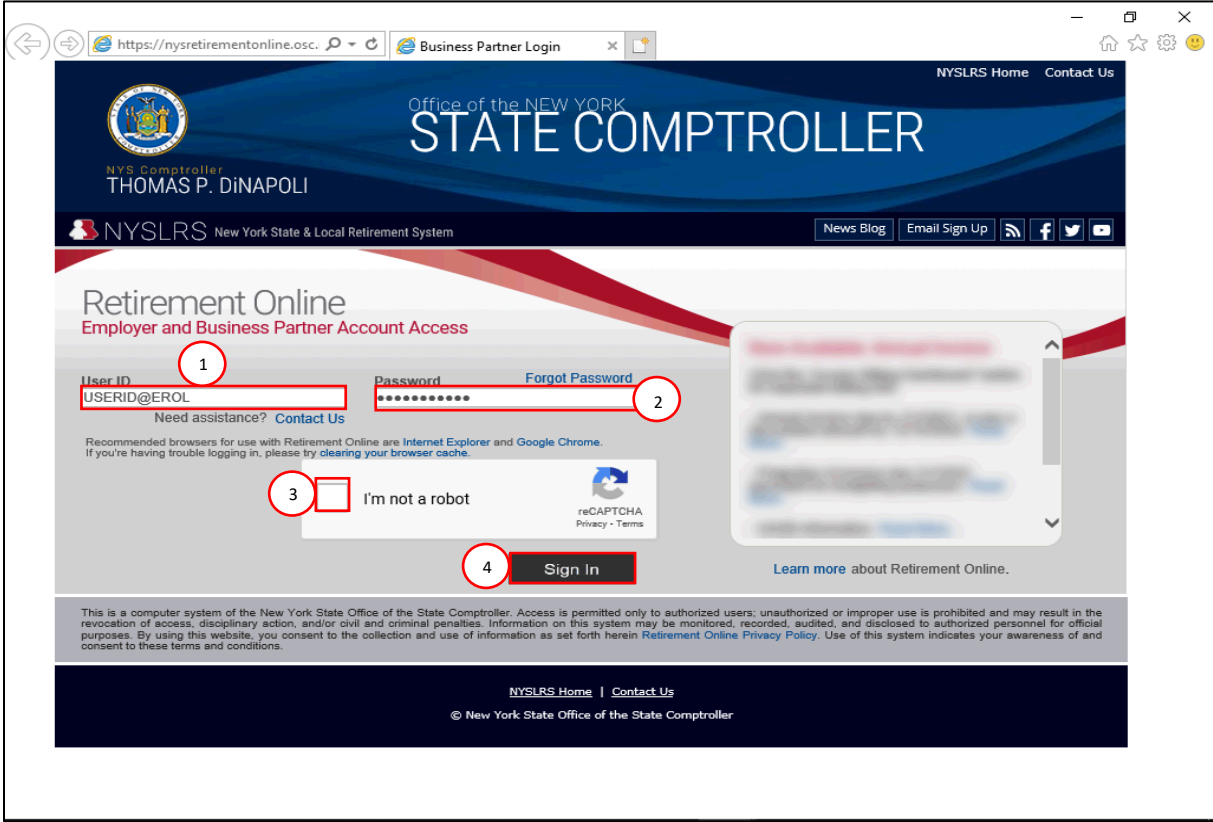



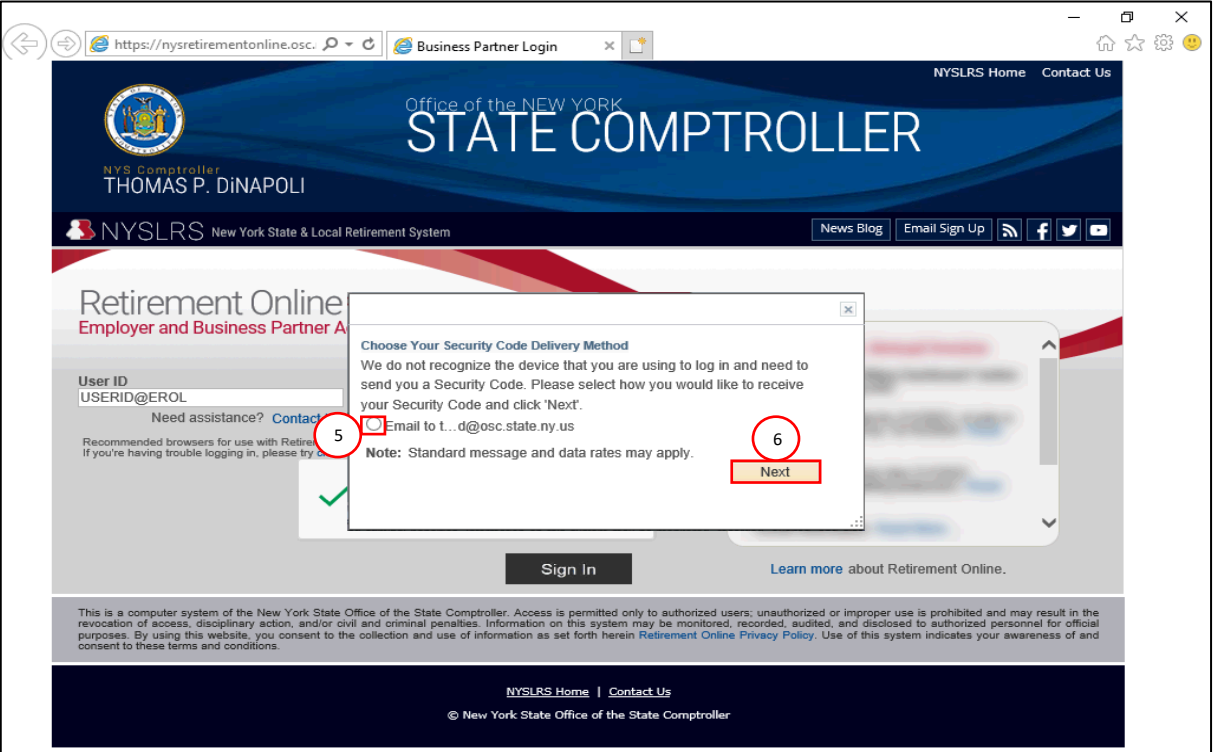
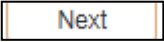
Thomas P. DiNapoli, State Comptroller



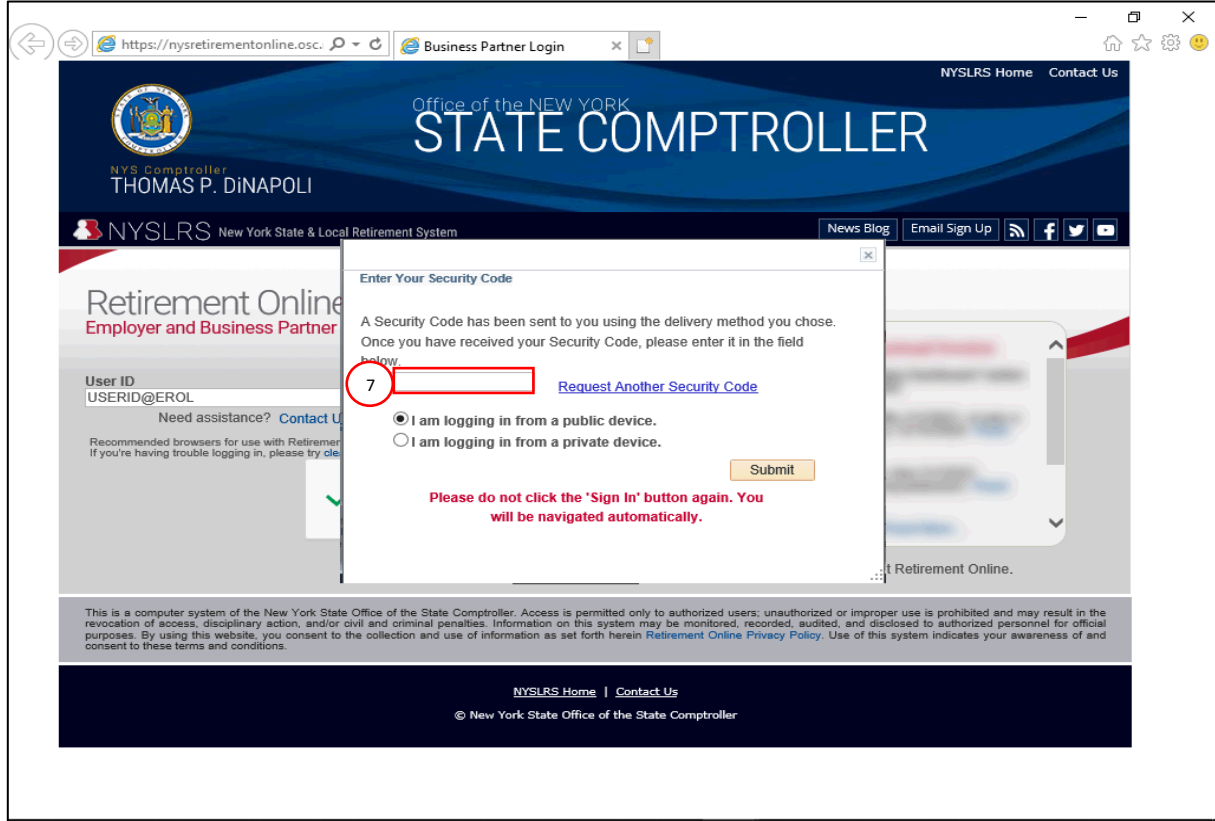
Add a Trusted Device


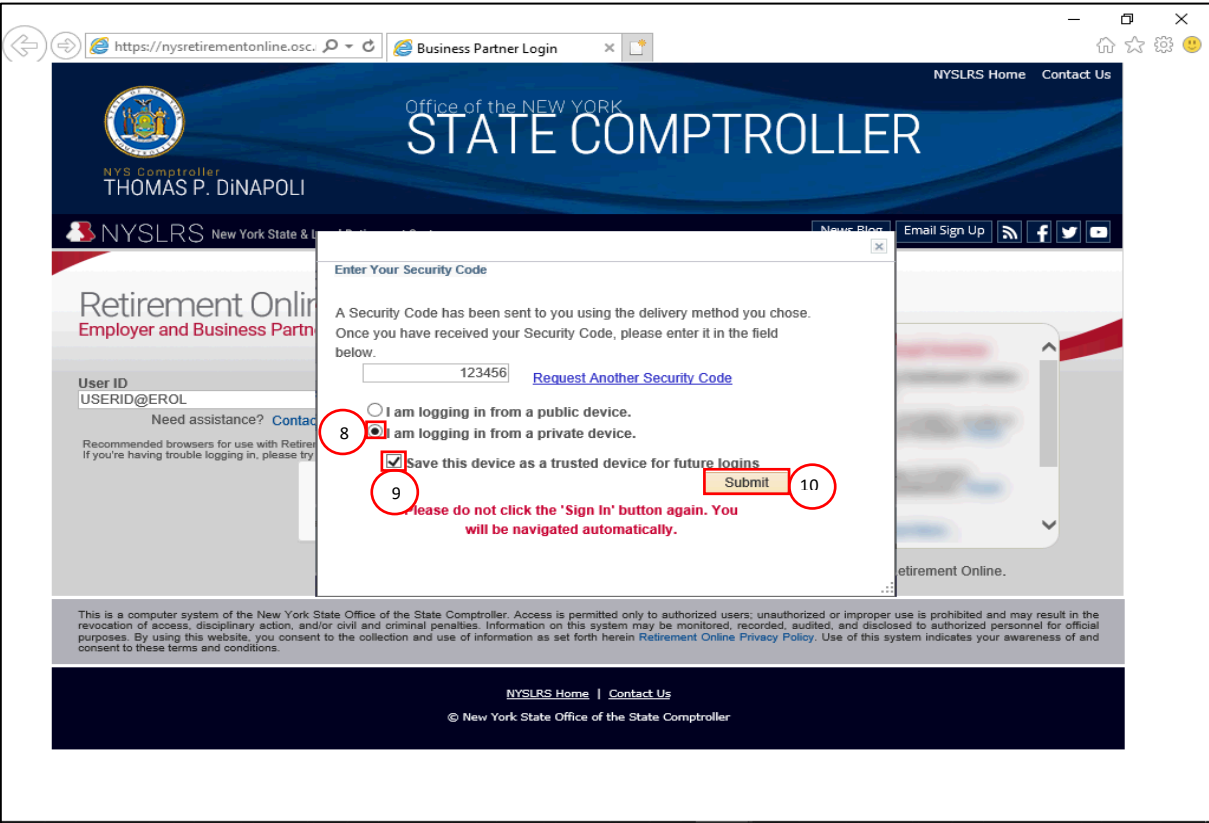


This guide shows you (as a business partner or employer) how to add a trusted device to your *Retirement Online* account. Trusted devices can be saved to easily sign in to *Retirement Online* without having to go through the two factor authentication process each time. A trusted device is not the device 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 accessed only by you.

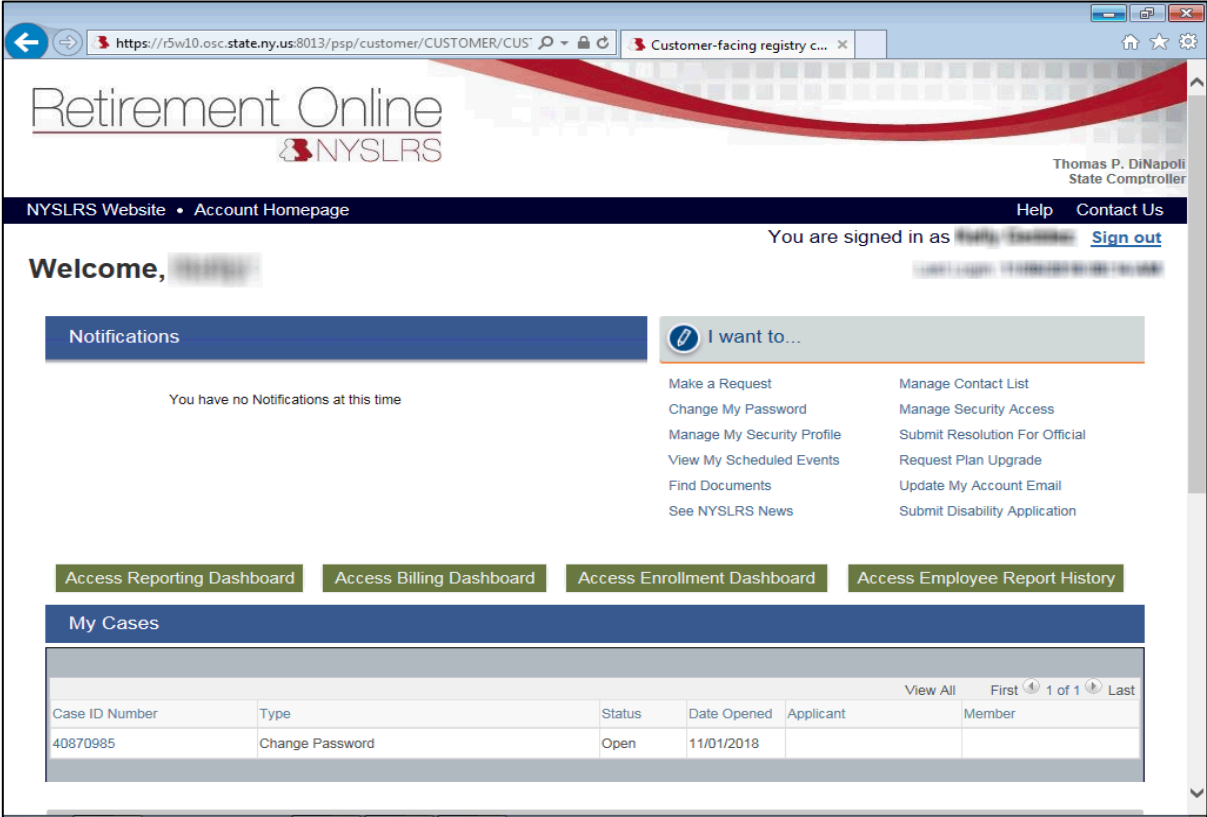
Step	Action	
1.	On the <i>Retirement Online Sign In</i> page, click in the User ID field and enter your user ID. <input data-bbox="268 358 606 396" type="text"/>	 <p>The screenshot shows the Retirement Online sign-in page. At the top, it says 'Office of the NEW YORK STATE COMPTROLLER' and 'NYS Comptroller THOMAS P. DiNAPOLI'. Below that is the 'Retirement Online Employer and Business Partner Account Access' section. There are four numbered callouts: 1 points to the 'User ID' field containing 'USERID@EROL'; 2 points to the 'Password' field with masked characters; 3 points to the 'I'm not a robot' checkbox; and 4 points to the 'Sign In' button. A 'Forgot Password' link is also visible next to the password field.</p>
2.	Next, click in the Password field to enter your password. <input data-bbox="268 605 606 643" type="password"/> Note: For security reasons, your password will appear as black dots.	
3.	Click the I'm not a robot box. <input data-bbox="268 894 350 954" type="checkbox"/>	
4.	Click Sign In . <input data-bbox="268 1013 489 1073" type="button" value="Sign In"/>	

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

Step	Action
<p>7.</p>	<p>The 'Enter Your Security Code' pop-up box will appear. Click in the Security Code field and enter the delivered security code.</p> <div data-bbox="266 435 602 472" style="border: 1px solid black; height: 23px; width: 160px; margin: 10px 0;"></div> <p>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.</p>



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

Step	Action													
<p>11.</p>	<p>Your <i>Retirement Online Account Homepage</i> will appear. You may see “Self-Service Account Update” case type in the ‘My Cases’ section.</p> <p>You have successfully added a trusted device to your <i>Retirement Online Account</i>.</p>	 <p>The screenshot shows the Retirement Online Account Homepage. At the top, there is a navigation bar with 'NYSLRS Website' and 'Account Homepage'. Below this, a 'Welcome' message is followed by a 'Notifications' section stating 'You have no Notifications at this time'. To the right, there is a 'I want to...' section with a list of actions: Make a Request, Change My Password, Manage My Security Profile, View My Scheduled Events, Find Documents, See NYSLRS News, Manage Contact List, Manage Security Access, Submit Resolution For Official, Request Plan Upgrade, Update My Account Email, and Submit Disability Application. Below these are four buttons: 'Access Reporting Dashboard', 'Access Billing Dashboard', 'Access Enrollment Dashboard', and 'Access Employee Report History'. At the bottom, there is a 'My Cases' section with a table containing one row:</p> <table border="1"> <thead> <tr> <th>Case ID Number</th> <th>Type</th> <th>Status</th> <th>Date Opened</th> <th>Applicant</th> <th>Member</th> </tr> </thead> <tbody> <tr> <td>40870985</td> <td>Change Password</td> <td>Open</td> <td>11/01/2018</td> <td></td> <td></td> </tr> </tbody> </table>	Case ID Number	Type	Status	Date Opened	Applicant	Member	40870985	Change Password	Open	11/01/2018		
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