# Quick Guide: How to Register for mySRPS

## Step 1: Prepare

<table>
<thead>
<tr>
<th>Info you’ll need to register:</th>
<th>Where to find it:</th>
<th>Your answer:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration Code</strong> (6 characters).</td>
<td>The letter we sent you</td>
<td>_ _ _ _ _ _</td>
</tr>
<tr>
<td><strong>Last 4 digits</strong> of your <strong>Social Security Number</strong>.</td>
<td>You already know this</td>
<td>_ _ _ _</td>
</tr>
<tr>
<td><strong>Your Date of Birth.</strong></td>
<td>You already know this</td>
<td>_ _ _ _ _ _ _ _</td>
</tr>
<tr>
<td>The <strong>answers to 3 questions</strong> about your pension account.</td>
<td>You already know some of this. You’ll also need your last Pension Pay Advice or Check Stub.</td>
<td></td>
</tr>
<tr>
<td><strong>Your personal email address</strong> (will become your <strong>Username</strong>).</td>
<td>You already know this</td>
<td></td>
</tr>
<tr>
<td>A strong <strong>password</strong>. We recommend using a <strong>phrase</strong> that is easy for you to remember, and hard for others to guess (or machines to hack). <em>Example:</em> chickenforlunchagain.</td>
<td>Make it up. Must be at least 8 characters long. (Any characters are OK.)</td>
<td></td>
</tr>
<tr>
<td><strong>Your phone number</strong> (Home is OK. Cell will work better).</td>
<td>You already know this</td>
<td>(_ _) _ _ _ _ _ _</td>
</tr>
</tbody>
</table>

## Step 2. Go to the mySRPS Website Registration Page

Type into the browser on your computer, phone, tablet: [mySRPSusers.sra.maryland.gov/home](http://mySRPSusers.sra.maryland.gov/home).

The system will ask you if you have a registration code. Click Yes.

## Step 3: Complete Your Registration

**Registration problems/questions?**

Call us at 844-314-4766.

| Enter your 6-character **Registration Code**. You’ll do this step twice. | Press Tab key |
| Enter the last **4 digits** of your **SSN**.                           | Press Tab key |
| Enter your **Date of Birth**: Month, Day, and Year.                   | **Tab**, Click **Submit**                         |
| New page comes up. Answer the **3 questions** about your pension account. | Click **Submit**                                  |
| Enter your new **Username** (it must be a valid email address).       | Press Tab key |
| Enter the **password** you made up. The system will let you know how “strong” it is. | Press Tab key |
| Select 3 **security questions** and enter your answers.              | Press Tab key |
| Enter your **phone number** and select the phone type.               | Click **Submit**                                  |
| You will receive an **activation email** with the subject “Immediate action required” from mysrps@sra.state.md.us. Click the link that says **Click to activate your account**. | Click **Link**                                  |

**Congratulations:** You’re registered and we’ve activated your on-line account! Your Username is your personal email address. See other side for a guide to using mySRPS.
Quick Guide: How to Use mySRPS (After You Register)

If you’re not already on the Login page, go to sra.maryland.gov.
Click on the red mySRPS Login button at the top right of the screen.

Here’s what you’ll see. It’s ready for you to Log In.
Type in your Username (your personal email address).
Press the TAB key.
Type in your Password.
Click Login.

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The system will send you a One-Time Passcode (OTP).
That will happen by either email, text, or phone.
Type in the OTP when that screen comes up.
You’re in!

Do you have more than one account?
If so, you’ll see “tiles” for each of your accounts.
Click on the tile for the account you want to access.

Login problems/questions? Call us at 844-314-4766.

Once you’re on the View Account page...

You’ll see your basic account info on this page.
Check out these little symbols on the right:
Click ☑️ if you want to see more on the topic
Click ☐️ if you want to see less on the topic

Look down the left-hand side. There’s a list of different things you can see or do on mySRPS:
❖ View Account
❖ See Payment History
❖ Get an Income Verification letter
❖ Update Tax Withholding

You can click on any of those to get more info.

OR, you can click on one of the Tabs at the top:
❖ My Documents: see your 1099-Rs and other account docs
❖ Messages: exchange messages with us
❖ Profile: verify or change your contact and security info

Done?
Just click the red Log Out button at the top right of your screen.

Questions? Need help using mySRPS?
Click on the Messages tab to send us a message.
Or call us at 800-492-5909.
Or email us at sra@sra.state.md.us.