

The background is a light pinkish-red color with stylized white illustrations. On the left, three birds are shown in flight, moving towards the right. In the upper center, there is a small, fluffy white cloud. On the right side, a tall, thin windmill with many blades is visible. The overall style is minimalist and modern.

Multi-Factor Authentication (MFA) guide: **Create a new employer account**

START



STEP 1

- Hover over the "Sign in / Sign up" button
- Click the "Create a New Account" drop down option

NEXT STEP >>

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Sign In / Sign Up ▾



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Select Your Account Type Below

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Ameritas Login

Create a New Account

Click "Create a New Account"

Have you done your retirement homework?

Each year, NPERS offers seminars to help members understand their retirement plans and prepare for retirement. We strongly encourage all members to take advantage of these seminars, now available both in-person and online!

For more information, visit our seminar pages dedicated to your specific plan.

- [State/County](#)
- [Nebraska School](#)
- [Omaha School](#)

STEP 2

- Read through the instructions
- Click on the "Continue" button (bottom right)

NEXT STEP >>

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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 already have an account and have set up MFA, click [here](#) to log in using your email address and password. For detailed instructions, please click [here](#).
- All other users are required to either create a new member account or activate an employer account and setup MFA by following the instructions provided below.
 - Members looking for detailed instructions, please click [here](#).
 - Employers looking for detailed instructions, please click [here](#).

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

Continue

Click on "Continue"



STEP 3

- Click on the "Sign up now" link on the bottom right corner.
 - Located directly under the "Sign in" button

NEXT STEP >>



The screenshot shows the Nebraska login page. At the top, the word "NEBRASKA" is displayed in a large, blue, sans-serif font, with a yellow swoosh underline. Below the logo are two input fields: "Enter email address to login" and "Password". Under the password field is a blue link that says "Forgot your password?". At the bottom right of the form area, there is a blue "Sign in" button and a yellow "Sign up now" link. A hand cursor icon is pointing at the "Sign up now" link. To the right of the form, a blue arrow points from the "Sign up now" link towards the "NEXT STEP" button.

Sign in

Don't have an account? Sign up now

Click "Sign up now"

STEP 4

- Enter your “Email Address”
- Click on the “Send verification code” button
- You will receive an email with a verification code

NEXT STEP >>



Please provide the following details.

NEBRASKA

example1234@email.com

Provide email

Send verification code

Click “Send verification code”

Once you have successfully created your new account, this email address will be your login ID.

STEP 5

- Enter the "Verification Code" you received
- Click on the "Verify Code" button

NEXT STEP



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

- Provide details as directed

NEXT STEP >>



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"



You will use this password
to login to your newly
created account.

STEP 7

- Provide details as directed

NEXT STEP >>



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

- Enter the "Verification code"
- Click the "Verify Code" button

NEXT STEP



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

NEBRASKA

+14021234567

please wait for a few seconds before sending a new code.

Enter the "Verification code"

Verify Code

Cancel



- Read the “[Electronic Signature Agreement](#)”
- Click the “[I Agree](#)” button (bottom right corner)



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.

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Your Password Management Responsibilities

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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



STEP 10

- Select “Employer” for “Account Type”
- Click the “Next” button (bottom right corner)

NEXT STEP >>

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Instructions - Create Your Account

Select Account Type

Employer

Select the appropriate account type

This page describes the steps needed to activate an Employer Web Account.

CREATE YOUR ACCOUNT OVERVIEW:

Read “overview”

Please enter your personal and professional information so your details can be authenticated. This is required to activate your Employer Web Account.

After your web account has been activated, you will be able to login and access the information pertaining to your agency.

What you will need:

Read “what you will need”

1. Your first name, last name.
2. The Organization Number for the agency assigned to the web account.
3. The Verification Code for the web account.
4. The email address you wish to use for receiving information from NPERS.

Instructions:

Read “instructions”

Step 1: Enter the information given to you by NPERS, as well as some personal information.

Step 2: Log in.

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!

Click “Next”



Next

NEXT STEP >>

STEP 11

- Enter your “personal information”
- Click the “Next” button

NEXT STEP >>

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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

Account Information

Select Account Type *

Employer

Verification Code* (Sent by NPERS)

Organization Number *

First Name*

Middle Initial

Last Name*

Email *



Click “Next”

Next



STEP 12

- Click the "Login" button

NEXT STEP >>

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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:

Click "Login"

Login

Login NPERS web site

Send message

Employer account creation successful

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[Logoff](#)

Welcome Back, Name
Employer : Public Schools

Employer Account Home Page

Messages from NPERS

Employer Reporting

[Work on ER Reports](#)

[Work on Non-Contributing](#)

Account Links

[Retirement Plan Eligibility Calculator](#)

[School Manual for Employer Contacts \(pdf\)](#)

[Forms for School Employer Contacts](#)

[New Member Information Packet \(pdf\)](#)

[Newsletters & Summer Workshops/Materials](#)

Employer Information

Employer: Public Schools

Employer Number: 06-72

Login ID: example@publicschools.org

Update Web Account Information



[Change Password](#)