

The background is a light teal color with a stylized landscape. On the left, three birds are shown in flight, their wings spread. In the center, there are rolling hills and a small cloud. On the right, a windmill with a lattice tower and a multi-bladed fan is visible. The overall style is clean and modern.

# **MFA Instructions**

## **Create a New Account**

**START**



# Step #1

800-245-5712 | 8am - 5pm M - F | Email Us



NPERS

Plan Info

Member Info

Employer Reports

- NPERS
- Create/Activate An Account**
- About Us
- Retirement Board
- Investment Council
- Organization Structure
- Legislation
- Recognition
- Careers

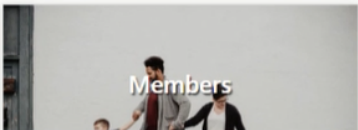
Click on **"Create/Activate An Account"**

## Spotting Spam/Marketing Emails

Spam/Marketing Emails are becoming more clever and deceiving. Click on the link below to read NPERS' guidance about spam/marketing emails.

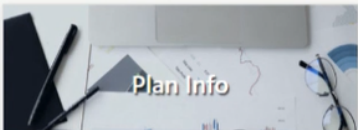
[Spam/Marketing Email Notice](#)

Suspicious calls, emails, or texts purporting to be from NPERS should be reported directly to NPERS at 402-471-2053 Ext. 1 or (800) 245-5712.



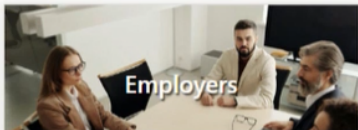
### Members

- Benefit Estimators
- Forms
- Investment Info
- School Retirement Seminars
- State/County Retirement Seminars
- Taxes/1099R



### Plan Info

- School
- State
- County
- Patrol
- Judges
- Deferred Compensation



### Employers

- School
- State
- County
- Patrol
- Judges

**NEXT STEP** >>

# Step #2



## Create/Activate New Account

### PLEASE NOTE!

NPERS has upgraded to a statewide login system featuring **Multi-Factor Authentication (MFA)**. Want to see what our new login system looks like? [Check this out](#)

- **If you are a new user**, to create a new member account or to activate an employer account and to set up MFA, please follow the instructions below. New users looking for more detailed instructions click [here](#).
- **If you already have an account but have not set up MFA**, click [here](#) to set up MFA and login. Existing users looking for more detailed instructions click [here](#).
- **If you already have an account and have set up MFA**, click [here](#) to log in using your email address and password.

Read note

### Instructions

1. Ensure you have a valid email address and phone number ready.
2. Click the "Continue" button below to be redirected to the secure web page where you can create your Login ID and password. Click [here](#) for a preview of the secure page you will be directed to.
3. After successfully creating your login credentials, you will be redirected back to NPERS. You will need to provide the following information:
  - **For Member/Retiree Accounts:** Your Name, Social Security Number (SSN), and Retirement Number.
  - **For Employer Accounts:** Your Organization ID (OrgID) and your verification code, which was sent to your email address.

Should you require assistance in obtaining your retirement number, please contact the NPERS office directly at (402) 471-2053.

Read instructions

NEXT STEP >>

Continue

Click on "Continue"

# Step #3



NEBRASKA

  
  
[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

Click "Sign up now"

NEXT STEP >

# Step #4



Please provide the following details.

NEBRASKA

example1234@email.com **Provide email**

**Send verification code** **Click "Send verification code"**

**Once you have successfully setup MFA, this email address will be your new login ID and the old login ID will become obsolete.**

# Step #5



Please provide the following details.

# NEBRASKA

Verification code has been sent. Please copy it to the input box below.

example1234@email.com

107586

**Copy the verification code that is sent to your email inbox. (Check "junk mail" if needed)**

Verify code

**Click "Verify code"**

# Step #6



Please provide the following details.

**Provide password and name in the spaces provided below**

# NEBRASKA

example1234 @email.com

New Password

Confirm New Password

First Name

Last Name

### PASSWORD COMPLEXITY REQUIREMENTS

- 8-16 Characters, and
- Contains 3 out of 4 of the following:**
- Uppercase letter
- Lowercase letter
- Number (0-9)
- Symbol - @ # \$ % ^ & \* - \_ + = [ ] { } | \ : ' , ? / ` ~ " ( ) ; .

Create

**Click "Create"**

**Once you have successfully setup MFA, this password will be your new password and the old password will become obsolete.**

**NEXT STEP**

# Step #7



Enter a number below that we can send a code via SMS or phone to authenticate you.

**Provide phone number for authentication**

## NEBRASKA

United States (+1) **Click on the "Country/Region" dropdown and select the appropriate country**

4021234567 **Provide phone number here**

**Send Code** **Call Me** **Cancel**

**"Send Code"** option provides SMS (text message) authentication

**"Call Me"** option provides automated phone call authentication. If you are using a land line, or a phone that can't accept a text message, call me is the only option you can use.



# Step #8

## Electronic Signature Agreement

**NOTE: ACCESSING OR REQUESTING ACCOUNT INFORMATION OR TRANSACTIONS THROUGH THIS SITE CONSTITUTES AND SHALL BE DEEMED TO BE AN ACCEPTANCE OF THE FOLLOWING TERMS AND CONDITIONS.**

### Your Use of This Website is Governed by These Terms and Conditions

Please take a few minutes to review these Terms and Conditions. Throughout the entirety of the Terms of Use Statement, the term NPERS website refers to npers.ne.gov inclusively. Your use of the NPERS website constitutes your agreement to follow these rules and to be bound by them. If you do not agree with any of these Terms and Conditions, do not use the NPERS website. By accessing and using the NPERS website, you agree that your access to and use of the NPERS website is subject to these terms and conditions, as well as all applicable laws, as governed and interpreted pursuant to the laws of the state of Nebraska, United States of America.

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The information on the NPERS website may contain typographical errors or inaccuracies and may not be complete or current. We therefore reserve the right to correct any errors, inaccuracies or omissions and to change or update information at any time without prior notice. Please note that such errors, inaccuracies or omissions do not constitute legally binding statements on NPERS's part.

### Your Password Management Responsibilities

Use of your User Id and Password is the agreed security procedure to access the secure area of the NPERS website. In order to prevent unauthorized access to your accounts and to prevent unauthorized use of the NPERS website, you agree, by using the NPERS website, to keep confidential, and to not give or make available your User Id and Password or other means to access your accounts to any person not authorized to access your accounts. The loss, theft or unauthorized use of your User Id and Password could cause you to lose some or all of the money and/or service credit, in your accounts. If you disclose your User Id and Password to any person(s) or entity, you assume all risks and losses associated with such disclosure. If you permit any other person(s) or entity to use your User Id and Password, or other means to access your accounts through the NPERS website, you are responsible for any transactions and activities they authorize from your accounts. You agree to immediately notify us by calling 1-402-471-2053 during normal customer service hours of any unauthorized use of your User Id and Password or of any other breach of security, or if you believe someone may attempt to access the NPERS website without your consent or has transferred money without your permission.

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If you don't agree to the terms contained in this Agreement, please exit this website. Please click the back button on your browser to return to the previous page.

I Disagree

Click "I Agree"

I Agree

**NEXT STEP** 

# Step #9



## Instructions - Create Your Account

Select Account Type

Member

Select the appropriate account type

### PLEASE NOTE!

The Ameritas online account access for State, County, Deferred Compensation Plan, and Patrol (DROP only) members is not available through this process. To create an Ameritas online account, click [HERE](#).

### CREATE YOUR ACCOUNT OVERVIEW:

Filling in the information on the next few pages will allow us to validate your personal data and create a web profile for you on our web site.

You can then log in anytime to check your member account and explore the web site.

By creating a member account, you will gain access to see beneficiaries on file. Retired members may also access their 1099R and change their tax withholding information.

Read "overview"

### WHAT WILL YOU NEED:

1. Your First Name, Middle Initial and Last Name.
2. Your Social Security Number.
3. A valid email address. This can be changed anytime after the web account has been created.

In addition, you will need to enter the following information to complete the validation process.

- o Your Retirement Number

Your retirement number is provided on your quarterly NPERS account statements, which are distributed via mail. Should you require assistance in obtaining your retirement number, please contact the NPERS office directly at (402) 471-2053.

Read "what you will need"

### Instructions: 4 easy steps!

**Step 1:** Create a new web account.

**Step 2:** Enter your Personal Data and/or Owners data for validation.

**Step 3:** View your web profile information.

**Step 4:** Log in!

Read "instructions"

Click "Next"

Next

NEXT STEP >>

# Step #10



## Create Your Account

Welcome to the account creation page. Enter your personal information on this page.

Enter your personal information in the spaces provided below

### WARNING

IF YOU FAIL TO ENTER YOUR RETIREMENT MEMBERSHIP ACCOUNT NUMBER CORRECTLY YOU WILL NOT BE ALLOWED TO CREATE YOUR ACCOUNT ONLINE. BECAUSE NPERS CAN NOT VERIFY YOUR IDENTITY ONLINE YOU WILL BE REQUIRED TO PRINT OFF THE ERROR PAGE, AND THEN MAIL IT TO NPERS WITH YOUR SIGNATURE

### Account Information

Select Account Type \*

Member

Retirement Number\* ⓘ

999999

First Name\*

First Name

Middle Initial

Middle Initial

Last Name\*

Last Name

Email \*

example1234@email.com

Confirm Email \*

example1234@email.com

SSN \* ⓘ

... - .. - ...

Click "Next"

Next

NEXT STEP >>

# Step #11

800-245-5712 | 8am - 5pm M - F | Email Us

search



NPERS

Plan Info

Member Info

Employer Reports

## Account Activation Confirmation

Congratulations your web account has been successfully activated. Please print out this page for future reference.

### Account Confirmation Data

Username : example1234@email.com

Email Address : example1234@email.com

### What's Next?

Now that your web account activation is successful you may choose to do one or more of the following things:

Login

Login to NPERS web site

Contact Us

Send us a message

Click "Login"

NEXT STEP >>

# Step #12



NPERS

Account Home

Plan Info

Member Info

Employer Reports

[Home](#)

[Logoff](#)

Welcome Back, YOUR NAME

## Member Account Home Page

Member account creation successful

### Your Account Information

- [Account Information](#)
- [Demographic Information](#)
- [Review Beneficiary\(s\)](#)
- [Benefit Estimator](#)
- [View 1099R Information](#)

### Personal Information

Name: YOUR NAME  
SSN: \*\*\*-\*\*-1234  
E-mail: example1234@email.com

### Update Web Account Information



Change Password



Edit Profile