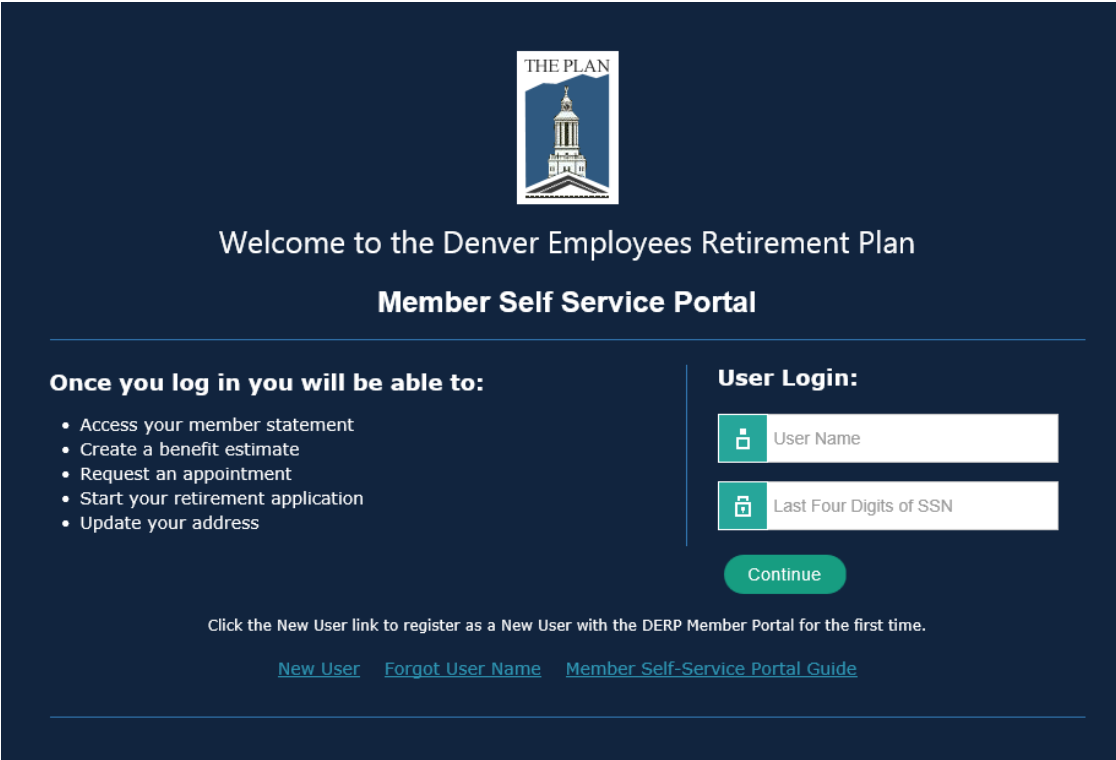


Denver Employees Retirement Plan Member Self-Service Portal

A Guide To Creating Your MSS Portal Account

Creating your MSS Portal Account

- * In your preferred internet browser, enter: www.myderp.org



The screenshot shows the login page for the Denver Employees Retirement Plan Member Self Service Portal. At the top center is the logo for 'THE PLAN', which features a stylized illustration of the Colorado State Capitol building. Below the logo, the text reads 'Welcome to the Denver Employees Retirement Plan' and 'Member Self Service Portal'. The page is divided into two main sections. On the left, under the heading 'Once you log in you will be able to:', there is a bulleted list of services: 'Access your member statement', 'Create a benefit estimate', 'Request an appointment', 'Start your retirement application', and 'Update your address'. On the right, under the heading 'User Login:', there are two input fields. The first field is labeled 'User Name' and the second is labeled 'Last Four Digits of SSN'. Both fields have a small icon of a document with a checkmark. Below these fields is a green 'Continue' button. At the bottom of the page, there is a line of text: 'Click the New User link to register as a New User with the DERP Member Portal for the first time.' Below this text are three links: 'New User', 'Forgot User Name', and 'Member Self-Service Portal Guide'.

THE PLAN

Welcome to the Denver Employees Retirement Plan

Member Self Service Portal

Once you log in you will be able to:

- Access your member statement
- Create a benefit estimate
- Request an appointment
- Start your retirement application
- Update your address

User Login:

User Name

Last Four Digits of SSN

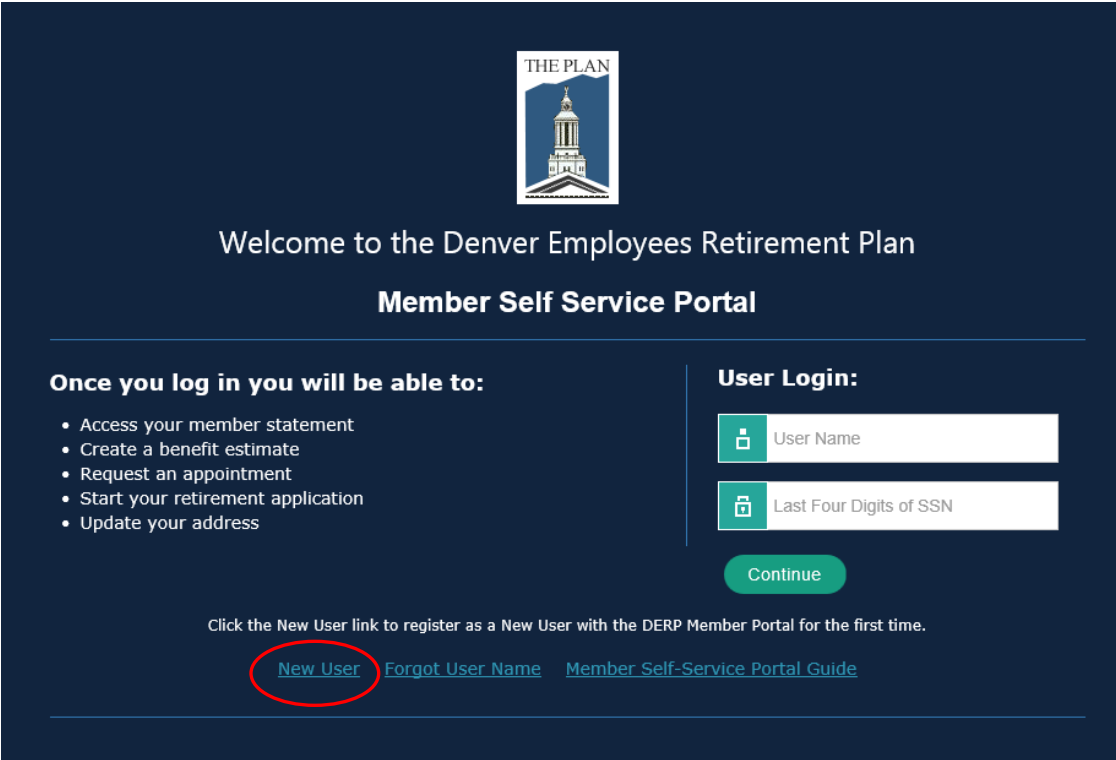
Continue

Click the [New User](#) link to register as a New User with the DERP Member Portal for the first time.

[New User](#) [Forgot User Name](#) [Member Self-Service Portal Guide](#)

Creating your MSS Portal Account

* Click on the New User link



THE PLAN

Welcome to the Denver Employees Retirement Plan
Member Self Service Portal

Once you log in you will be able to:

- Access your member statement
- Create a benefit estimate
- Request an appointment
- Start your retirement application
- Update your address

User Login:

User Name

Last Four Digits of SSN

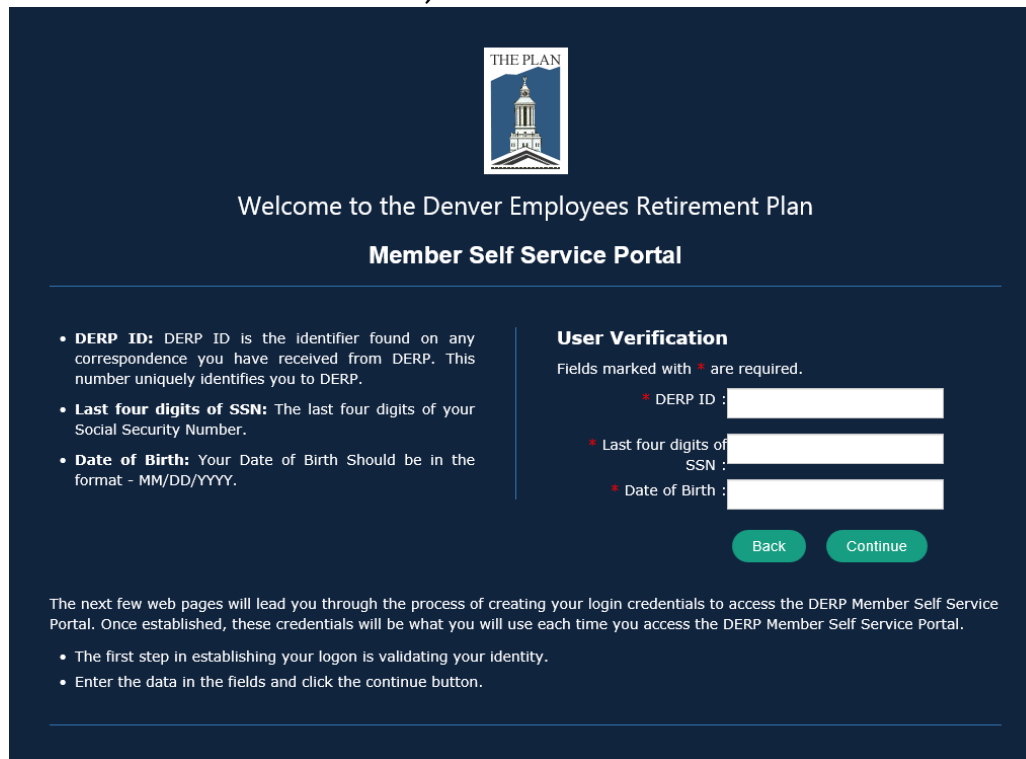
Continue

Click the [New User](#) link to register as a New User with the DERP Member Portal for the first time.

[New User](#) [Forgot User Name](#) [Member Self-Service Portal Guide](#)

Creating your MSS Portal Account

- * Enter your DERP ID, the last four digits of your Social Security number, your date of birth, and click Continue



The screenshot shows the login page for the Denver Employees Retirement Plan Member Self Service Portal. At the top, there is a logo for 'THE PLAN' featuring a building icon. Below the logo, the text reads 'Welcome to the Denver Employees Retirement Plan Member Self Service Portal'. The page is divided into two main sections: a left sidebar with instructions and a right main area for user verification. The left sidebar contains three bullet points: DERP ID, Last four digits of SSN, and Date of Birth. The right main area has a 'User Verification' section with three input fields for DERP ID, Last four digits of SSN, and Date of Birth, each marked with a red asterisk. Below the input fields are two buttons: 'Back' and 'Continue'. At the bottom of the page, there is a paragraph of text explaining the next steps in the process and a list of two instructions.

THE PLAN

Welcome to the Denver Employees Retirement Plan
Member Self Service Portal

- **DERP ID:** DERP ID is the identifier found on any correspondence you have received from DERP. This number uniquely identifies you to DERP.
- **Last four digits of SSN:** The last four digits of your Social Security Number.
- **Date of Birth:** Your Date of Birth Should be in the format - MM/DD/YYYY.

User Verification
Fields marked with * are required.

* DERP ID :

* Last four digits of SSN :

* Date of Birth :

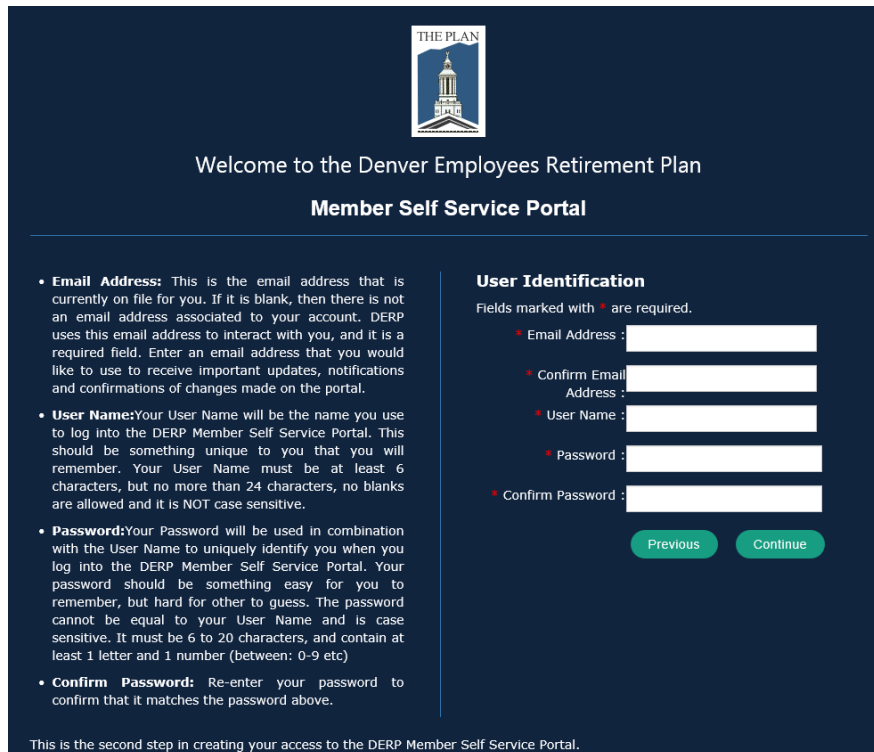
[Back](#) [Continue](#)

The next few web pages will lead you through the process of creating your login credentials to access the DERP Member Self Service Portal. Once established, these credentials will be what you will use each time you access the DERP Member Self Service Portal.

- The first step in establishing your logon is validating your identity.
- Enter the data in the fields and click the continue button.

Creating your MSS Portal Account

- * Enter your preferred email address, confirm the email address, enter a unique user name, enter a unique password, confirm the password, and click Continue



The screenshot shows the registration page for the Denver Employees Retirement Plan (DERP) Member Self Service Portal. At the top, there is a logo for 'THE PLAN' featuring a building icon. Below the logo, the text reads 'Welcome to the Denver Employees Retirement Plan' and 'Member Self Service Portal'. The page is divided into two main sections: instructions and a user identification form.

Instructions:

- Email Address:** This is the email address that is currently on file for you. If it is blank, then there is not an email address associated to your account. DERP uses this email address to interact with you, and it is a required field. Enter an email address that you would like to use to receive important updates, notifications and confirmations of changes made on the portal.
- User Name:** Your User Name will be the name you use to log into the DERP Member Self Service Portal. This should be something unique to you that you will remember. Your User Name must be at least 6 characters, but no more than 24 characters, no blanks are allowed and it is NOT case sensitive.
- Password:** Your Password will be used in combination with the User Name to uniquely identify you when you log into the DERP Member Self Service Portal. Your password should be something easy for you to remember, but hard for other to guess. The password cannot be equal to your User Name and is case sensitive. It must be 6 to 20 characters, and contain at least 1 letter and 1 number (between: 0-9 etc)
- Confirm Password:** Re-enter your password to confirm that it matches the password above.

User Identification

Fields marked with * are required.

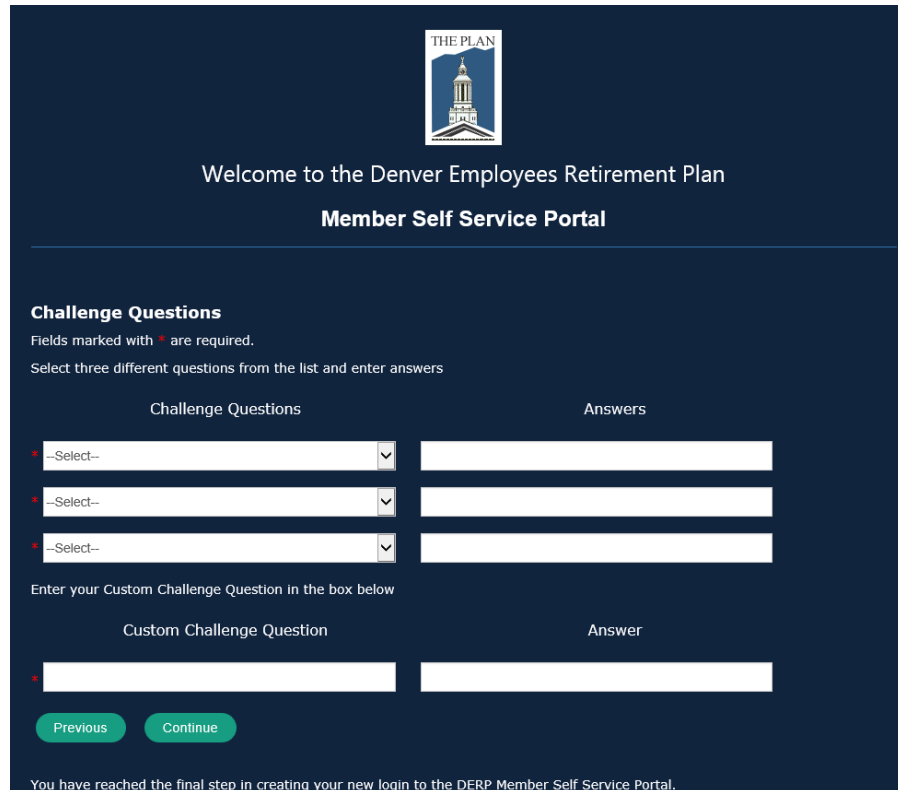
- * Email Address :
- * Confirm Email Address :
- * User Name :
- * Password :
- * Confirm Password :

At the bottom of the form, there are two buttons: 'Previous' and 'Continue'.

This is the second step in creating your access to the DERP Member Self Service Portal.

Creating your MSS Portal Account

- * Select and answer 3 challenge questions
- * Enter a custom challenge question, answer, and click Continue



The screenshot shows the 'Member Self Service Portal' for 'THE PLAN' (Denver Employees Retirement Plan). The page is titled 'Welcome to the Denver Employees Retirement Plan Member Self Service Portal'. Under the heading 'Challenge Questions', there is a note: 'Fields marked with * are required. Select three different questions from the list and enter answers'. The form consists of two columns: 'Challenge Questions' and 'Answers'. The 'Challenge Questions' column has three dropdown menus, each with a red asterisk and the text '-Select-'. The 'Answers' column has three corresponding text input fields. Below this, there is a section for a 'Custom Challenge Question' with two input fields: 'Custom Challenge Question' and 'Answer', both with red asterisks. At the bottom, there are two buttons: 'Previous' and 'Continue'. A footer message states: 'You have reached the final step in creating your new login to the DERP Member Self Service Portal.'

THE PLAN

Welcome to the Denver Employees Retirement Plan
Member Self Service Portal

Challenge Questions
Fields marked with * are required.
Select three different questions from the list and enter answers

Challenge Questions	Answers
* -Select-	
* -Select-	
* -Select-	

Enter your Custom Challenge Question in the box below

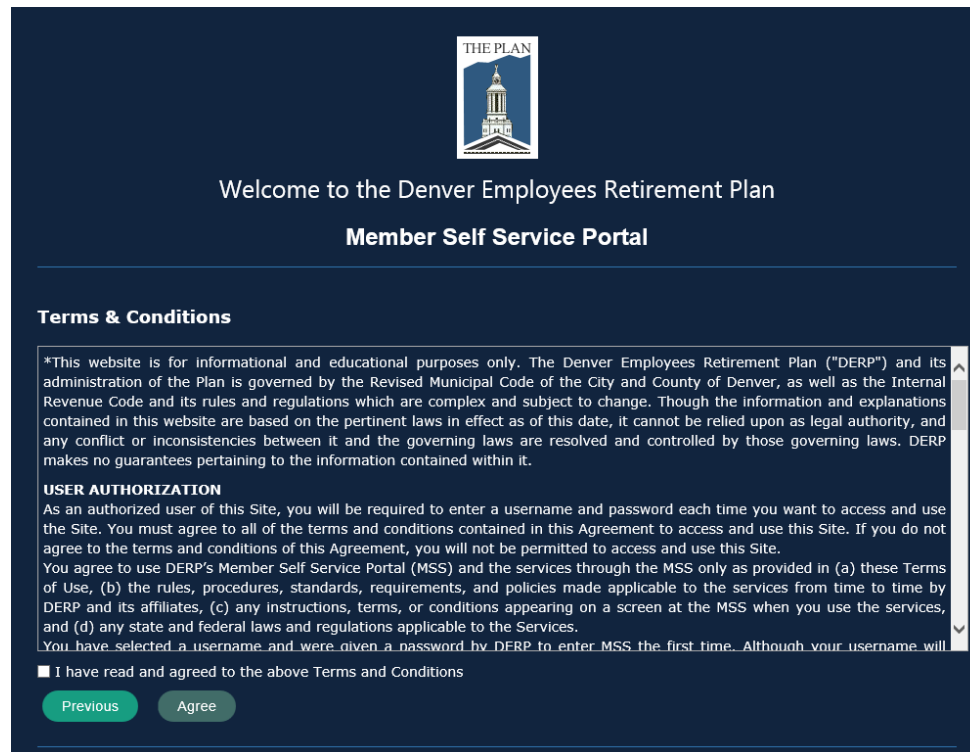
Custom Challenge Question	Answer
*	*

[Previous](#) [Continue](#)

You have reached the final step in creating your new login to the DERP Member Self Service Portal.

Creating your MSS Portal Account

- * Read the Terms & Conditions, click on the checkbox that you have read and agreed to them, and click Agree



The screenshot shows the 'Member Self Service Portal' for the Denver Employees Retirement Plan. At the top, there is a logo for 'THE PLAN' featuring a building. Below the logo, the text reads 'Welcome to the Denver Employees Retirement Plan Member Self Service Portal'. The main section is titled 'Terms & Conditions' and contains a scrollable text area with the following content:

*This website is for informational and educational purposes only. The Denver Employees Retirement Plan ("DERP") and its administration of the Plan is governed by the Revised Municipal Code of the City and County of Denver, as well as the Internal Revenue Code and its rules and regulations which are complex and subject to change. Though the information and explanations contained in this website are based on the pertinent laws in effect as of this date, it cannot be relied upon as legal authority, and any conflict or inconsistencies between it and the governing laws are resolved and controlled by those governing laws. DERP makes no guarantees pertaining to the information contained within it.

USER AUTHORIZATION
As an authorized user of this Site, you will be required to enter a username and password each time you want to access and use the Site. You must agree to all of the terms and conditions contained in this Agreement to access and use this Site. If you do not agree to the terms and conditions of this Agreement, you will not be permitted to access and use this Site.
You agree to use DERP's Member Self Service Portal (MSS) and the services through the MSS only as provided in (a) these Terms of Use, (b) the rules, procedures, standards, requirements, and policies made applicable to the services from time to time by DERP and its affiliates, (c) any instructions, terms, or conditions appearing on a screen at the MSS when you use the services, and (d) any state and federal laws and regulations applicable to the Services.
You have selected a username and were given a password by DERP to enter MSS the first time. Although your username will

I have read and agreed to the above Terms and Conditions

Previous Agree

Your MSS Portal Account

- * Click on any subject on the tool bar located on the left hand side of the screen

The screenshot displays the Member Self Service Portal interface. On the left is a dark sidebar with a navigation menu. The main content area is titled 'Dashboard' and includes a 'DERP ID' field, a welcome message, and six colored tiles for various services: Beneficiary, Benefit Estimate, Counseling Appointments, Retirement Application, Seminars, and Service Purchase Estimate. Each tile has a 'VIEW MORE' link and a circular arrow icon. The footer contains links for Privacy Policy, FAQ, and Contact Us.

Member Self Service Portal

Welcome

Profile

Home

Alerts and Messages

Account Info

Address

Change Password

Seminars

Counseling

Legal Documents

Active Member

Contribution Summary

Beneficiary

Opt In

Benefit Estimate

Member Statement

Retirement Application

Service Purchase Estimate

Dashboard DERP ID :

Welcome to the Denver Employees Retirement Plan (DERP) Member Self Service Portal. This Portal places your retirement information at your fingertips, providing all current employees, former employees, and retired members the tools necessary to view and manage their accounts. Visit the links at your left to get started.

Should you have any questions, difficulties, or comments about the Portal, please feel free to contact Denver Employees Retirement Plan directly at (303) 839-5419 or at mss@derp.org

Beneficiary **Benefit Estimate** **Counseling Appointments**

Retirement Application **Seminars** **Service Purchase Estimate**

VIEW MORE VIEW MORE VIEW MORE VIEW MORE VIEW MORE VIEW MORE

Privacy Policy FAQ Contact Us

What can you do on the MSS Portal?

- * **Home** – This is the welcome screen and dashboard for quick access to important screens.
- * **Alerts and Messages** – This screen shows any messages available to you.
- * **Account Info** – This screen shows your DERP ID, name, primary address, date of birth, age, communication preference, fax and phone numbers, email addresses, and primary contact.
- * **Address** – This screen shows your address on file with DERP.
Please note: If you are an active member, you must update your address directly with your employer (e.g. City, DHHA). This information is then passed onto DERP via the bi-weekly payroll file. For inactive or retired members, you may update your address here.
- * **Change Password** – You can update your MSS Portal account password.
- * **Seminars** – Any seminars available to you are listed here and you can sign up to attend.
- * **Counseling** – If you'd like to meet with the DERP Membership Services staff, you can request an appointment here.
- * **Legal Documents** – You can review the legal document information we have on file for you. (e.g. Power of Attorney, Domestic Relations Order)

What can you do on the MSS Portal?

- * **Contribution Summary** – For active and inactive members, you can review the amount of contributions DERP has received from you.
- * **Beneficiary** – For active and inactive members, review your current beneficiary and request a new beneficiary if necessary. *Please note:* If you submit a beneficiary change, it will be reviewed by DERP staff and if any additional documentation is needed to process the change (e.g. divorce decree or death certificate), DERP will contact you. For retired members, you **may not** change your beneficiary designation for your retirement benefit, only the beneficiary for your lump sum death benefit may be changed.
- * **Opt In** – You can opt in to receiving information about your DERP account electronically.
- * **Benefit Estimate** – For active and inactive members, you can calculate your estimated monthly retirement benefit for various retirement dates using actual salary data. *Please note:* You must be vested in order to calculate benefit estimates.
- * **Member Statement** – For active and inactive members, you can view and print your Annual Member Statements. *Please note:* These statements are only available back to June 30, 2012.
- * **Retirement Application** – For active and inactive members who are within 6 months of eligibility to retire, you can complete the 7 step retirement application and submit this to DERP to get the process started.
- * **Service Purchase Estimate** – For active members who are vested with 5 years or more of credited service, you can create a cost estimate to purchase service and then the Membership Services staff will contact you with the remaining steps to complete the process.

What can you do on the MSS Portal?

- * **Refund of Contributions** – If you are not vested and no longer working for the City, you can request a refund of your accumulated employee contributions.
- * **Benefit Account** – For retired members, you can review your monthly benefit payments and view/print direct deposit advices.
- * **Direct Deposit** – For retired members, you can review your current direct deposit details and update to a new account if necessary.
- * **Tax Withholding** – For retired members, you can review your current withholding details as well as update your preferences for federal and Colorado tax withholding.
- * **Insurance Enrollment** – For retired members, you can review your current group insurance selections. If it is Open Enrollment, you can make changes to your insurance for the coming year.
- * **View Tax Forms** – For retired members, you can view and print your 1099-R tax forms. *Please note: 1099-R tax forms are only available back to 2011.*
- * **LSDB Disbursement** – For retired members, if you are eligible for a LSDB disbursement, you will be able to view the disbursement or create one.
- * **Outstanding Balance** – For retired members, if your insurance premiums exceed your monthly retirement benefit, you can view and print your A/R Invoices.