


## Registering for a New MSS Account

Members must register to gain access to the MSS portal.

1. Navigate to <https://www.bers.nyc.gov/site/bers/register-log-in/register-log-in.page>
2. Click on the Register/Log In Link.
3. The MSS Register/Log In page will be displayed. Click the **Register** hyperlink.

Welcome to BERS



username

password

Log In

**3** Register | [Forgot User Name](#) | [Forgot Password](#)

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4. Enter the following information:
  - Social Security Number (SSN)
  - Last Name
  - Date of Birth
5. Click the **Validate** button.

The screenshot shows the BERS Account Setup page. At the top left is the BERS logo, and at the top right is a link that says "Got an account? Login here". The main heading is "Account Setup". Below the heading are three steps: "1 Verify Identity", "2 Account Details", and "3 Security". The "Verify Identity" step is active. Below the steps is a message: "To verify your identity, please enter your Social Security Number, last name, and your date of birth. Your information is secured during transmission." Below this message is a form with three input fields: "SSN:" with the value "001-14-4053", "Last Name:" with the value "CRIBAS", and "Date of Birth:" with the value "07/21/1980". A red box highlights the form fields, and a red circle with the number "4" is next to it. Below the form are two buttons: "CANCEL" and "VALIDATE". A red circle with the number "5" is next to the "VALIDATE" button.

6. Enter the following information:
  - Username
  - Password
  - Confirm Password
  - Two Factor Authentication
7. Click **Continue**.

Welcome to BERS Got an account? [Login here](#)

## Account Setup

1 Verify Identity    2 Account Details    3 Security

All fields are required. The password is case sensitive.

CRIBAS, SHANICE M  
This field cannot be edited.

Username:  
SCRIBAS

Enter New Password:  
..... 🗕

Strong

Confirm New Password:  
.....

Same as above.

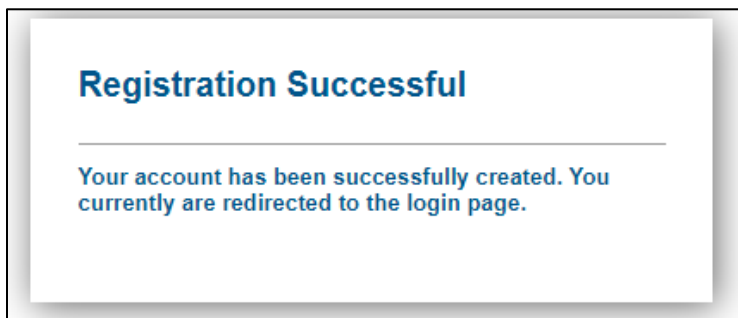
Two-Factor Authentication:  
One Time Only for This Device

BACK    CANCEL    CONTINUE

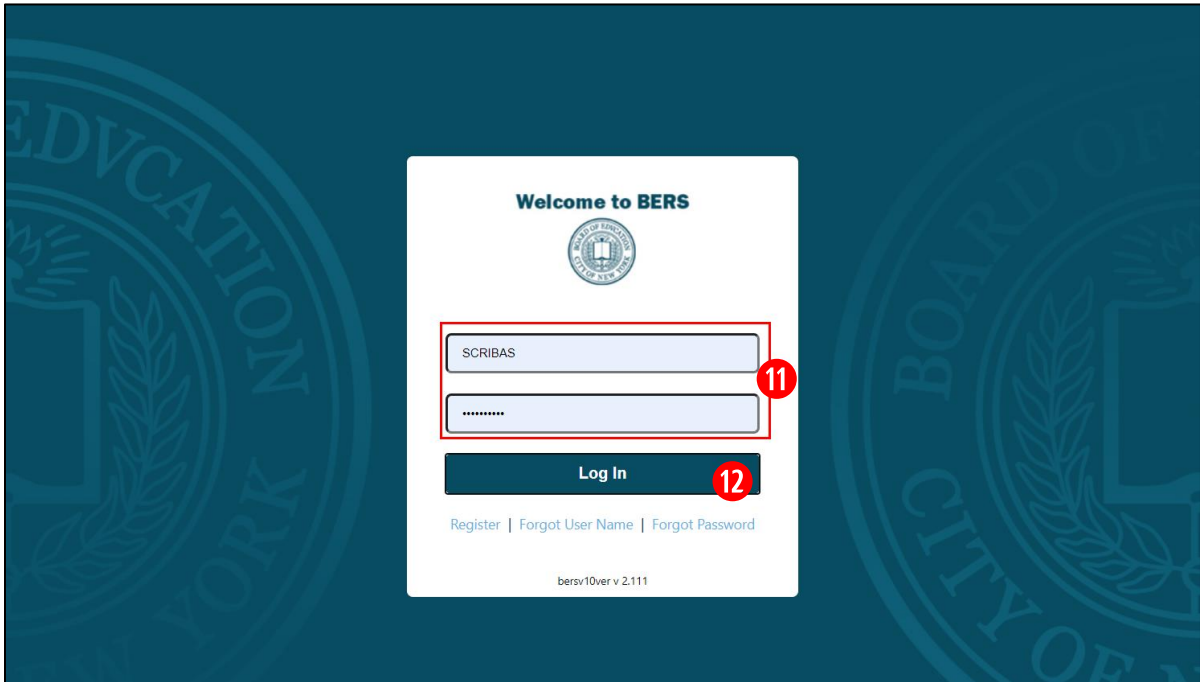
8. Enter the following information in the *Security Questions* section:
  - ❑ **First Question:** A security question to use in case the user needs to recover their password.
  - ❑ **Answer:** The answer to the **First Question**.
  - ❑ **Second Question:** A second question to use in case the user needs to recover their password.
  - ❑ **Answer:** The answer to the **Second Question**.
9. Enter and confirm your **Email Address**.
10. Click **Finish**.

The screenshot shows the 'Account Setup' page with three progress steps: 1. Verify Identity, 2. Account Details, and 3. Security. Below the progress steps is a message: 'These security questions will be used to identify you if you would like to recover your password. Please contact fund office for more details.' There are two sets of security questions and answers. The first set is 'What is your favorite color?' with the answer 'Blue'. The second set is 'What is your favorite food?' with the answer 'Pizza'. Below these is an email confirmation section with 'Enter Email Address' and 'Re-enter Email Address' fields, both containing 'shanicecribas@yahoo.com'. At the bottom right, there are 'CANCEL' and 'FINISH' buttons. Red circles with numbers 8, 9, and 10 highlight the security questions, email confirmation, and the FINISH button respectively.

The Registration Successful message displays. You are redirected to the *Login* page.

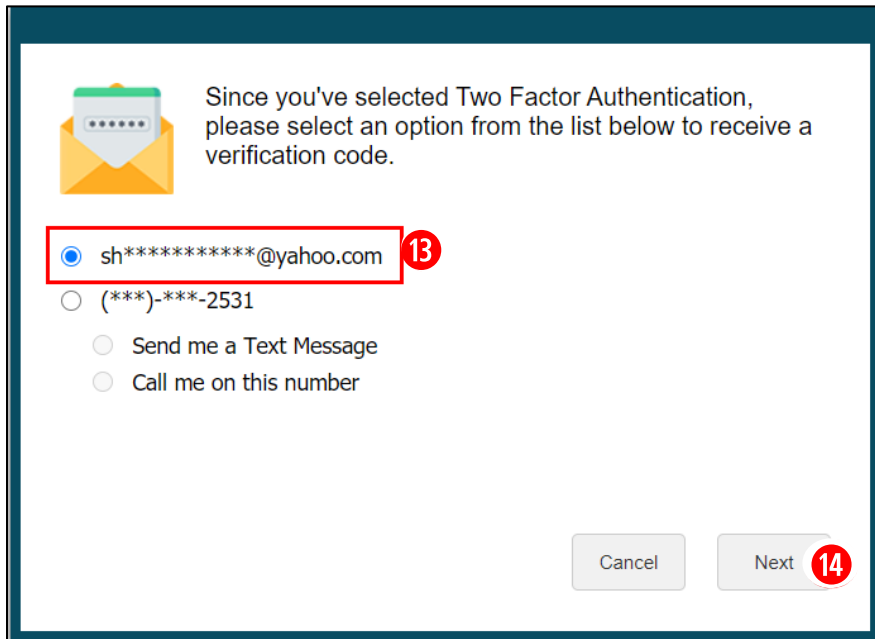


- 11. Enter your **Username** and **Password**.
- 12. Click **Log In**.



**Result:** If a **Two Factor Authentication** option was selected, a *Verification* pop-up displays; otherwise, the *Home* tab displays.

- 13. Select the desired **Two Factor Authentication** option to receive the code.
- 14. Click **Next**.



**Result:** The verification code is sent to the selected option.

15. Enter the received **code** in the field.
16. Check the **Remember this device** checkbox (if applicable).
17. Click **Done**.

A verification code has been sent to you. This code will be valid for 15 minutes.

14 : 31

Type code here  15

Remember this device 16

Resend Code Cancel Done 17

**Note:** Use the Resend Code button if you did not receive the verification code.

**Result:** The *Home* page displays.

