



REGISTRATION

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

Step 1

Go to <https://members.vcera.org> and click on "Register."

Step 2

Review Terms of Service and click on "Accept" to continue with registration.

Step 3

Enter your Social Security Number, Last Name, Date of Birth and Security PIN (provided in letter), then click on "Validate."

Step 4

Create your Username and Password. Enter and re-enter your email address, then click on "Submit."

NOTE: Username cannot be changed later.



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