

RETIRED MEMBERS & PAYEES

Member Portal Quick-Start Guide https://members.vcera.org

	REGISTR	ATION		
To use the VCERA	Member Self-Service	e web portal, you must self-register.		
Step 1		Step 2		
Go to https://members.vcera.org and click on "Register."		Review Terms of Service and click on "Accept" to continue with registration.		
Log In Log In Log In Register Forgot Password Register	Help	Terma of Service DISCLAIMERS AND PRIVACY STATEMENT: DISCLAIMER DISCLAIMER Where the Ventura County Employees Retirement Association ("VCERA") provides this Web site for information purposes only for its members, their beneficiaries, and the general public. VCERA makes no representations or warranties, express or implied, with respect to the materials found on the Web site. While VCERA makes every effort to provide the most current and accurate information available, inadvertent errors or omissions may occur. VCERA does not represent that the information on this Web site is the most current information available. Some Web site pages display modification dates. These dates may be used as an indication of whether the data contained on the page is current. VCERA is governed by the County Employees Retirement Law of 1937, other portions of the California		
Step 3		Step 4		
Enter your Social Security Number, Last Name,		Create your Username and Password.		
Date of Birth and Security PIN (provided in letter),		Enter and re-enter your email address,		
then click on "validate.		NOTE: Username cannot be changed later.		
VCERRA VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION Verify Identity, please enter your Social Security Number, last name, and your date of birth. Also enter the Security PIN provided to you by VCERA. Your information is secured during transmission		Account Setup Account Setup Account Setup Alfields are required. The password is case sensitive. Person: Username: Enter New Password:		
SSN: Last Name:		Continn New Password: Usermane Restrictions: -Usermane should have a maximum of 6 characters -Usermane should have a maximum of 3c characters -Password Rust have a minimum of 8 characters -Password must have a minimum of 8 characters		
Date Of Birth:	mm/dd/yyyy	-rassword muschave a minimum of i numeric Characters -Password muschave a minimum of i non alphan numeric characters -All passwords should be unique and cannot match the login -Password cannot be selt o any of the previous 5 passwords		
Security PIN:		Email Address		
Cancel Validate		Enter and confirm the email address that will be used for VCERA communications. Email must be a personal email address and not one associated with work. Enter Email Address: Re-enter Email Address: Cancel Submit		
For assistance, call VCER	4 at (805) 677-87	OU or e-mail memberportal@vcera.org		



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		QUICK-REFER	ENCE GL	JIDE		
					Account Settin	gs
	VCE	ITY EMPLOYEES' SOCIATION			Last Logon 06/08/2017 Account Lo	gout
	2	Home	1		Welcome RETIRED MEMBER 09/13/2017	
	Home Personal Information Additional Information	News	•	Alerts		News Aler
	Address Benefits	Contact Info			-	·
nu	Direct Deposit Information Tax Withholding Information Payment History 1099R Information	1234 MAIN STREET VENTURA, CALIFORNIA 93003-0000 US	Home	e: (80)5) 647-8041	
	Outgoing Correspondence Scanned Documents	Update Address Dependent Of				
	Forms	The names listed are the accounts associated with your benefits.				
	FAQ	The names listed are the accounts associated with	our benefits.			

Home Page: Default page upon log-in.

News and Alerts: VCERA will post basic news and alerts in this section.

Last Logon: Displays the last date you logged in to your account.

Account: Account settings to reset your password.

Logout: Click on logout link to log out of the member portal.

2 Menu Navigation

Home: Click "Home" at any time to return to the homepage.

Personal Information: This page displays detailed personal information.

Additional Information: View VCERA membership information and last retirement plan.

Address: View and edit your address, telephone number and e-mail address.

Benefits: View details regarding your current VCERA benefit.

Direct Deposit Information: View your current direct deposit information.

Tax Withholding Information: View your current tax withholding information.

Payment History: View a summary of all disbursements. Access monthly statements using the ADP menu. **1099-R Information**: View and print copies of your 1099-R tax forms.

Outgoing Correspondence: View and print system-generated outgoing correspondence on file.

Scanned Documents: View and print select documents scanned into your VCERA account.

Forms: View and print commonly used forms.

FAQ: Access frequently asked questions and answers.

ADP: Click on the Go To ADP link (<u>https://my.adp.com</u>) to view and print your monthly pay statements issued through ADP. You may also sign up for paperless statements. Registration is required for first-time users; the registration code is **VCERA1-ONLINE**. See attached instructions for registration information.

For assistance, call VCERA at (805) 677-8700 or e-mail memberportal@vcera.org