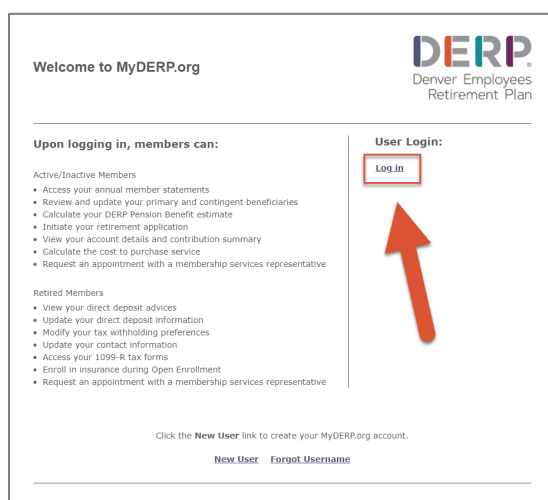


Register Your MyDERP.org Account for Multi-Factor Authentication

Follow these steps to register your **existing** MyDERP.org account for multi-factor authentication (MFA). You'll need your username and password. If you don't know your username, [click here](#). If you've forgotten your password, [click here](#).

1. Navigate to [MyDERP.org](#) and click the **Log in** link.



Welcome to MyDERP.org

DERP
Denver Employees
Retirement Plan

Upon logging in, members can:

Active/Inactive Members

- Access your annual member statements
- Review and update your primary and contingent beneficiaries
- Calculate your DERP Pension Benefit estimate
- Initiate your retirement application
- View your account details and contribution summary
- Calculate the cost to purchase service
- Request an appointment with a membership services representative

Retired Members

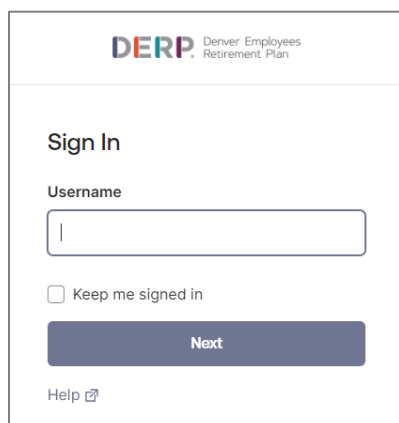
- View your direct deposit advices
- Update your direct deposit information
- Modify your tax withholding preferences
- Update your contact information
- Access your 1099-R tax forms
- Enroll in insurance during Open Enrollment
- Request an appointment with a membership services representative

Click the **New User** link to create your MyDERP.org account.

[New User](#) [Forgot Username](#)

User Login:
Log In

2. Enter your **Username** and click **Next**.




DERP Denver Employees
Retirement Plan

Sign In

Username

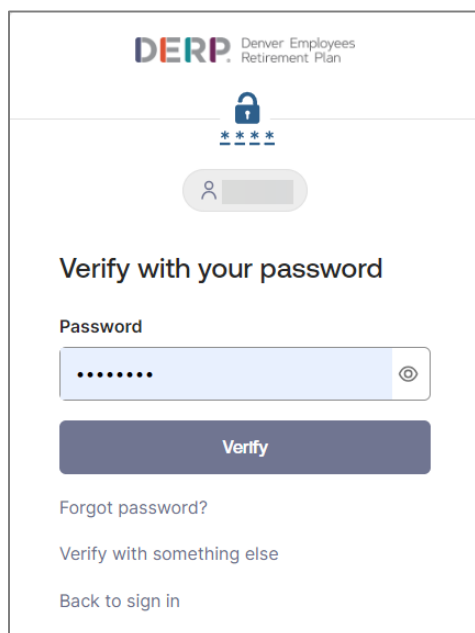
☐ Keep me signed in

Next

Help 

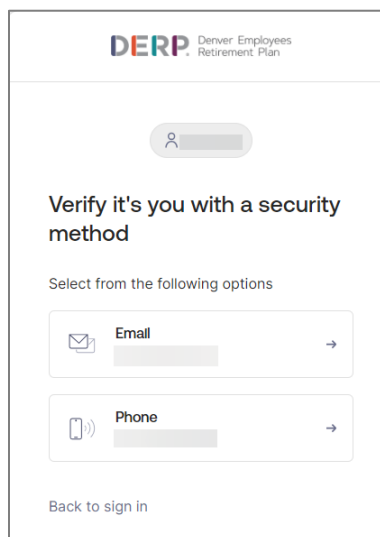


3. Enter your **Password** and click **Verify**.



The screenshot shows the DERP (Denver Employees Retirement Plan) login interface. At the top is the DERP logo and the text "Denver Employees Retirement Plan". Below this is a lock icon and a masked input field for a username. The main heading is "Verify with your password". Underneath is a "Password" label and a masked input field with a toggle icon to show or hide the password. A dark blue "Verify" button is positioned below the password field. At the bottom, there are three links: "Forgot password?", "Verify with something else", and "Back to sign in".

4. Choose how you want to receive your verification code.
 - a. Select **Email** if you'd like to receive your verification code by email.
 - b. Select **Phone** if you'd prefer to receive your verification code via SMS or voice call.



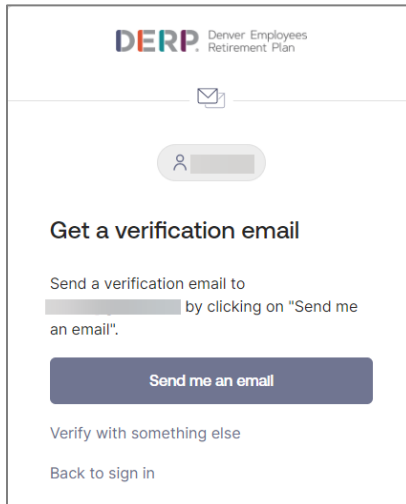
The screenshot shows the DERP (Denver Employees Retirement Plan) security method selection screen. At the top is the DERP logo and the text "Denver Employees Retirement Plan". Below this is a masked input field for a username. The main heading is "Verify it's you with a security method". Underneath is the text "Select from the following options". There are two selection options: "Email" with an envelope icon and "Phone" with a phone handset icon. Each option has a right-pointing arrow. At the bottom, there is a link "Back to sign in".

A new window will appear based on your selection.



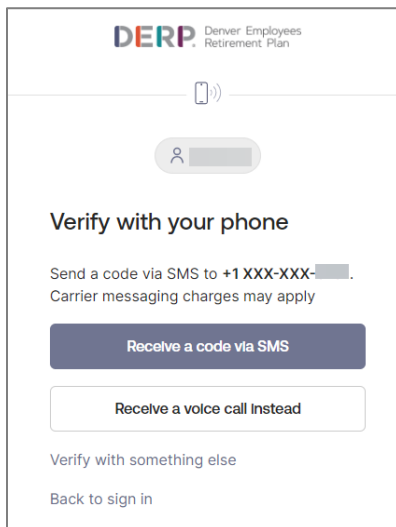
5. Request your verification code.

- a. Click **Send me an email** (if you selected **Email** in step 4). You'll receive an email from Communications@DERP.org with your verification code. If you don't see an email in your Inbox, check your Junk folder and make sure to add this email address to your safe list.



The screenshot shows the 'Get a verification email' screen. At the top is the DERP logo and 'Denver Employees Retirement Plan'. Below is a user profile icon. The main heading is 'Get a verification email'. The text says 'Send a verification email to [redacted] by clicking on "Send me an email"'. There is a blue button labeled 'Send me an email'. Below the button are links for 'Verify with something else' and 'Back to sign in'.

- b. Choose whether to receive a code via SMS or receive a voice call (if you selected **Phone** in step 4). You'll receive a text message or a voice call with your verification code.



The screenshot shows the 'Verify with your phone' screen. At the top is the DERP logo and 'Denver Employees Retirement Plan'. Below is a user profile icon. The main heading is 'Verify with your phone'. The text says 'Send a code via SMS to +1 XXX-XXX-[redacted]. Carrier messaging charges may apply'. There are two buttons: a blue one labeled 'Receive a code via SMS' and a white one labeled 'Receive a voice call instead'. Below the buttons are links for 'Verify with something else' and 'Back to sign in'.

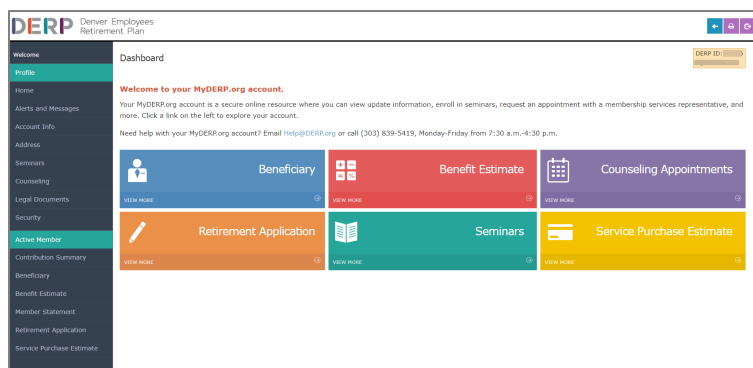


6. Enter the verification code in the **Enter Code** field. Click **Verify**.

The screenshot shows the 'Verify with your email' screen. At the top is the DERP logo and 'Denver Employees Retirement Plan'. Below is an email icon and a masked email address. The heading 'Verify with your email' is followed by the text: 'We sent an email to [masked]. Enter the verification code in the text box.' Below this is the 'Enter Code' label and a text input field containing 'XXXXXX'. A blue 'Verify' button is at the bottom. At the very bottom are links for 'Verify with something else' and 'Back to sign in'.

The screenshot shows the 'Verify with your phone' screen. At the top is the DERP logo and 'Denver Employees Retirement Plan'. Below is a phone icon and a masked phone number. The heading 'Verify with your phone' is followed by the text: 'A code was sent to +1 XXX-XXX-[masked]. Enter the code below to verify. Carrier messaging charges may apply.' Below this is the 'Enter Code' label and a text input field containing 'XXXXXX'. A blue 'Verify' button is at the bottom. At the very bottom are links for 'Verify with something else' and 'Back to sign in'.

Your MyDERP.org account dashboard will open.



7. Complete steps 1 through 6 each time you log in to your MyDERP.org account.

Optional: Log in using Google Authenticator or Okta Verify (recommended for users whose mobile phones can download and install apps).

- a. Log in to your MyDERP.org account.
- b. Click the **Security** link on the left.
- c. Click the **Connect** button next to the MFA app you'd like to use and follow the on-screen instructions.

