

Active Member Resources

Active Member Home Page Features

1. Useful References/Tools

- Annual Reports
- BackDROP
- Online calculators
- FAQs
- Forms, handbooks, brochures, newsletters
- Job Status Change flyer
- View schedules and reference book for PreRetirement Planning seminars
- Important information about survivor benefits

2. Video Library

- View 3-5 minute videos online
- Quick introduction or reminder information about benefits for active employees (great for employee orientation), pre-retirees and retirees
- Helpful information for those getting close to retirement or those who are just thinking about it

3. Webinars

- MOSERS' webinars are archived so that members can watch them at their convenience, either at home or at work. Topics include a "NEW-B" overview for new members, and calculating the cost of retirement.

4. Secure Member Login

By logging in, the member gains secure access to personal information:

- View and update personal information
- Elect to receive publications via email notification or on paper
- Run benefit estimates
- Complete and submit forms online
- Enroll in and pay online for a PreRetirement seminar

5. Register/Forgot Your Password

- Members can quickly gain access to the MOSERS secure site for the first time, or reset a forgotten password if they are a returning visitor, by answering a few short verification questions. Note: If you are setting up a MOSERS password for the first time or have not reset it since December 16, 2014, go to the **Register for a Password** page on MOSERS' website and enter your Member ID or social security number. This will generate an email that is sent to the email address we have on file. Enter the verification code (from the email). Enter the remaining verification information, then create your new password.

Also, for your security, if you do not access your secure **Member Homepage** for a year, you will have to reset your password the next time you wish to log in. Employees can also access MOSERS' website securely via the ESS website.



Active Member Personal Information Page - After Member Login

Features

1. View Personal Information:

- Designated agent named to make decisions on his/her behalf about MOSERS benefits if incapacitated
- Life insurance coverage amount and beneficiaries
- Service credit history
- Update name, email address, mailing address, etc.
- Mail options - active members will receive these publications via email notification unless they opt for paper publications (where applicable):
 - Quarterly newsletters
 - *Annual Benefit Statement*
 - Seminar announcements
 - Rumor Central Sign-Up

2. Estimate your Retirement Benefits

3. Online Documents

- View important correspondence quickly online in our Document Express center. Files open as Adobe PDF documents.

4. Retire Online

- Complete and submit retirement forms to MOSERS

5. Forms *(May be completed and submitted online)*

- *Authorization to Release Information*
- *Autopay Authorization (Direct pay of Life Insurance & Long-Term Disability Benefits)*
- *Contribution Beneficiary (MSEP 2011 members)*
- *DBO (Divorce) Estimate Request*
- *Designation of Agent*
- *Designation/Change Beneficiaries--Basic & Optional Life Insurance*
- *Direct Deposit or Pay Card Authorization* (for retirement and survivor benefits only)
- *Enrollment Change - Optional Life Insurance*
- *Notification of Change (Personal Information)*
- *Retain/Change Optional Life Insurance-Retiree*
- *Retain/Terminate Dependent Child Life Insurance*
- *Standard Medical History Statement*
- *Stop Direct Deposit and Issue Paper Check*
- *Substitute W-4P Tax Withholding* (for retirement or survivor benefits only)

6. Expiration Timer

- Shows when the session will expire from inactivity. This is an additional security measure in case you forget to log out.

7. New! Member Document Upload

- When applying for retirement online, members can now upload most of their proof documents to MOSERS' website.

