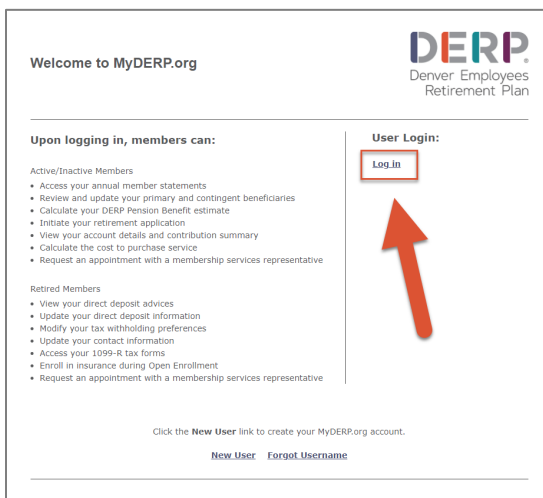


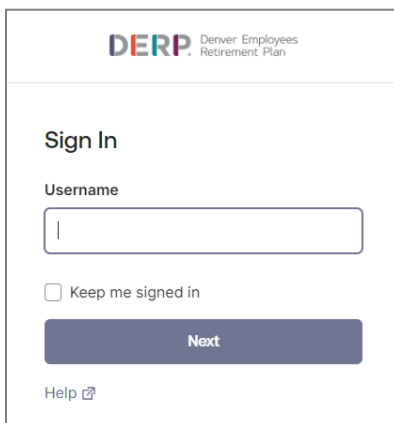
Register Your MyDERP.org Account for Multi-Factor Authentication

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](#).

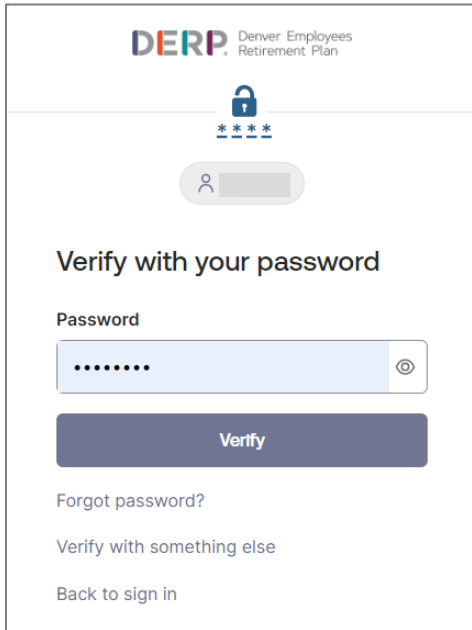
1. Navigate to [MyDERP.org](#) and click the **Log in** link.



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



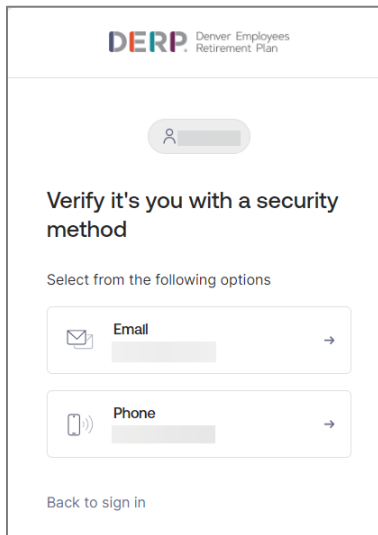
3. Enter your **Password** and click **Verify**.



The screenshot shows the DERP (Denver Employees Retirement Plan) login interface. At the top, the logo and name are displayed. Below the logo is a lock icon and a masked input field for a username. The main heading is "Verify with your password". Underneath, there is a "Password" label and a text input field containing seven dots, with a toggle icon on the right. 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.

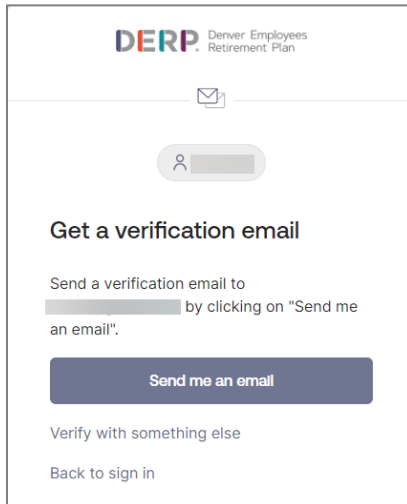


The screenshot shows the DERP security method selection screen. At the top, the logo and name are displayed. Below the logo is a masked input field for a username. The main heading is "Verify it's you with a security method". Underneath, there is a prompt "Select from the following options". There are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

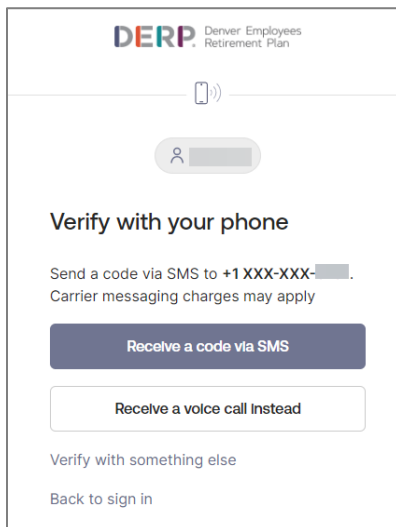
A new window will appear based on your selection.

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.



- 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.



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

DERP Denver Employees Retirement Plan

Verify with your email

We sent an email to [redacted]. Enter the verification code in the text box.

Enter Code

XXXXXX

Verify

Verify with something else

Back to sign in

DERP Denver Employees Retirement Plan

Verify with your phone

A code was sent to +1 XXX-XXX-[redacted]. Enter the code below to verify. Carrier messaging charges may apply.

Enter Code

XXXXXX

Verify

Verify with something else

Back to sign in

Your MyDERP.org account dashboard will open.

DERP Denver Employees Retirement Plan

Welcome to your MyDERP.org account.

Your MyDERP.org account is a secure online resource where you can view update information, enroll in seminars, request an appointment with a membership services representative, and more. Click a link on the left to explore your account.

Need help with your MyDERP.org account? Email Help@DERP.org or call (303) 839-5419, Monday-Friday from 7:30 a.m.-4:30 p.m.

Beneficiary

Benefit Estimate

Counseling Appointments

Retirement Application

Seminars

Service Purchase Estimate

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.

