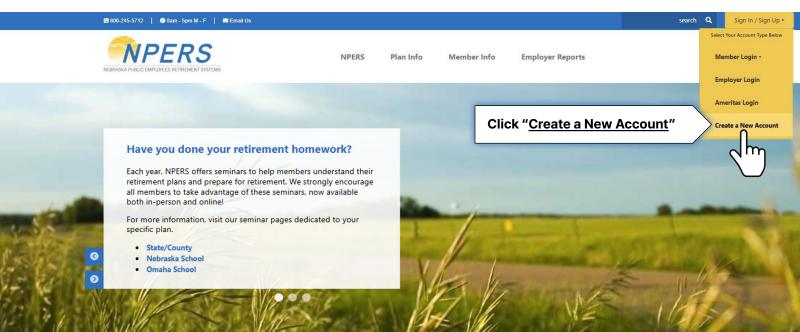
Multi-Factor Authentication (MFA) guide:

Create a new employer account



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





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



S00-245-5712

Sam - 5pm M - F | ■ Email Us



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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

- . 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.

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 note

Read instructions

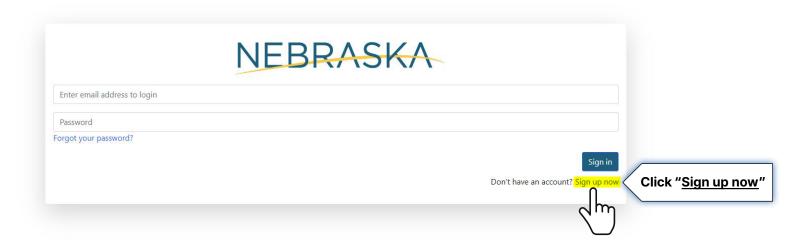


Click on "Continue"

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



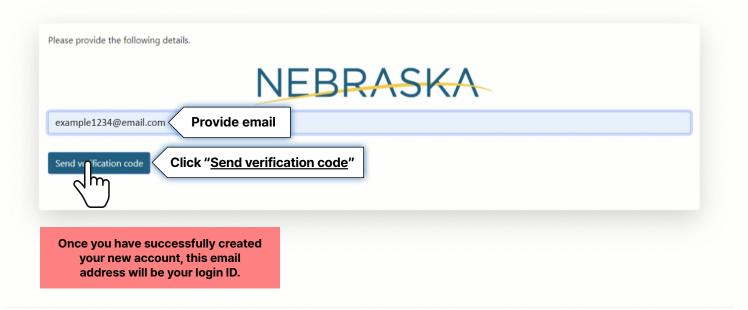




- Enter your "Email Address"
- Click on the "Send verification code" button
- · You will receive an email with a verification code







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

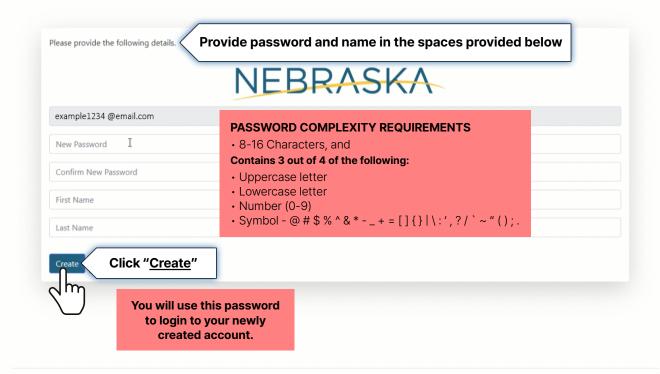








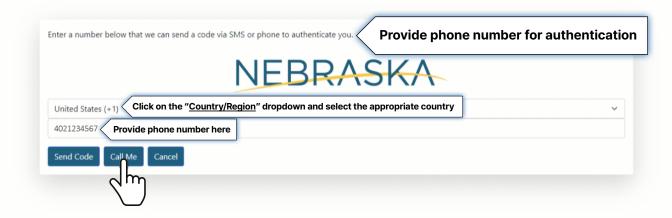




· Provide details as directed







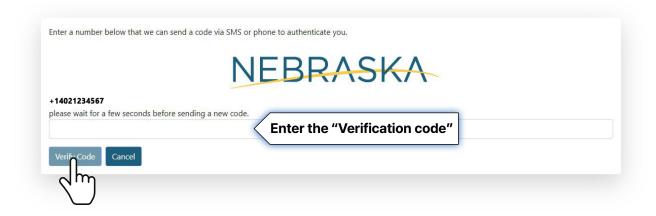
"Send Code" option provides SMS (text message) authentication

"<u>Call Me</u>" 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.

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







• Read the "Electronic Signature Agreement"

• Click the "I Agree" button (bottom right corner)



■ 800-245-5712 | • 8am - Spm M - F | ■ Email Us



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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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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, theff 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 1-402-471-2033 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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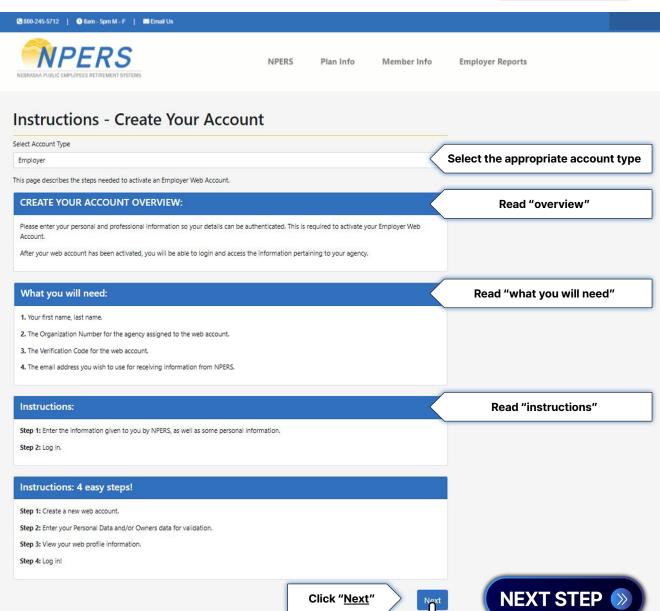
l Disagree





- STEP 10 Select "Employer" for "Account Type"
 - Click the "Next" button (bottom right corner)

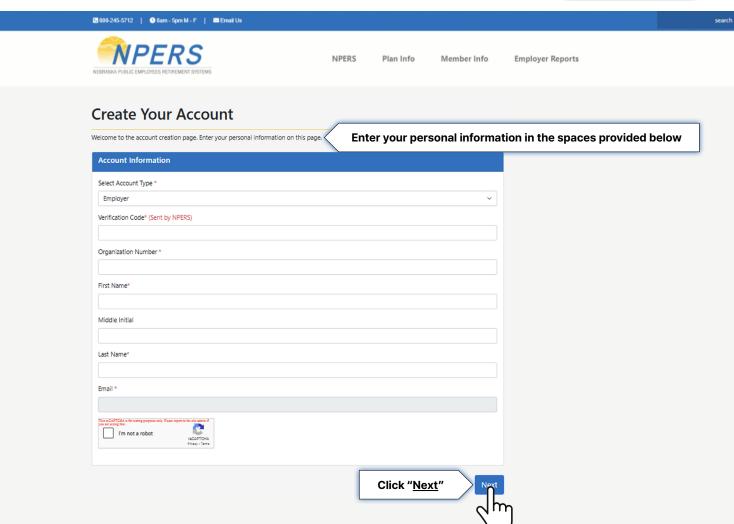




• Enter your "personal Intro• Click the "Next" button

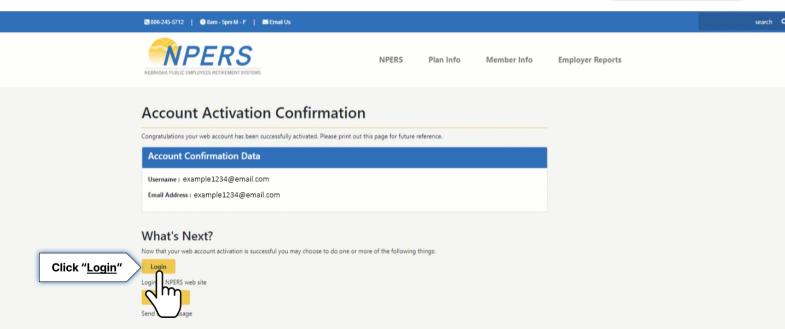
- Enter your "personal information"





· Click the "Login" button





Employer account creation successful

