

## First Things First - Create an Account

Before you can login, you'll need to verify that you're a member and set up your account. Follow the instructions below to get your account up and running in a few minutes!

### Step 1

Go to: [www.mysamcera.org](http://www.mysamcera.org)

### Step 2

Click [Register](#) to create a MySamCERA account

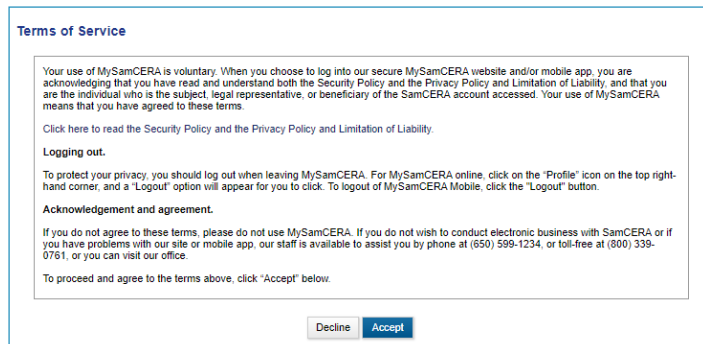
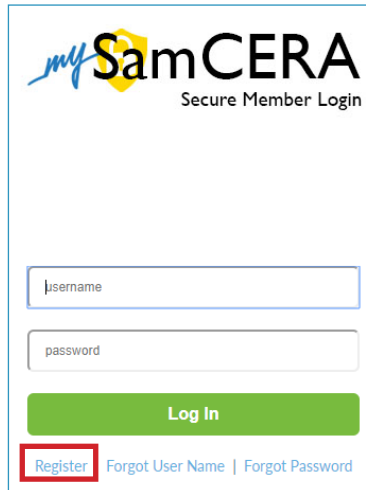
### Step 3

Read and accept the [Terms of Service](#) to continue creating your account

### Step 4

[Verify your identity](#) by entering your SSN, Last Name, Date of Birth and SamCERA ID

Don't have your SamCERA ID?  
Call us at 650-599-1234 or email us at [samcera@samcera.org](mailto:samcera@samcera.org)



## You're Almost Done!

The following screen will ask you to set up your account details - this is where you will select a password, set up security questions, and provide your email.

And finally, to complete registration, we'll send you a verification email with a link to confirm that you want to create an account. Click on the link in your email & you'll be all set to explore MySamCERA.org!

## Welcome to Your Homepage

Your homepage is the starting point on MySamCERA after you login. The guide below explains information that you will find on your homepage.

### See What's New

Check out the Announcements section to find important messages and reminders from SamCERA.

### Manage Messages

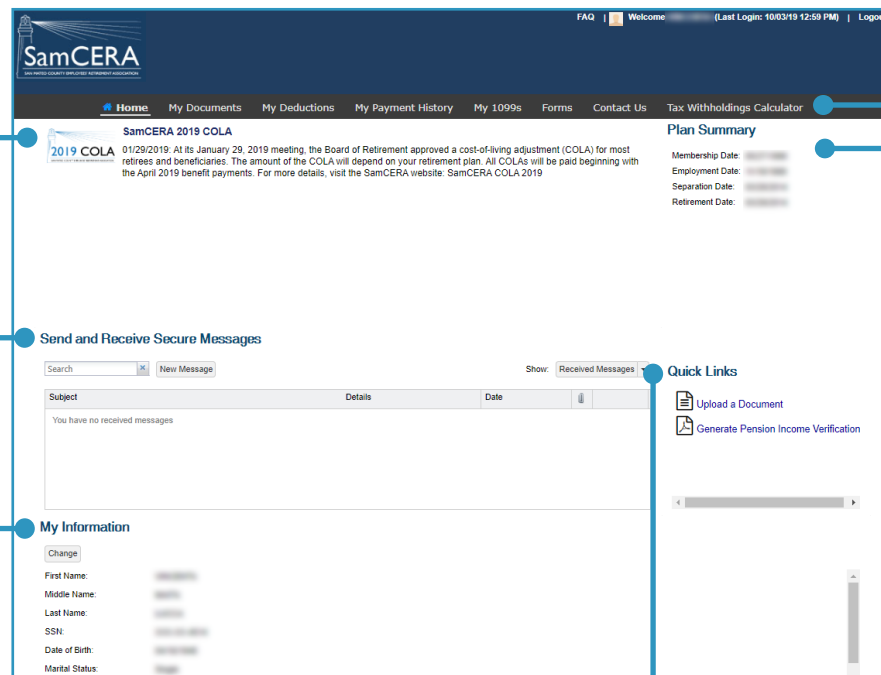
Create a new message and view your past messages.

### View and Update Your Information

Review your personal information and make updates to your contact info and preferences by clicking the **Change** button.

### Quick Links

Easy access to popular pages on MySamCERA & samcera.org.



### Page Tabs

Easily navigate your way around MySamCERA using the page tabs. A description of each tab is below.

### Plan Summary

The Plan Summary gives you brief details about your retirement account with SamCERA. Click on the ? to learn how that information is determined.

## Exploring MySamCERA - Page Tabs

After reviewing your information on your homepage, start exploring MySamCERA by clicking on the other page tabs. Use the list below to find some of the more common tools and features on each page tab.

Home	Click <b>Home</b> to return to the homepage.
My Documents	View and print documents from your member file, including monthly benefit statements.
My Deductions	View your direct deposit information and elected deductions.
My Payment History	View your benefit payment history.
My 1099s	View and print your 1099-R tax forms.
Contact Us	Need help? Learn the different ways you can reach SamCERA staff.
Tax Withholding Calculator	An easy-to-use calculator to estimate your tax withholding amount.