



*This document is intended to provide members with login and registration information.*

**SECURITY PRECAUTIONS:**

ERSGA encourages use of these precautions as a means of preventing unauthorized access of your computer.

**INSTALL PRIVACY PROTECTION SOFTWARE ON YOUR COMPUTER:**

Install commercially available software which protects your computer from viruses, hackers, spyware, and other intrusive threats to your privacy. An Internet keyword search for "*spyware and virus protection*" will yield numerous software products available for this purpose.

**PROTECT YOUR USER ID AND PASSWORD:**

Third parties may offer services requiring you to provide them your access information (User ID and password). Proceed with caution before giving any third party private information. Consider the privacy and security risks. Anyone to whom you give your access information could access your account information and conduct transactions without your knowledge and authorization. You are responsible for protecting the confidentiality of your User ID and password. ERSGA cannot take responsibility for access or transactions that result from your failure to protect your access information.

**USE A COMPUTER PASSWORD:**

Use the built-in password capabilities available with your personal computer. If you use your computer to make purchases and manage your finances online, consider configuring your computer to ask for a password each time the computer is turned on.

**USE A SCREEN SAVER:**

Most computers can be configured to activate a screen saver that pops up after a few minutes of inactivity. The screen saver hides the information on your screen from others while you are away from your computer. You can configure most screen savers to ask for a password before returning the computer to its previous state.

**MANAGE YOUR PASSWORD:**

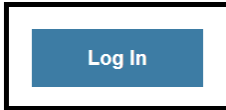
Do not use passwords such as family names, street names, pet names and birthdays, which are easily guessed. It is better to construct a password by combining randomly selected letters and numbers. If a string of random letters and numbers is difficult to remember, try using two unrelated words combined with a number (for example, wait4phone). It is recommended that you change your password every 30 days.

**OTHER IMPORTANT NOTES:**

Some Web browsers and third-party software provide the option to automatically remember your User ID and password. Please take care in using these features because stored passwords can be used by anyone with access to your computer. Public access to the Internet is now offered in many libraries, airports, copy centers and cafes. Be extremely careful if you access ERSGA Web services through a public computer. Features built into Web browsers may allow the next user to obtain access to your account. At a minimum, you should completely log out of your account, and close the web browser. Try to clear cookies and Internet browse history, as well.

## **REGISTRATION**

Visit our website at [www.ers.ga.gov](http://www.ers.ga.gov) and click on the Log In tab from the ERSGA Homepage.



### **If you have already registered:**

Enter your USER ID and PASSWORD, and click SIGN IN.

If you cannot remember this information, please click on the link “Click here” next to forgotten Login Information.

### **If you have never registered:**

Click the REGISTER button shown below and follow required steps.

Keeping your account safe and secure is ERSGA's highest priority; therefore, this site incorporates internet security and encryption technology. There are precautions you should take to prevent unauthorized access to your account from your computer, such as carefully protecting your User ID and Password, and also by using a firewall and spyware detection software. For more information, [Click here](#).

If you are an ERSGA Retiree, or an Active/Inactive/Lost Member and have already established an account, please log in by entering the following:

**User ID**

**Password**

**Sign In**

Forgotten Login Information? [Click here](#).

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If you have never registered, please click the **Register** button to create your ERSGA account.

**Register**

Need Account access instructions? [Click here](#).


## Enter a valid Social Security Number:

Must be 9 digits

### Register for a new Self-Service account

Great care is taken to protect the confidentiality of your account. Before accessing your account, your identity will be confirmed by answering the following questions. After your identity is confirmed, you can create a User ID and Password to be used for future visits to this site.

Please enter all the required information, then click the **Next** button. If you do not wish to sign up on this website, [click here](#) to go back to the login page or close the browser.

Social Security Number  

**Next**

Should you encounter any problems accessing your account, please call ERSGA and report the difficulty. Questions about your account should be directed to an ERSGA Customer Service Representative at (404) 350-6300 or (800) 805-4609. You can also [email us](#) with feedback or suggestions. Thank you for your continued support.



Proceed by Clicking on

Enter your Last Name


Enter your Date of Birth- Use one of the following formats: MM/DD/YYYY OR MM-DD-YYYY


Enter your Zip Code


### Register for a new Self-Service account

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Please enter all the required information, then click the **Next** button. If you do not wish to sign up on this website, [click here](#) to go back to the login page or close the browser.

Last Name  

BirthDate  

Zip Code  

**Next**










Should you encounter any problems accessing your account, please call ERSGA and report the difficulty. Questions about your account should be directed to an ERSGA Customer Service Representative at (404) 350-6300 or (800) 805-4609. You can also [email us](#) with feedback or suggestions. Thank you for your continued support.



Proceed by Clicking on

## Register for a new Self-Service account:

To register for a new ERSGA self-service account, you will need to create a unique User ID and Password. We have included restrictions in an effort to make access to your account secure. Please review the restrictions listed below and keep them in mind as you create your User ID and Password. If you do not wish to sign up on this website, [click here](#) to go back to the login page or close the browser.

User ID	<input type="text" value="User ID"/>	
Password	<input type="password" value="Password"/>	
Confirm Password	<input type="password" value="Confirm Password"/>	
First Secret Question	<input type="text" value="-- Please Select --"/>	
First Secret Answer	<input type="text" value="First Answer"/>	
Second Secret Question	<input type="text" value="-- Please Select --"/>	
Second Secret Answer	<input type="text" value="Second Answer"/>	
Email Address	<input type="text" value="Email Address"/>	
Confirm Email Address	<input type="text" value="Confirm Email Address"/>	

Please write down your User ID and Password for reference, if needed. Should you encounter any problems accessing your account, please call ERSGA and report the difficulty. Questions about your account should be directed to an ERSGA Customer Service Representative at (404) 500-8000 or (800) 805-4609. You can also [email us](#) with feedback or suggestions. Thank you for your continued support.

Submit

### User ID

Must be a minimum of 6 characters long and can only include letters, numbers, hyphens, underscores, period and the @ symbol. We suggest, but don't require, that you use your email address.

### Password

Must be a minimum of 8 characters long and must contain of the 4 specifications: upper case, lower case, numbers or a special character. Keep in mind that your password should be difficult to guess. Mixing letters, numbers and special characters together is the surest way to build a secure password.

**PASSWORDS ARE CASE SENSITIVE.**

(Please write your USER ID and Password and keep it secured.)

### Confirm Password

Retype your password for confirmation

### First Secret Question and Answer

Please select a secret question from the drop down list. This question will be used to verify your identify if you lose your user id or password.

### Second Secret Question and Answer

Now enter the answer. It is best if the answer is only a single word.

### E-Mail Address

Please enter your email address.

### Confirm E-Mail Address

NOTE: The question mark (?) is a HELP feature. Click on it to see information for each field.

Proceed by clicking on **Submit**.

A confirmation message will be sent to your email address on file. You must go to the message and confirm receipt by clicking on the link before you may access your online account information.

**Profile Confirmation:**

A confirmation message has been sent to your email address on file. You must go to the message and confirm receipt by clicking on the link before you may access your online account information.

**Your account will be locked until you click this link!**

If the confirmation email is not located in your inbox please be sure to check your Spam/Junk folder.

Should you encounter any problems accessing your account, please call ERSGA and report the difficulty. Questions about your account should be directed to an ERSGA Customer Service Representative at (404) 350-6300 or (800) 805-4609. You can also **email us** with feedback or suggestions. Thank you for your continued support.

Complete security protocol by clicking on “Click here for the Login Page”

**Profile Completed:**

**Congratulations!** You have successfully registered or updated your profile and are now ready to begin using the ERSGA Self-Service website. You may login by clicking the Login link below. Note: It is important that you remember your User ID and Password as you will need both to access the site each time you login. Please take steps to secure this information.

Thank you for your continued support and enjoy the site.

[Click here for the Login page.](#)

Should you encounter any problems accessing your account, please call ERSGA and report the difficulty. Questions about your account should be directed to an ERSGA Customer Service Representative at (404) 350-6300 or (800) 805-4609. You can also **email us** with feedback or suggestions. Thank you for your continued support.

Verify User ID

If correct, please proceed by entering your password.

**User ID**

**Password**

[Sign In](#)

Forgotten Login Information? [Click here.](#)

Self-Service tools are now available for use.

**If you have questions or encounter any problems, please contact us:**

**EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA  
Two Northside 75, Suite 300  
Atlanta Georgia 30318-7701  
Monday – Friday 8:00 am - 4:30 pm EST  
MAIN NUMBER (404) 350-6300 or TOLL FREE (800) 805-4609**