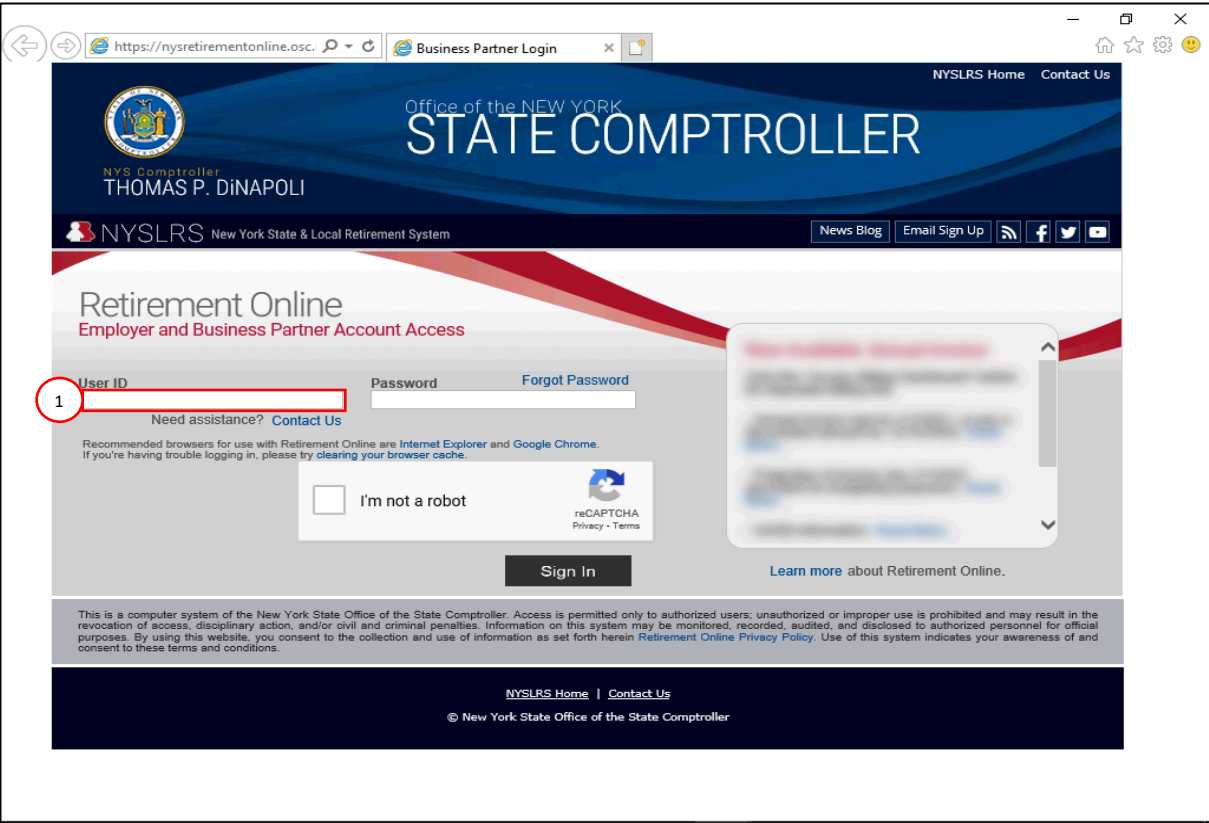


Thomas P. DiNapoli, State Comptroller

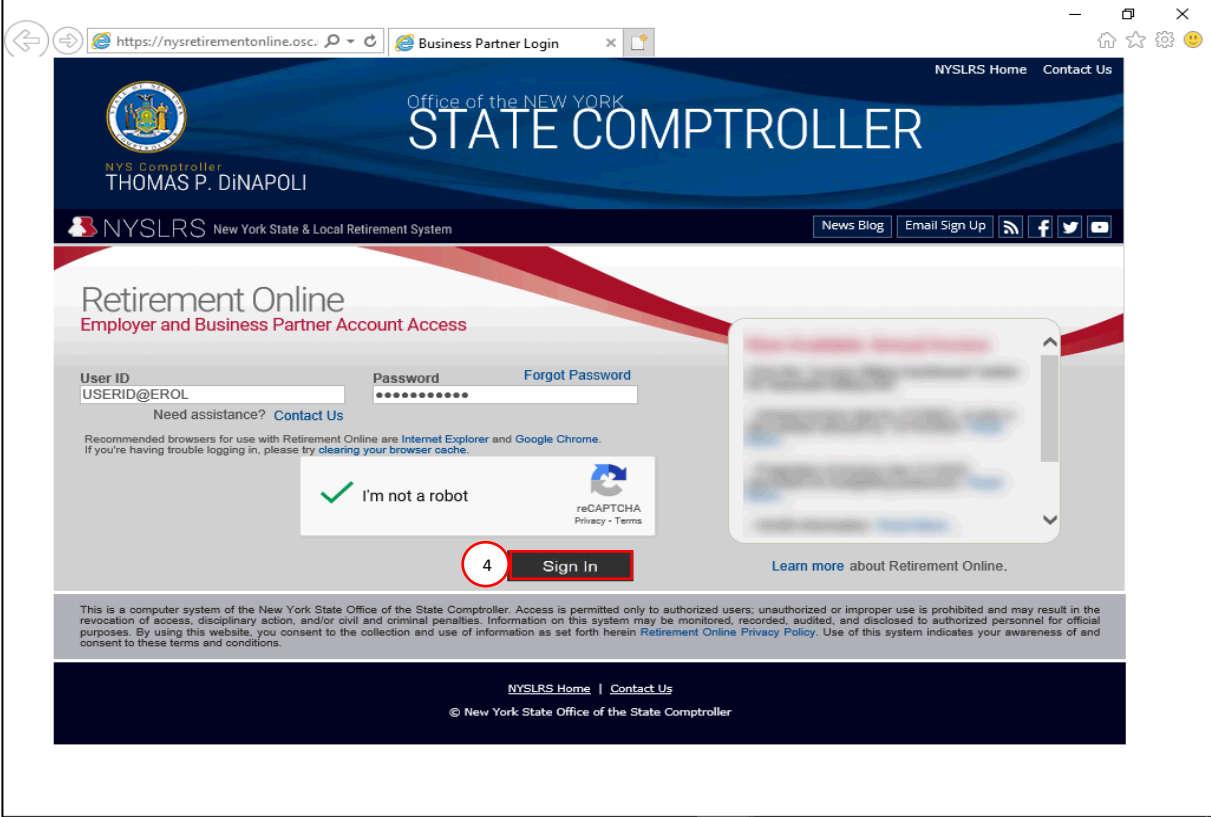


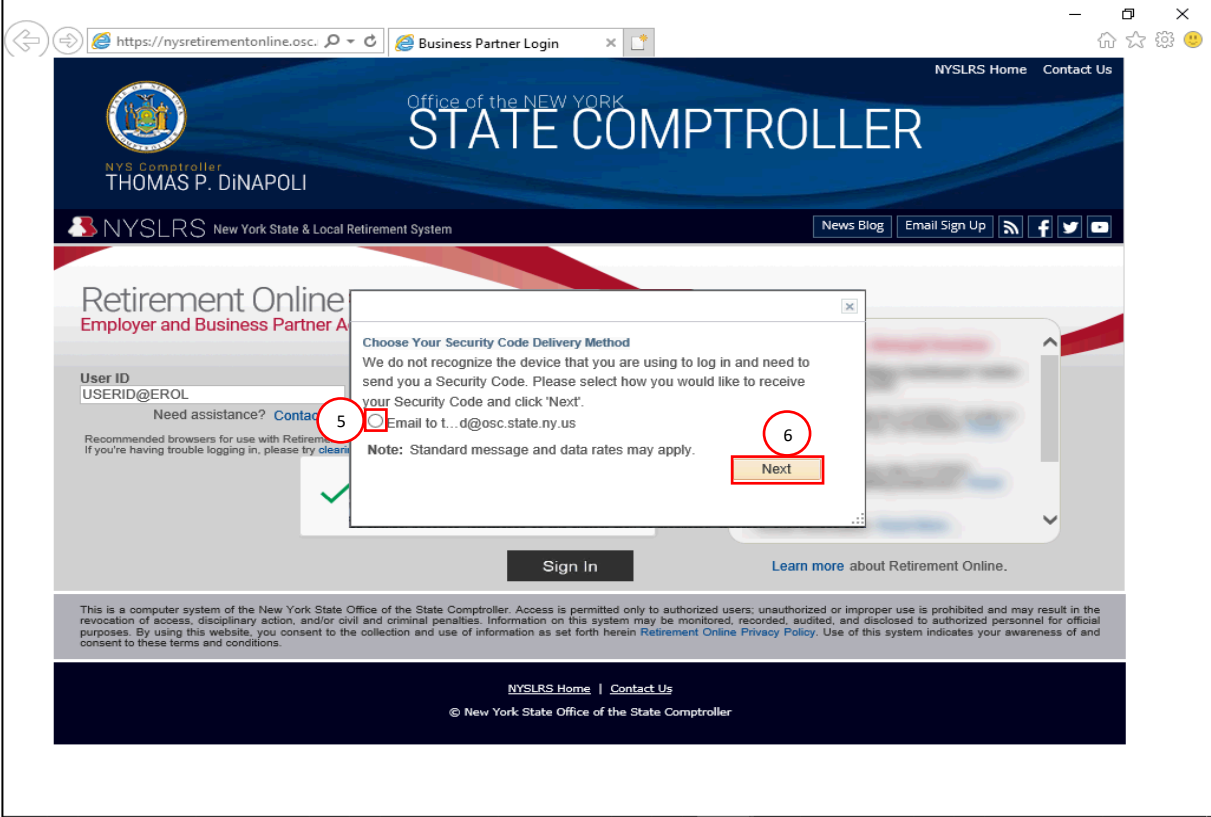
First-Time Sign In to *Retirement Online* – Selecting Your Security Questions

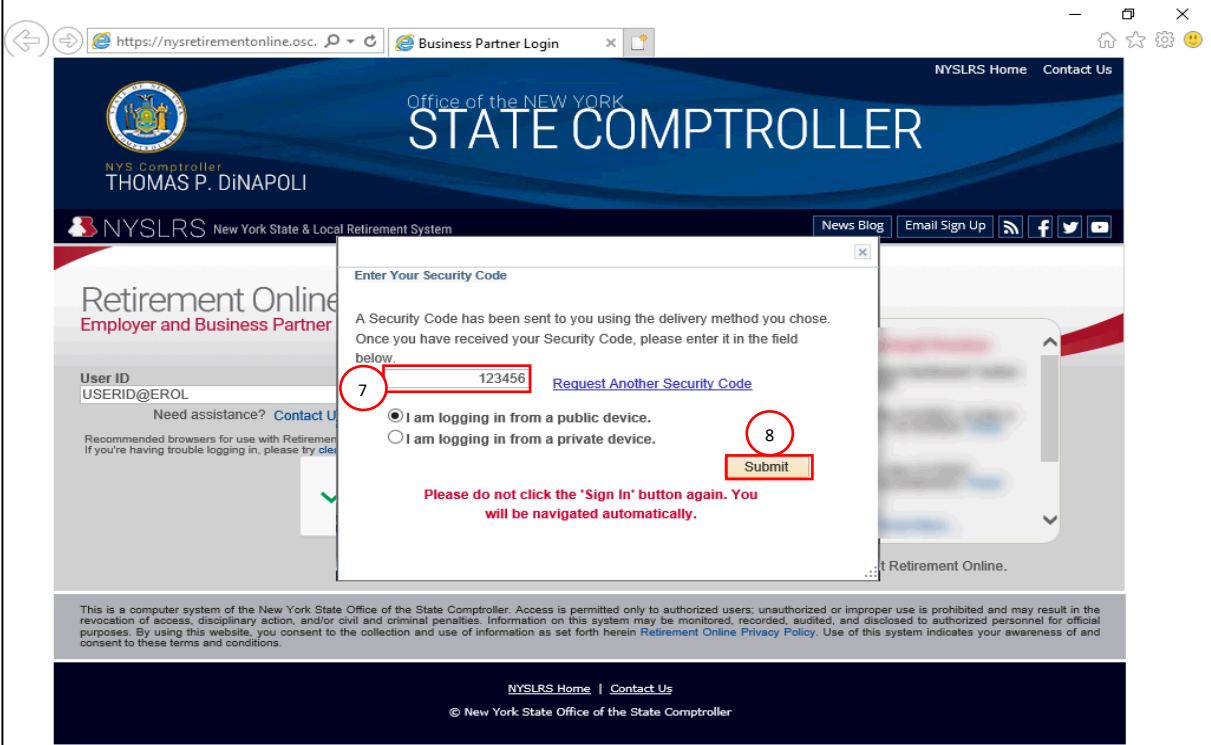
This guide shows you (as an employer or business partner) how to sign in to *Retirement Online* for the first time. It also shows you how to set up your security questions. You will only need to follow these steps the first time you sign in to *Retirement Online*. Afterwards, you will only be required to enter your User ID and password.

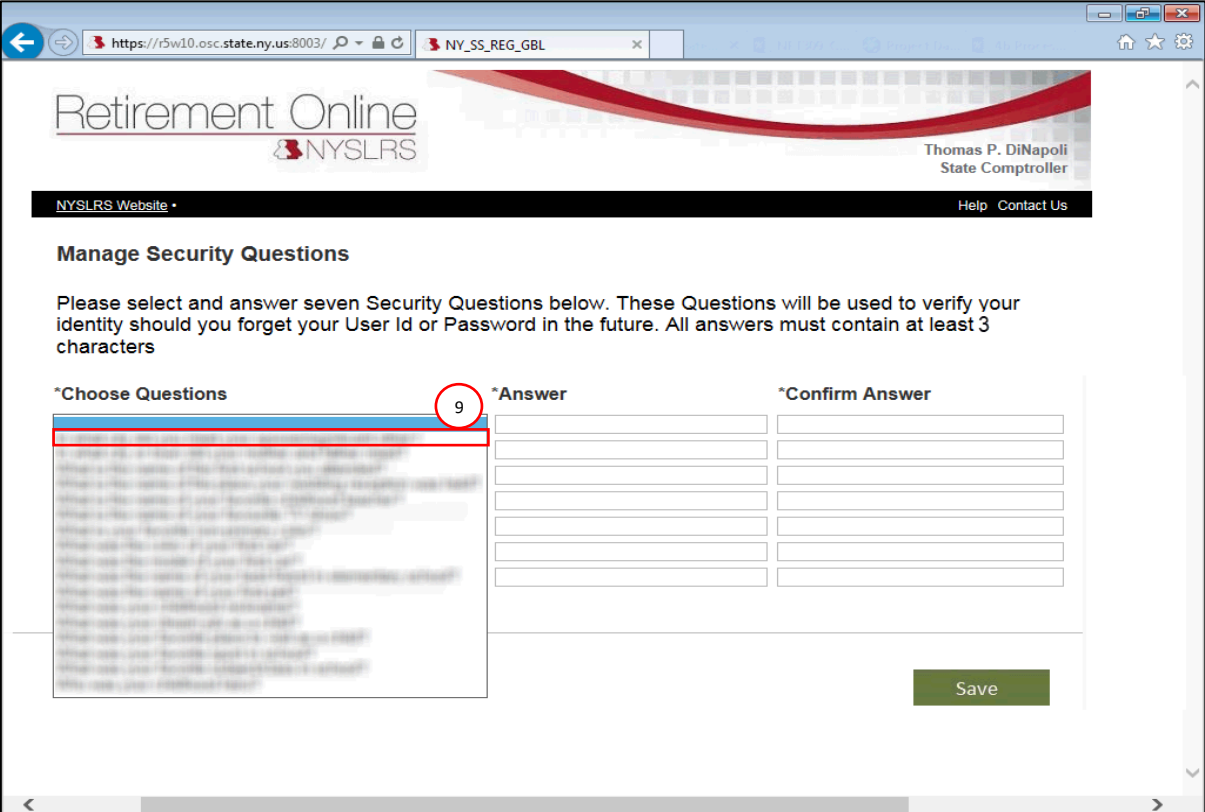
Step	Action	
<p>1.</p>	<p>On the <i>Retirement Online Sign In</i> page, click in the User ID field and enter your User ID.</p> <p><input type="text"/></p> <p>Note: You will receive your User ID by NYSLRS.</p>	

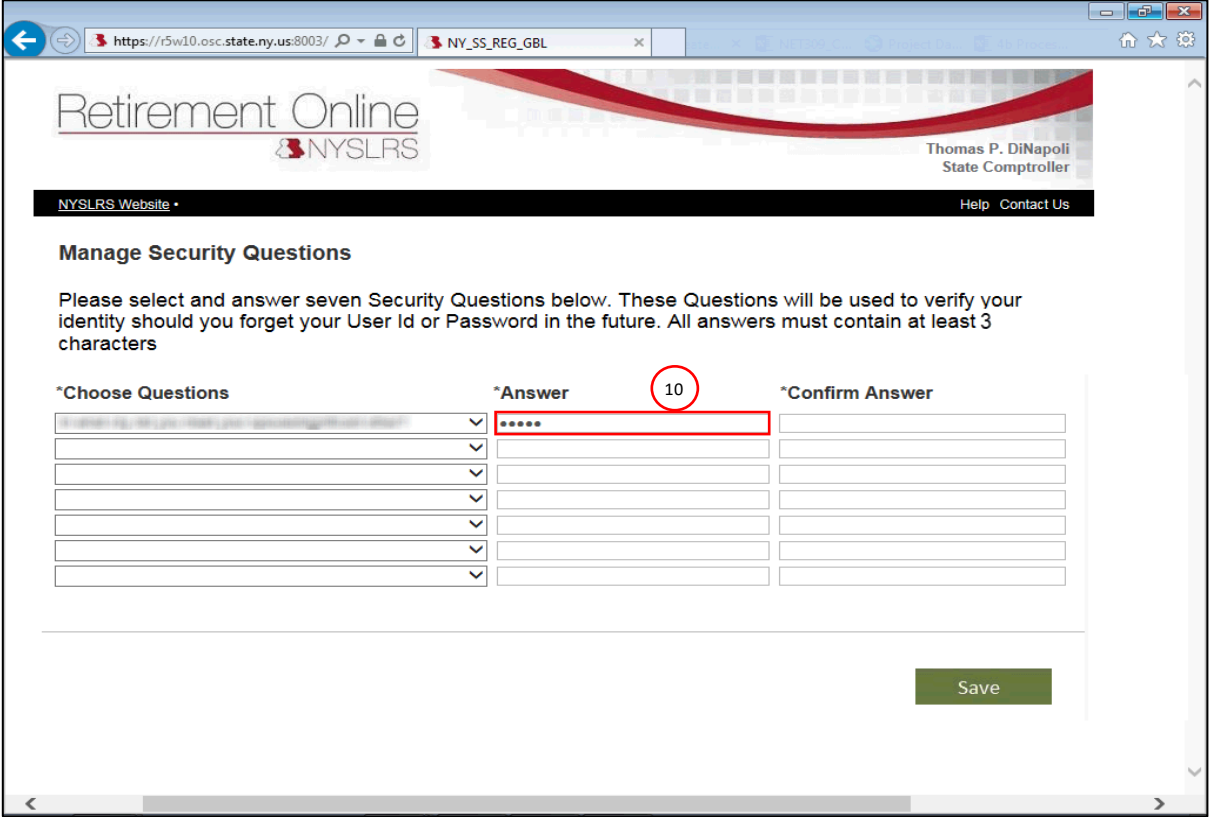
Step	Action	
2.	<p>Click in the Password field and enter your password.</p> <div data-bbox="277 289 577 321" style="border: 1px solid black; width: 143px; height: 20px; margin-bottom: 10px;"></div> <p>Note: For security purposes, your password will appear as black dots as you type.</p>	
3.	<p>Click the I'm not a robot checkbox.</p> <div data-bbox="277 613 361 695" style="border: 1px solid black; width: 40px; height: 50px; margin-bottom: 10px;"></div> <p>Note: You may be required to complete additional verification steps upon checking this box.</p>	

Step	Action
<p>4.</p>	<p>Click Sign In.</p> 

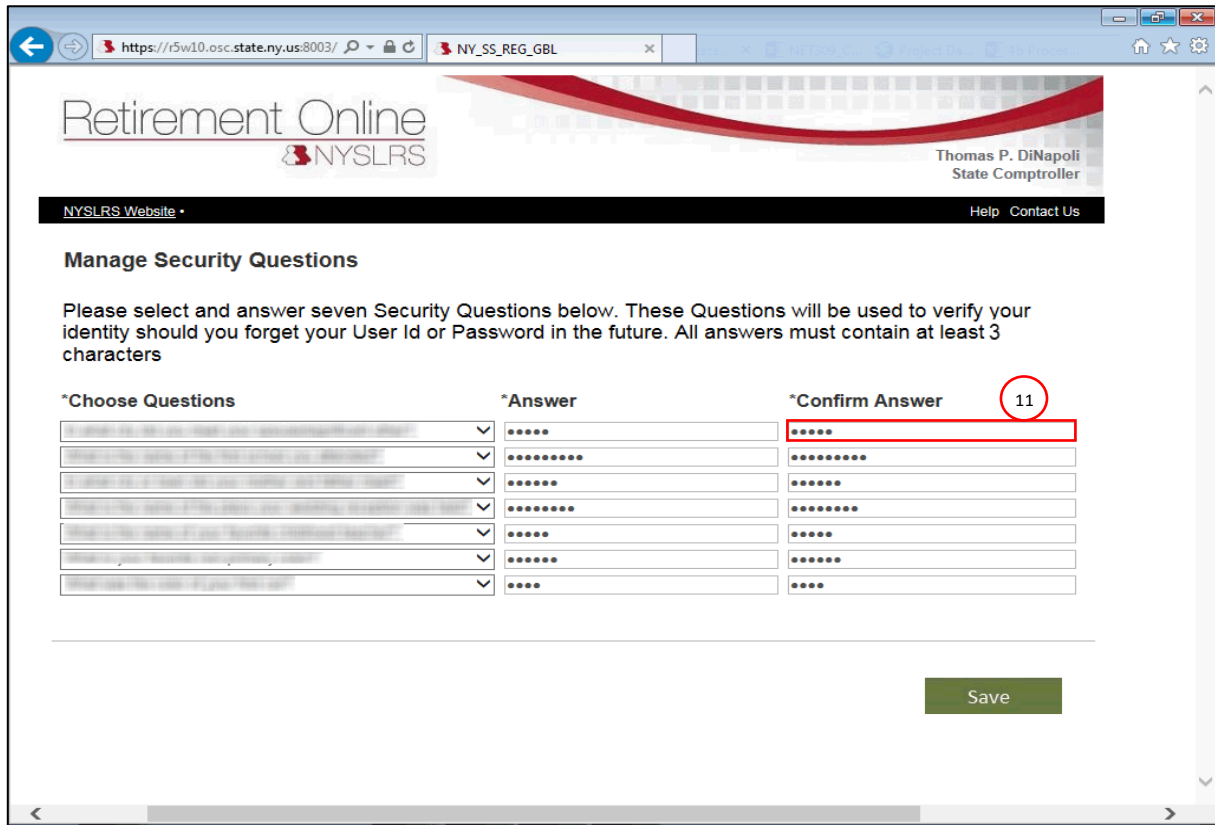
Step	Action	
<p>5.</p>	<p>The 'Choose Your Security Code Delivery Method' pop-up will appear. Click the radio button next to the way you want to receive your security code.</p> <p><input type="radio"/></p> <p>Note: Depending on how you set up your account, you may have different options.</p>	
<p>6.</p>	<p>Click Next to receive your security code.</p> <p><input type="button" value="Next"/></p>	


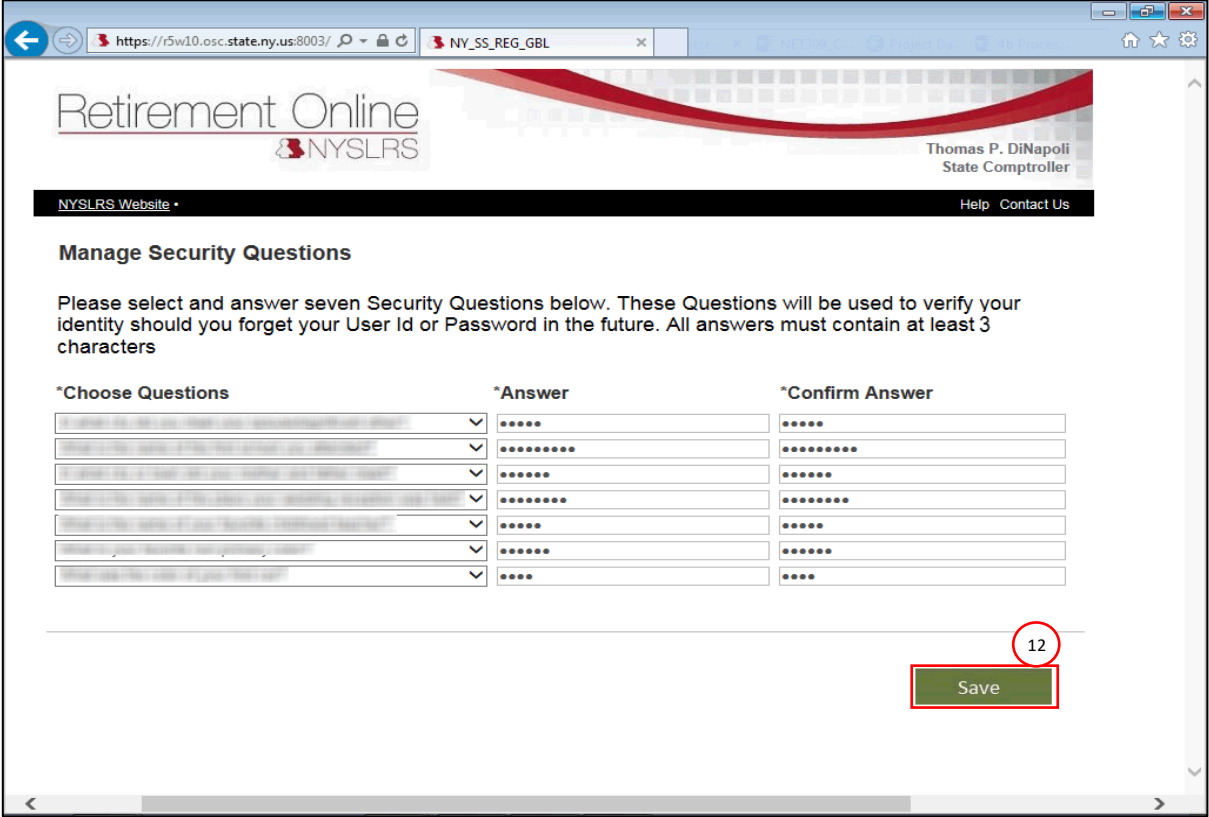
Step	Action	
<p>7.</p>	<p>The 'Enter Your Security Code' pop-up box will appear. Click in the Security Code field and enter the code you received.</p> <div data-bbox="266 435 520 475" style="border: 1px solid black; width: 121px; height: 25px; margin: 10px 0;"></div> <p>Note: If you did not receive a security code by the method requested, click Request Another Security Code.</p>	 <p>The screenshot shows a web browser window with the URL 'https://nysretirementonline.osc'. The page header includes the NYSLRS logo and the name of the State Comptroller, Thomas P. DiNapoli. A pop-up window titled 'Enter Your Security Code' is displayed over the main content. The pop-up contains a message: 'A Security Code has been sent to you using the delivery method you chose. Once you have received your Security Code, please enter it in the field below.' The security code '123456' is entered in the text field. Below the field are two radio button options: 'I am logging in from a public device.' (selected) and 'I am logging in from a private device.'. A 'Submit' button is located at the bottom right of the pop-up. A red circle highlights the security code field, and another red circle highlights the 'Submit' button. A red box surrounds the 'Submit' button. The background page shows a 'User ID' field with 'USERID@EROL' and a 'Request Another Security Code' link.</p>
<p>8.</p>	<p>Click Submit.</p> <div data-bbox="266 760 415 808" style="border: 1px solid black; padding: 2px 10px; display: inline-block;">Submit</div>	

Step	Action
<p>9.</p>	<p>The <i>Manage Security Questions</i> page will appear. Please select, answer, and confirm answers to seven different security questions. These questions will be used to verify your identity if you forget your password in the future.</p> <p>Select a question from the Choose Questions drop-down.</p> <div data-bbox="262 779 625 820" style="border: 1px solid black; padding: 2px; width: fit-content;"> <input type="text"/> </div> <p>Note: Once you select a question from the list, it will not appear again.</p> 

Step	Action
<p>10</p> <p>Click in the Answer field and enter the answer to the question.</p> <p><input type="text"/></p> <p>Note: For security purposes, your answer will appear as black dots as you type.</p>	 <p>The screenshot shows the 'Retirement Online' website interface. At the top, the URL is 'https://r5w10.osc.state.ny.us:8003/'. The page title is 'Retirement Online NYSLRS' and it identifies 'Thomas P. DiNapoli, State Comptroller'. The main heading is 'Manage Security Questions'. Below this, there is a instruction: 'Please select and answer seven Security Questions below. These Questions will be used to verify your identity should you forget your User Id or Password in the future. All answers must contain at least 3 characters'. The form consists of a table with three columns: '*Choose Questions', '*Answer', and '*Confirm Answer'. There are seven rows. The first row's '*Answer' field contains six black dots and is highlighted with a red border. A circled '10' is positioned above the '*Answer' column header. At the bottom right of the form area, there is a green 'Save' button.</p>

Step	Action
<p>11.</p>	<p>Click in the Confirm Answer field and re-enter the same information you entered in the Answer field for this question.</p> <p>Note: For security purposes, your answer will appear as black dots as you type. If your answers do not match, you will receive an error message and will need to retype your answers.</p> <p>Repeat steps 9 through 11 until you have seven complete security questions and answers.</p>



Step	Action	
<p>12.</p>	<p>Click Save to continue.</p> 	

Step	Action
<p>13.</p>	<p>The <i>Retirement Online Account Homepage</i> will appear.</p> <p>You have successfully completed selecting your security questions and have signed in to <i>Retirement Online</i> for the first time.</p> 