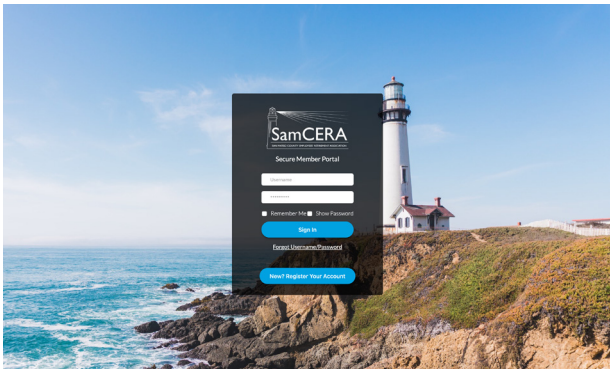
QUICK REFERENCE GUIDE

# MySamCERA Member Portal: Register for a New Account

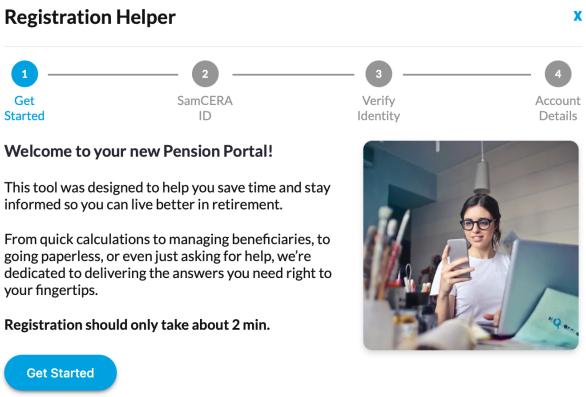
Registering for the MySamCERA member portal can be done in a few steps. Follow the instructions below to create an account for the first time.

## Create a new MySamCERA account

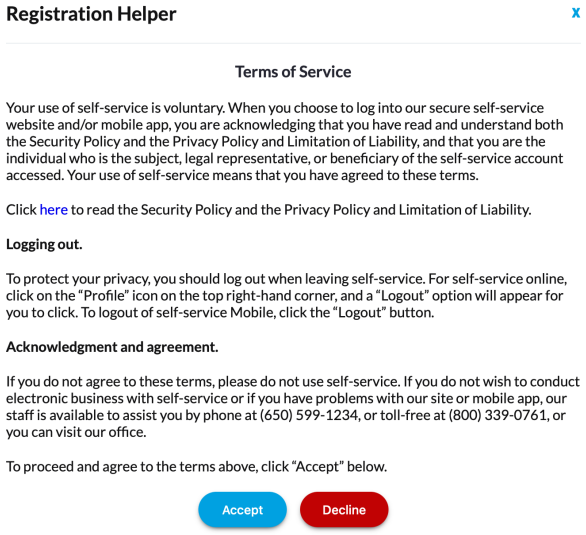
1. Go to www.mysamcera.gov on a desktop computer or laptop




2. Click on Get Started




3. Review the Terms of Service and click Accept if you agree



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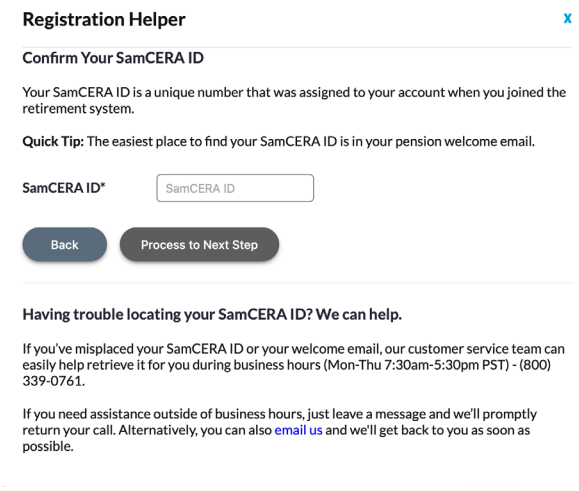
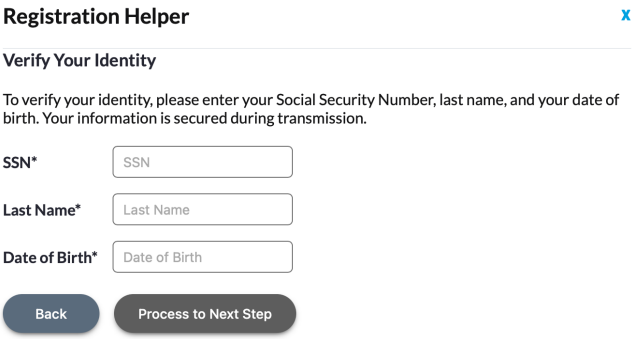
4. On the next screen, enter your SamCERA ID. Click on the Process to Next Step button.

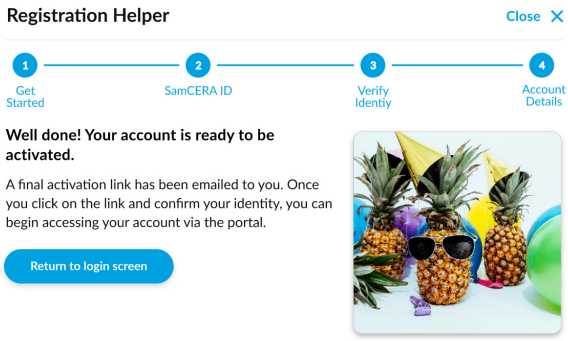



5. Verify your identity by entering your Social Security Number, last name, and date of birth. Then click the Process to Next Step button.




6. On the next screen, you'll be asked to create a username and password, and enter your email. You'll also be required to set up security questions for your new account. When you're done, click on the Submit button.

7. When you see this screen, you've successfully completed all the steps in the Registration Helper. Click on the Return to login screen button, and after logging in you'll be all set to start using MySamCERA.gov.




**Need help or have questions?**
**Email samcera@samcera.org or call 800-339-0761 for assistance.**

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## Create a new MySamCERA account

1. Go to www.mysamcera.gov on a desktop computer or laptop.
2. Click on Get Started.
3. Review the Terms of Service and click Accept if you agree.
4. On the next screen, enter your SamCERA ID. Click on the Process to Next Step button.
5. Verify your identity by entering your Social Security number, last name, and date of birth. Then click the Process to Next Step button.
6. On the next screen, you'll be asked to create a username and password, and enter your email. You'll also be required to set up security questions for your new account. When you're done, click on the Submit button.
7. The last screen will let you know that you've successfully completed all the steps in the Registration Helper. Click on the Return to login screen button, and after logging in you'll be all set to start using MySamCERA.gov.