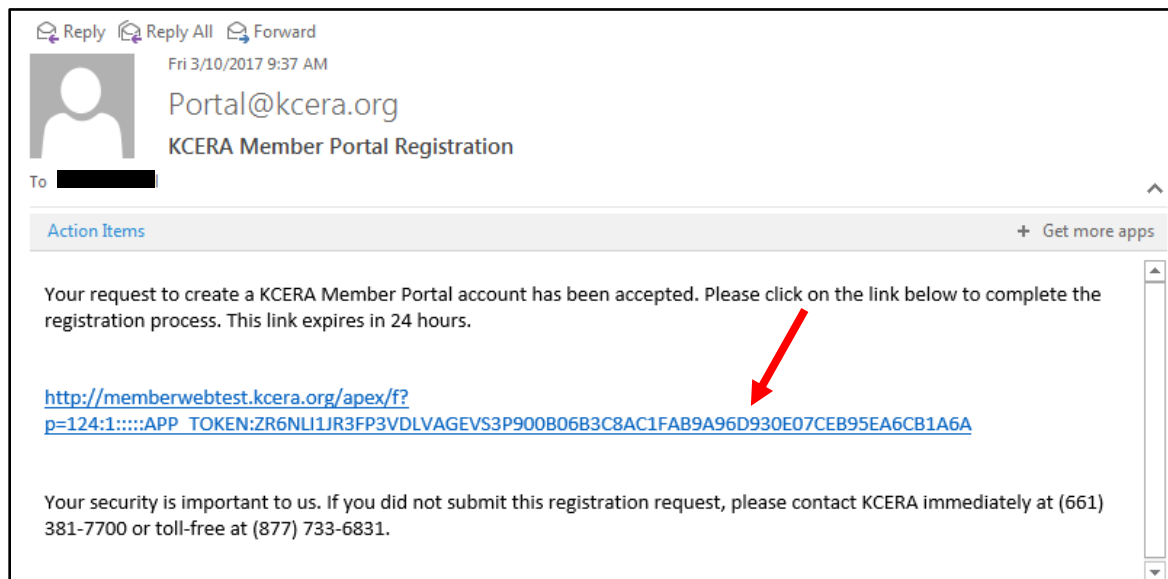# Member Portal Registration Instructions

1. Go to www.kcera.org and click the "Member Portal" link. On the registration page that appears (see below), click on "Register."

2. Complete the registration form. You will need your "Member Key" and "Email Address on file". Click "Submit."

- **Active members can find their Member Key on their "Welcome" letter from KCERA. The Email Address on file should be the one your employer has on file.**
- **Retired members can also find their Member Key on their monthly remittance.**
- **Or, look for it on other correspondence from KCERA. If you still cannot find it, call KCERA at (661) 381-7700.**

3. A message will be sent to your email address on file. Click on the hyperlink in the email.

4. On the next screen, enter your Social Security number and then create a username and password. *Write down this information for later reference.*

- **Your username must be at least 8 characters in length.**
- **Your password must be at least 8 characters in length and contain an uppercase letter, lowercase letter, number and special character.**

Click the Yes/No button to opt-in to receiving electronic communications through your portal account. Click "Submit."

5. On the next screen, select three security questions and then type an answer for each. Click "Submit." *Your answers will enable you to reset your username and password later, if needed.*

6. Your registration is complete! Click the "Return to Member Portal Login" button to go to the log-in screen, where you can enter your new username and password.

Meanwhile, a welcome message will be sent to your email address on file.

Congratulations! You have successfully created a KCERA Member Portal account. You now have access to your retirement account information anytime, anywhere. Your account will be updated regularly to reflect recent payroll transactions, so please visit the Member Portal often.
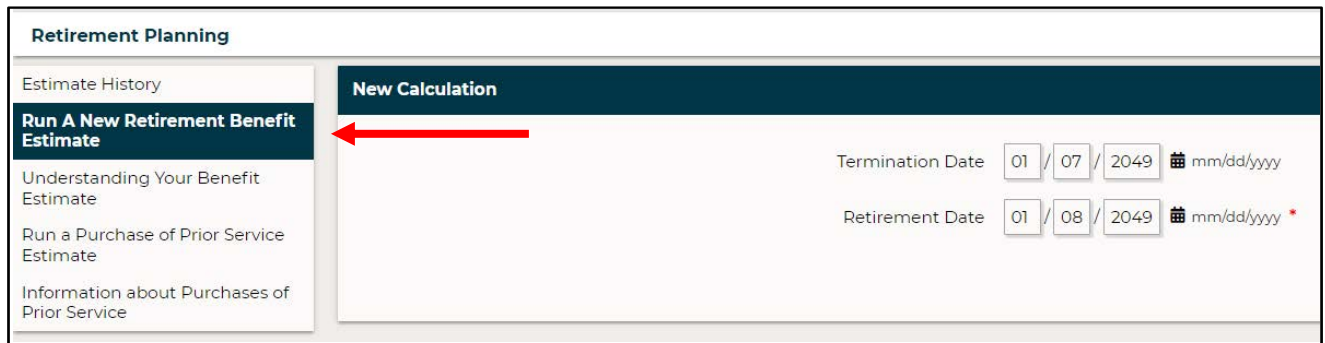
If you would like to ask any questions or provide feedback about KCERA's Member Portal, visit www.kcera.org and click on 'Contact Us,' or call the KCERA office at (661) 381-7700 or toll-free at (877) 733-6831. Thank you.

Generating a Benefit Estimate Instructions

1. On the Member Portal login page, enter your new username and password.

2. Your portal "home page" will display. Click on "Run a New Retirement Benefit Estimate" in the middle column.

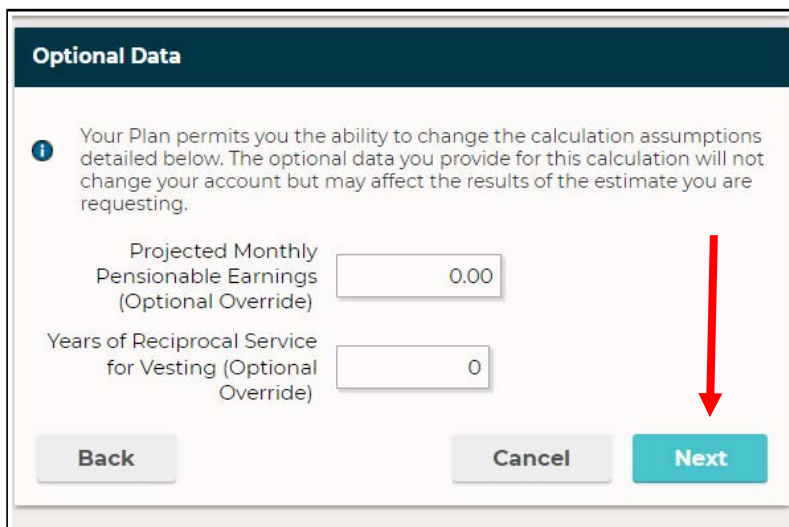**3. On the next screen, click on "Run A New Retirement Benefit Estimate" in the left sidebar.**

4. Enter your *last* day on active payroll ("Termination Date") and your *first* day of retirement ("Retirement Date"). *Unless you are a deferred member*, your retirement date should be one calendar day after your termination date.

5. On the next screen, click "Next" without inputting any additional information.

6. On the next screen, you will see a summary of your calculation inputs. Click "Next" to proceed or click "Back" to change your earlier inputs.

7. On the next screen, your benefit estimate will appear. Click "Gubmit" to save the estimate in your portal account. To print your benefit estimate, right-click on the screen and select "Print."