

Creating Your MyDERP.org Account

Your [MyDERP.org](https://myderp.org) account is a secure online resource where you can view and update your information, request an appointment with a membership services representative, calculate the cost to purchase service, and more. Your [MyDERP.org](https://myderp.org) account provides you with 24-hour access to your personal information seven days a week.

Step 1 – Navigate to MyDERP.org

1. Click the New User hyperlink.

Click the New User link to register as a New User with MyDERP.org for the first time.

[New User](#) [Forgot User Name](#) [MyDERP.org Guide](#)

Step 2 - Validate Your Identity

1. Enter the following information:
 - a. your DERP ID
(Call our office for your DERP ID.)
 - b. last four digits of your SSN
 - c. your Date of Birth
2. Click the Continue button.

User Verification

Fields marked with * are required.

* DERP ID :

* Last four digits of SSN :

* Date of Birth :

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Step 3 - Create Your Profile

1. Enter your Email Address.
(Enter a personal email address rather than a work email address.)
2. Re-enter your Email Address to confirm.
3. Enter a User Name.
4. Enter a Password.
5. Re-enter your Password to confirm.
6. Click the Continue button.

User Identification

Fields marked with * are required.

* Email Address :

* Confirm Email Address :

* User Name :

* Password :

* Confirm Password :

Step 4 - Create Challenge Questions and Answers

1. Select and answer three Challenge Questions.
2. Create and enter a Custom Challenge Question and answer.
3. Click the Continue button.

Challenge Questions

* --Select--

* --Select--

* --Select--

Enter your Custom Challenge Question in the box below

Custom Challenge Question

*

Step 5 - Agree to Terms & Conditions

1. Read the Terms & Conditions.
2. Click the Check Box confirming you read and agree to the Terms & Conditions.
3. Click the Agree button.

Terms & Conditions

*This website is for informational and educational purposes only. The administration of the Plan is governed by the Revised Municipal Code of Revenue Code and its rules and regulations which are complex and subject to change. The information contained in this website are based on the pertinent laws in effect as of the date of publication. In the event of any conflict or inconsistencies between it and the governing laws are not made, 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 to access the Site. You must agree to all of the terms and conditions contained in this Agreement, you will not be permitted to use the Site if you do not agree to the terms and conditions of this Agreement, you will not be permitted to use DERP's Member Self Service Portal (MSS) and the services provided by DERP and its affiliates, (b) the rules, procedures, standards, requirements, and policies of DERP and its affiliates, (c) any instructions, terms, or conditions appearing on this Site, and (d) any state and federal laws and regulations applicable to the Service. You have selected a username and were given a password by DERP to access the Site.

I have read and agreed to the above Terms and Conditions

Previous

Agree

Congratulations! Your MyDERP.org account is created!

When you log in you can navigate your account two ways:

1. Click a topic on the left-hand of the tool bar.
2. Click on View More for a topic in the middle of the screen.

