Step 1: Navigate to the login page on the BERS website:https://www.bers.nyc.gov/site/bers/register-log-in/register-log-in.page

Step 2: Click the login button. You will be redirected to the Sign In page. Enter your username and password and click the Sign in button. *Important Note: If you do not remember your username or password, please send an email to brespon@bers.nyc.gov.*

Step 3: To receive your Two Factor Authentication code, select one of the options in the drop-down menu and click Next.

Step 4: Enter the verification code and click confirm. Once you have successfully logged in you will see the Home page.

Step 5: On the left side click the TDA Applications button.

Step 6: Then click the Add/Update TDA Election link in the upper right corner.

Step 7: Click in the circle to the left of Process TDA Investment/Conversion Election Change. Then click Next at the bottom.

Add Request   ✕

```
    (1) ──────────────── (2) ──────────────── (3)
  Request          Request Details      Review and Confirm
```

Please select the request you would like to create :

○ Process TDA Investment/Conversion Election Change

Cancel   **Next**

\

Step 8: Enter the contribution rate you would like to have deducted from your payroll check. Then click the next button. *Important Note: The maximum percentage you can enter is 85%.*

Add Request

Request ✓ ———— **2** Request Details ———— **3** Review and Confirm

Request: **Process TDA Investment/Conversion Election Change**

Please specify information regarding this request:

Request TDA Investment Election Parameters

Request Date
11/20/2023

Contribution Rate*

Cancel   Previous   Next

Step 9: Review the Contribution percentage to make sure it is what you would like to have deducted. If you need to make an edit click the Previous button. f the details are correct, click the Confirm button to finalize the update. The new contribution rate will be reflected in the TDA Investment Election Request widget.

Add Request ✕

Request ✓ ————— Request Details ✓ ————— Review and Confirm **3**

Request: **Process TDA Investment/Conversion Election Change**

Please review the follow request parameters before confirming your request:

Request TDA Investment Election Parameters

Request Date	Contribution Rate
11/20/2023	10

Cancel   Previous   **Confirm**