

Five Steps to Creating Your MyDERP.org Account

Your **MyDERP.org** account is a secure online resource where you can view and update your information, enroll in meetings and seminars, calculate the cost to purchase service, and more. Your **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.

The screenshot shows the MyDERP.org homepage. At the top right is the DERP logo (Denver Employees Retirement Plan). Below it, there are two columns of text. The left column, titled 'Upon logging in, members can:', lists benefits for 'Active/Inactive Members' and 'Retired Members'. The right column, titled 'User Login:', has input fields for 'User Name' and 'Last Four Digits of SSN', followed by a 'Continue' button. At the bottom, a red box highlights the 'New User' link, with a red arrow pointing to it. Below the box, there are links for 'Forgot User Name' and 'MyDERP.org Guide'. A small text line above the links says 'Click the New User link to register as a New User with MyDERP.org for the first time.'

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.

The screenshot shows the 'User Verification' form. It has a title 'User Verification' and a note 'Fields marked with * are required.' Below this are three input fields: '* DERP ID :', '* Last four digits of SSN :', and '* Date of Birth :'. At the bottom are two buttons: 'Back' and 'Continue'.



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 intended to constitute an offer of insurance. 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 for any purpose other than that intended by DERP. You agree 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.

