

## OMS – Create a New Account (You may want to print this for reference.)

Step 1. Click here to access [Online Member Services](#).

Step 2. Click **Log In**.

Step 3. Click on **Open a New Account**.

Step 4. Fill out the following information:

**Account Identification Information**

*User ID	<input type="text"/>	→	<b>User ID</b> <ul style="list-style-type: none"><li>• At least <b>six</b> characters long,</li><li>• No dashes, spaces, slashes, or periods, and</li><li>• Is all one word (with or without numbers)</li></ul>
*Password	<input type="text"/>	→	
*Confirm Password	<input type="text"/>		<b>Password</b> <b>Your password cannot include any part of your name</b> and must be: <ul style="list-style-type: none"><li>• At least <b>seven</b> characters long</li><li>• Must include <b>three</b> of the following:<ul style="list-style-type: none"><li>▪ Uppercase letter</li><li>▪ Lowercase letter</li><li>▪ Number</li><li>▪ Special character/symbol (e.g. *, &amp;,%, \$)</li></ul></li></ul>
*First Name	<input type="text"/>		
Middle Name	<input type="text"/>		
*Last Name	<input type="text"/>		
*SSN	<input type="text"/> - <input type="text"/> - <input type="text"/>		
*Date of Birth	<input type="text"/> MM/DD/YYYY		
*Zip Code/Postal Code	<input type="text"/>		
*Email	<input type="text"/>		
*Confirm Email	<input type="text"/>		

Step 5. Click **Next**.



The next page will say that you have successfully set up your account. If you get a message box stating “Validation Error,” please make the necessary correction(s). Continue to log into your new account.

Step 6. Click **Log in** on the upper right corner of the page.

Step 7. Enter your **User ID**.

Step 8. Enter your **Password**.

Step 9. Click **Log In**.

One time only, you will receive a user agreement document. By stating "**I Agree**" you will move onto your Account Home Page.

Step 10. Click **I Agree**.

Step 11. Click **Member** under the "Account Type" field.

Now you are in your account. You will see the following options on the left to access your account.

- Account Summary
- Employment Details
- Salary Details
- Service Credit Details
- Benefit Estimate
- Request Information
- PERS Forms/Publications
- Request Data Verification