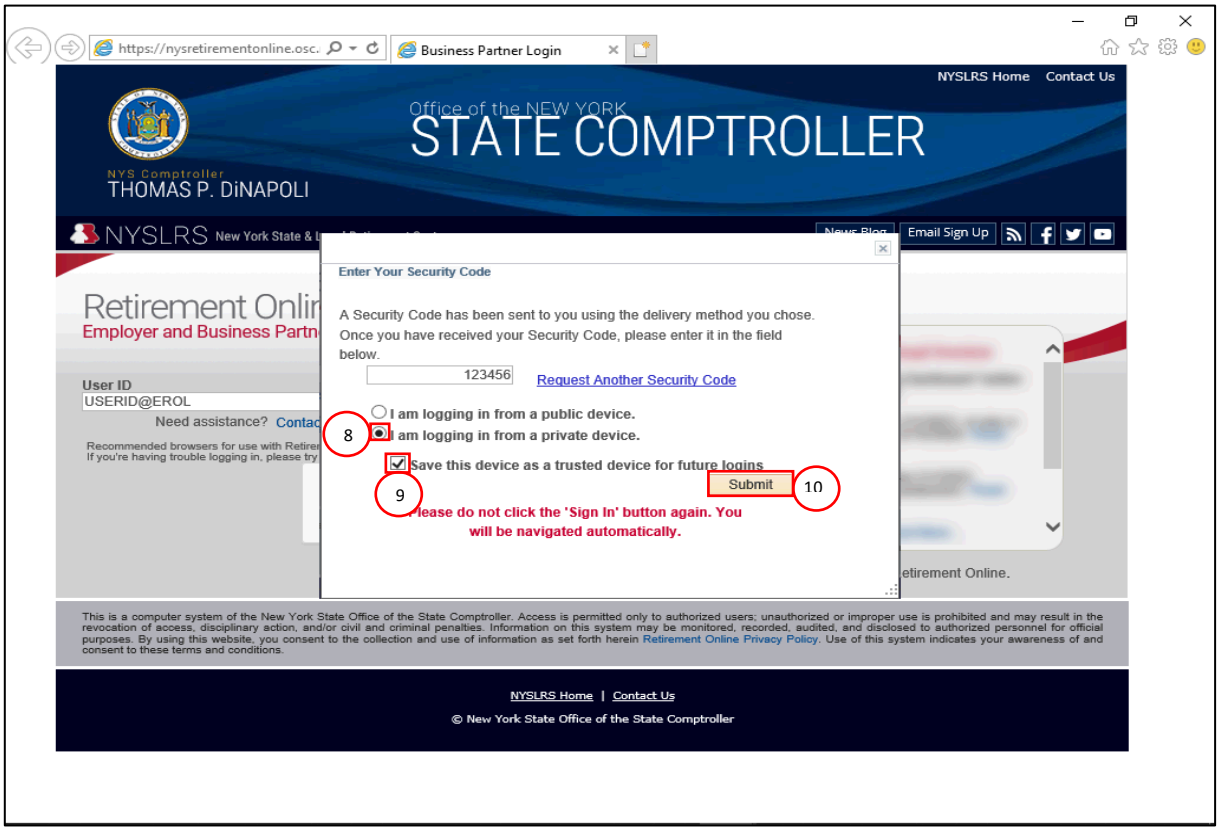
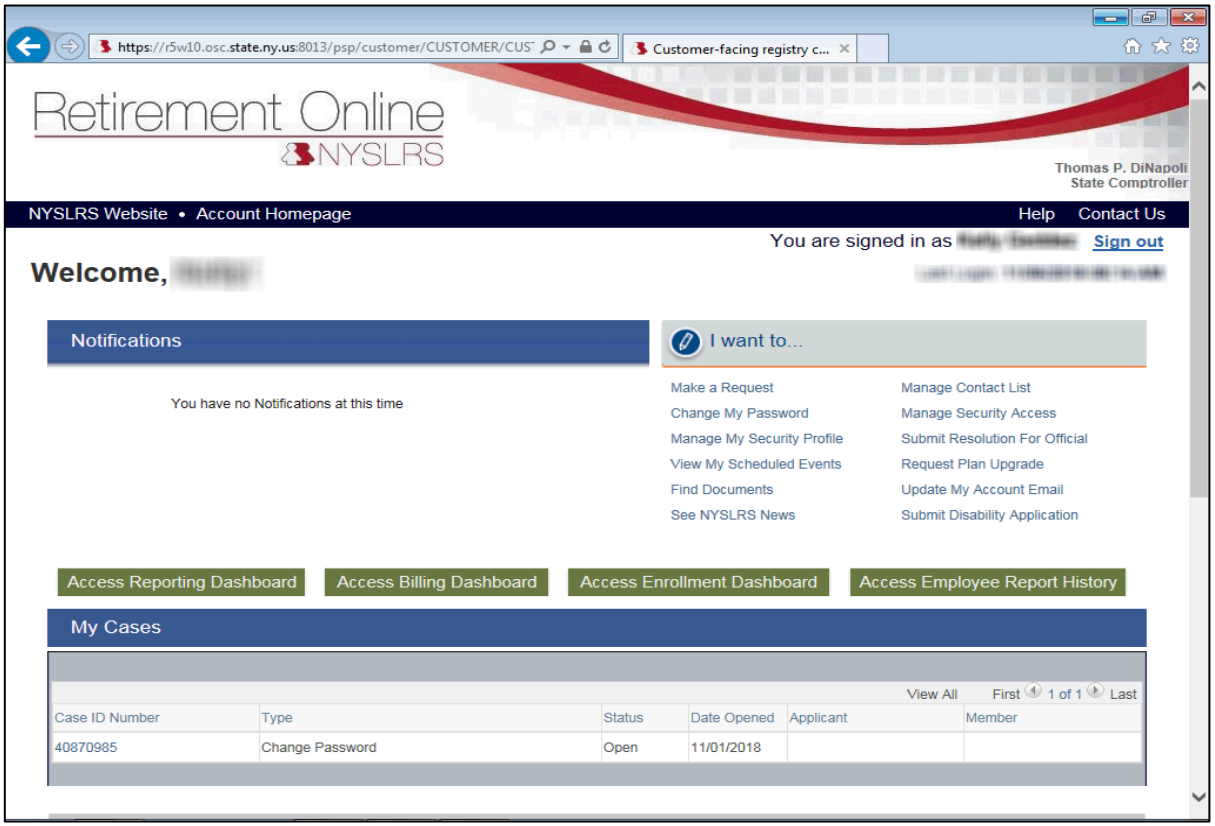
This guide shows you (as a business partner or employer) how to add a trusted device to your *Retirement Online* account. Trusted devices can be saved to easily sign in to *Retirement Online* without having to go through the two factor authentication process each time. A trusted device is not the device alone, it is also tied to the browser chosen at the time of trusting a device. You should not trust shared devices accessed by multiple people, but only personal devices assessed only by you.

Step	Action
1.	On the *Retirement Online Sign In* page, click in the **User ID** field and enter your user ID.
2.	Next, click in the **Password** field to enter your password. **Note**: For security reasons, your password will appear as black dots.
3.	Click the **I'm not a robot** box.
4.	Click **Sign In**.



Step	Action	
5.	The 'Choose Your Security Code Delivery Method' pop-up box will appear. Click the **Radio Button** next to the desired security channel.	
6.	Click **Next**. Next **Note:** A security code will be sent directly to the method you requested.	

Step	Action	
7.	The 'Enter Your Security Code' pop-up box will appear. Click in the **Security Code** field and enter the delivered security code. **Note:** A security code will be sent directly to the delivery method chosen. If your security code has not been delivered to your phone by the method you requested, click the **Request Another Security Code** link.	

Step	Action	
8.	Click the **I am logging in from a private device** radio button. **Note:** Select this option only if you are working from a personal device.	
9.	Click **Save this device as a trusted device for future logins** checkbox.	
10.	Click **Submit** to continue. Submit	

Step	Action	
11.	Your *Retirement Online Account Homepage* will appear. You may see "Self-Service Account Update" case type in the 'My Cases' section. You have successfully added a trusted device to your *Retirement Online* Account.