






REGISTRATION

To use the VCERA Member Self-Service web portal, you must self-register.

Step 1	Step 2
<p data-bbox="289 457 686 520">Go to https://members.vcera.org and click on "Register."</p> <div data-bbox="228 596 745 1079">  <p data-bbox="391 604 646 667">VCERA VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION</p> <p data-bbox="277 730 342 756">Log In</p> <p data-bbox="277 785 363 804">User Name</p> <input data-bbox="277 804 639 842" type="text"/> <p data-bbox="277 863 354 882">Password</p> <input data-bbox="277 882 639 919" type="password"/> <p data-bbox="277 951 354 974">Log In</p> <p data-bbox="342 1052 630 1071">Register Forgot Password Help</p> </div>	<p data-bbox="927 457 1385 520">Review Terms of Service and click on "Accept" to continue with registration.</p> <div data-bbox="841 646 1468 974"> <p data-bbox="841 646 951 663">Terms of Service</p> <p data-bbox="841 680 1151 699">DISCLAIMERS AND PRIVACY STATEMENT:</p> <p data-bbox="841 730 930 747">DISCLAIMER</p> <p data-bbox="841 764 1468 816">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.</p> <p data-bbox="841 831 1468 898">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.</p> <p data-bbox="841 913 1430 930">VCERA is governed by the County Employees Retirement Law of 1937, other portions of the California</p> <p data-bbox="1117 951 1214 974">Decline Accept</p> </div>
Step 3	Step 4
<p data-bbox="191 1163 784 1262">Enter your Social Security Number, Last Name, Date of Birth and Security PIN (provided in letter), then click on "Validate."</p> <div data-bbox="175 1325 784 1835">  <p data-bbox="321 1333 576 1396">VCERA VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION</p> <p data-bbox="204 1457 347 1482">Verify Identity</p> <p data-bbox="204 1507 784 1566">To verify your 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.</p> <p data-bbox="204 1608 245 1627">SSN:</p> <input data-bbox="586 1598 732 1631" type="text"/> <p data-bbox="204 1646 289 1665">Last Name:</p> <input data-bbox="586 1640 784 1673" type="text"/> <p data-bbox="204 1692 305 1711">Date Of Birth:</p> <input data-bbox="586 1688 708 1717" type="text"/> <p data-bbox="204 1736 302 1755">Security PIN:</p> <input data-bbox="586 1730 699 1764" type="text"/> <p data-bbox="204 1808 358 1831">Cancel Validate</p> </div>	<p data-bbox="889 1272 1409 1297">NOTE: Username cannot be changed later.</p> <div data-bbox="873 1310 1425 1906">  <p data-bbox="980 1323 1138 1381">VCERA VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION</p> <p data-bbox="889 1398 997 1415">Account Setup</p> <p data-bbox="889 1432 946 1446">Account</p> <p data-bbox="889 1457 1154 1472">All fields are required. The password is case sensitive.</p> <p data-bbox="889 1482 930 1497">Person:</p> <p data-bbox="889 1507 946 1522">Username:</p> <input data-bbox="1065 1499 1271 1524" type="text"/> <p data-bbox="889 1533 997 1547">Enter New Password:</p> <input data-bbox="1065 1528 1271 1554" type="password"/> <p data-bbox="889 1558 1008 1572">Confirm New Password:</p> <input data-bbox="1065 1554 1271 1579" type="password"/> <p data-bbox="889 1583 1008 1598">Username Restrictions:</p> <ul data-bbox="889 1598 1146 1619" style="list-style-type: none"> -Username should have a minimum of 6 characters -Username should have a maximum of 32 characters <p data-bbox="889 1629 1003 1644">Password Restrictions:</p> <ul data-bbox="889 1644 1219 1709" style="list-style-type: none"> -Password must have a minimum of 8 characters -Password must have a minimum of 1 numeric characters -Password must have a minimum of 1 non alpha numeric characters -All passwords should be unique and cannot match the login -Password cannot be set to any of the previous 5 passwords <p data-bbox="889 1749 980 1764">Email Address</p> <p data-bbox="889 1776 1414 1801">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.</p> <p data-bbox="889 1814 997 1829">Enter Email Address:</p> <input data-bbox="1065 1808 1271 1833" type="text"/> <p data-bbox="889 1839 1008 1854">Re-enter Email Address:</p> <input data-bbox="1065 1835 1271 1860" type="text"/> <p data-bbox="889 1885 992 1908">Cancel Submit</p> </div>



QUICK-REFERENCE GUIDE

1 Member Portal Home Page

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 (<https://my.adp.com>) 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