

## Retrieve a Forgotten MyDERP.org Username

Follow these steps if you've forgotten your MyDERP.org username. Once you verify your identity, your username will be emailed to the email address on file.

1. Navigate to [MyDERP.org](https://MyDERP.org) and click the **Forgot Username** 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

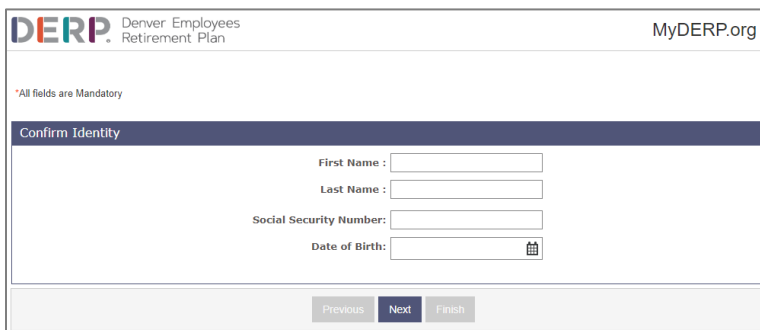
**User Login:**

Log In

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

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

2. Enter your **First Name**, **Last Name**, **Social Security Number** (no dashes), and **Date of Birth**. Click **Next**.



**DERP** Denver Employees Retirement Plan MyDERP.org

\*All fields are Mandatory

**Confirm Identity**

First Name :

Last Name :

Social Security Number:

Date of Birth:

Previous **Next** Finish

3. Select the email address or phone number where you'd like to receive a verification code. Click **Send Verification Code**.

The screenshot shows the MyDERP.org website header with the Denver Employees Retirement Plan logo. Below the header, a note states '\*All fields are Mandatory'. The main section is titled 'One-Time Verification Code' and contains the instruction 'Select the email or phone number where you want to receive your verification code.' There are three radio button options: 'Email' (with a placeholder for an email address), 'SMS +172' (which is selected), and 'Call +1' (with a placeholder for a phone number). A red 'Send Verification Code' button is located at the bottom of the selection area.

4. Retrieve and enter your **One-Time Verification Code**. Click **Next**.

The screenshot shows the 'Verification Code' section of the MyDERP.org website. It features a text input field for the 'One-Time Verification Code' with a masked placeholder '\*\*\*\*\*'. Below the input field, a note reads: 'Once you enter your one-time verification code and click on the Next button, you'll be redirected to the MyDERP.org home page to log in.' At the bottom of the page, there are three navigation buttons: 'Previous', 'Next' (which is highlighted), and 'Finish'.

Your username will be sent to the email address on file.

5. Click **Login** to return to the main login screen.