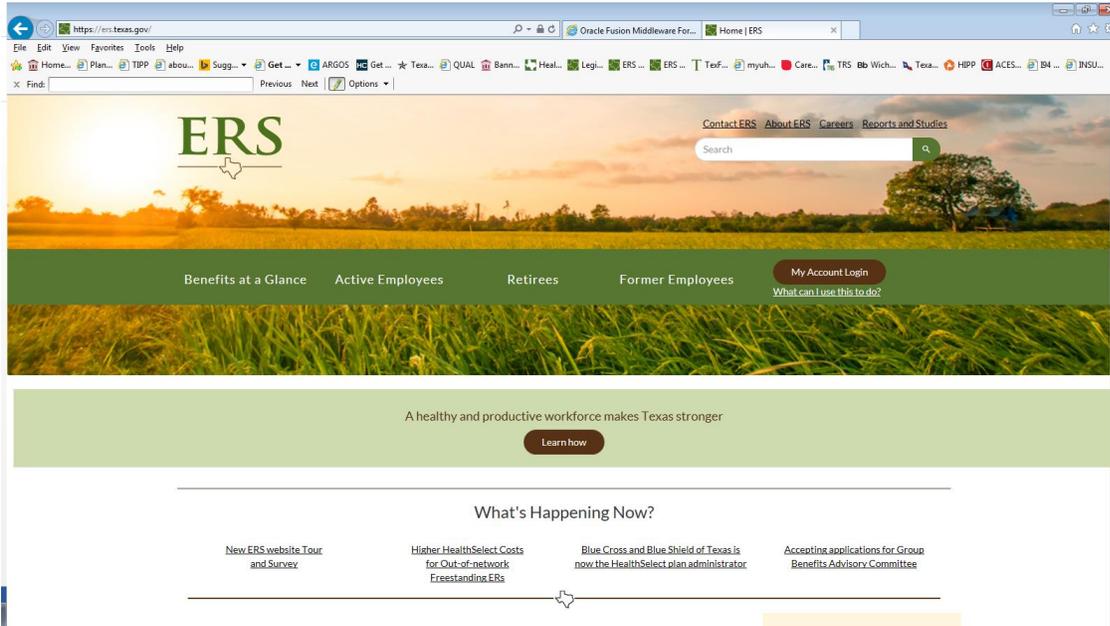


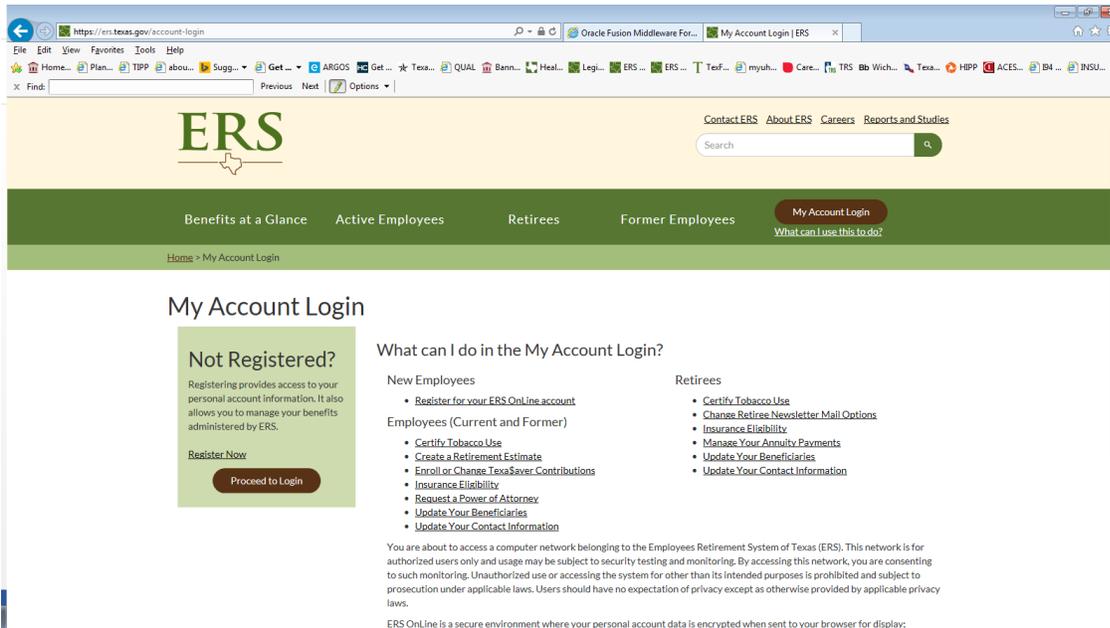
Access the **ERS** home page (Internet Explorer or Firefox browsers work best)

Click on My Account Login.

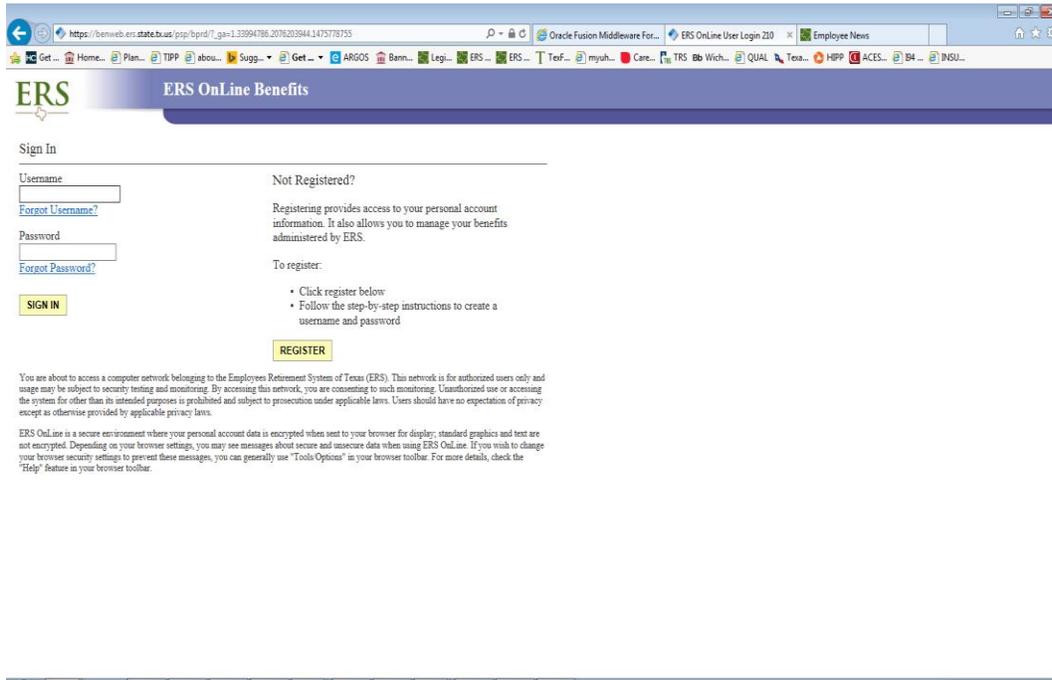


If you need to register your account, click “Register Now” and complete all steps.

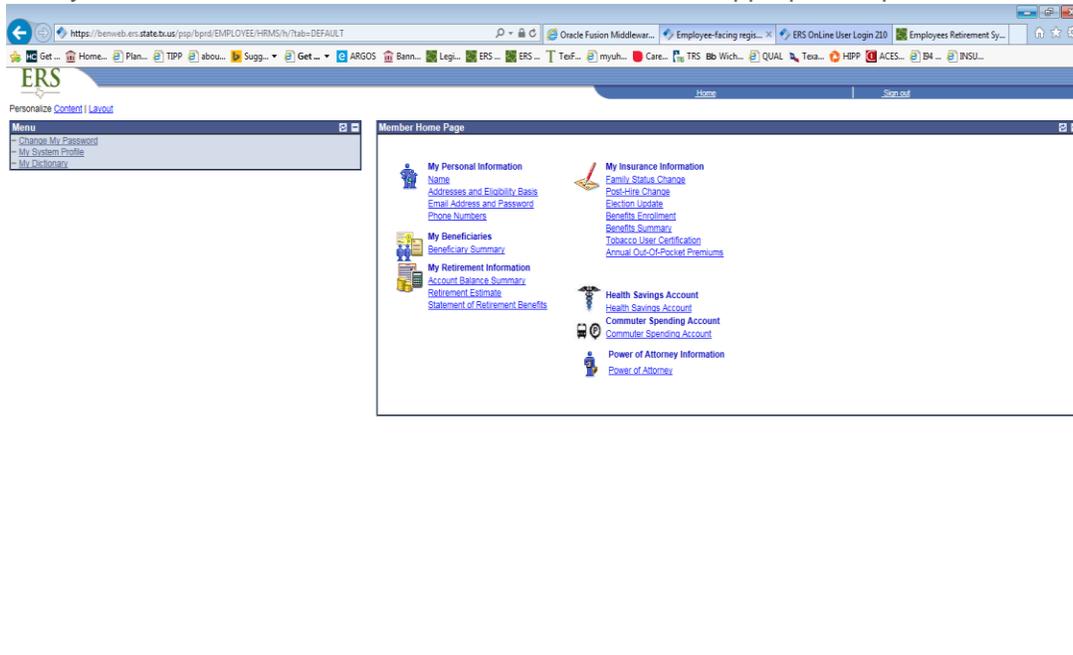
If you have already registered your account, click “Proceed to login”.



If you select "Proceed to Login" you will be taken to: ERS OnLine Benefits where you will key your username and password to access your account.

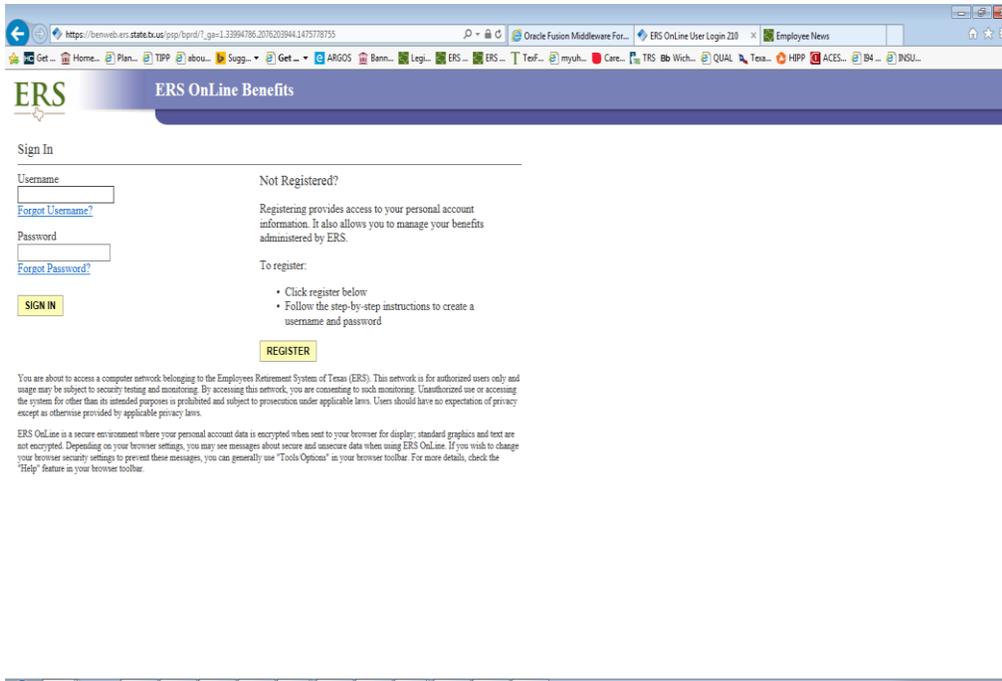


Now you are at the Home screen. Select the link to make appropriate updates.

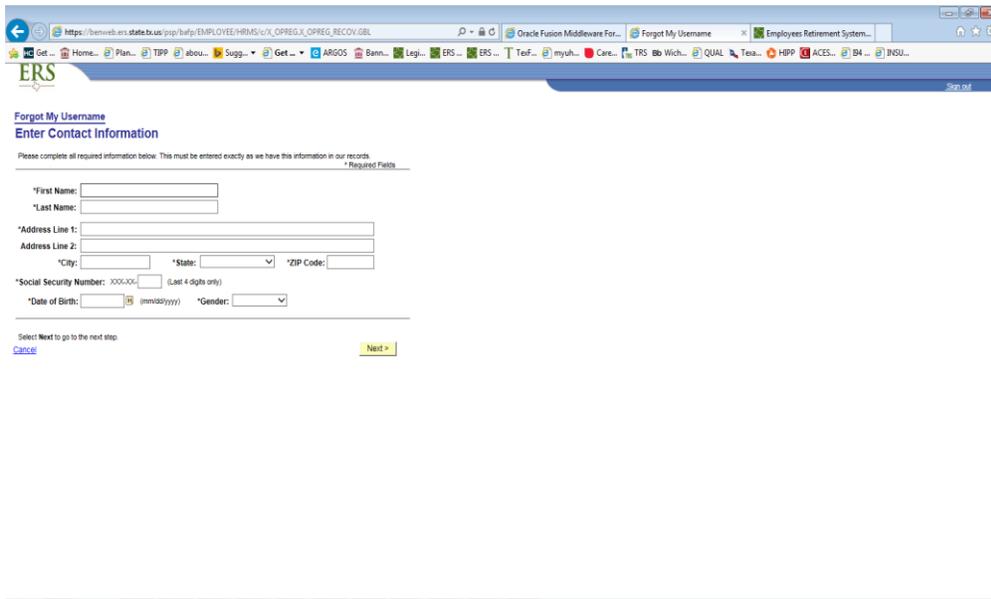


Forgot Username? :

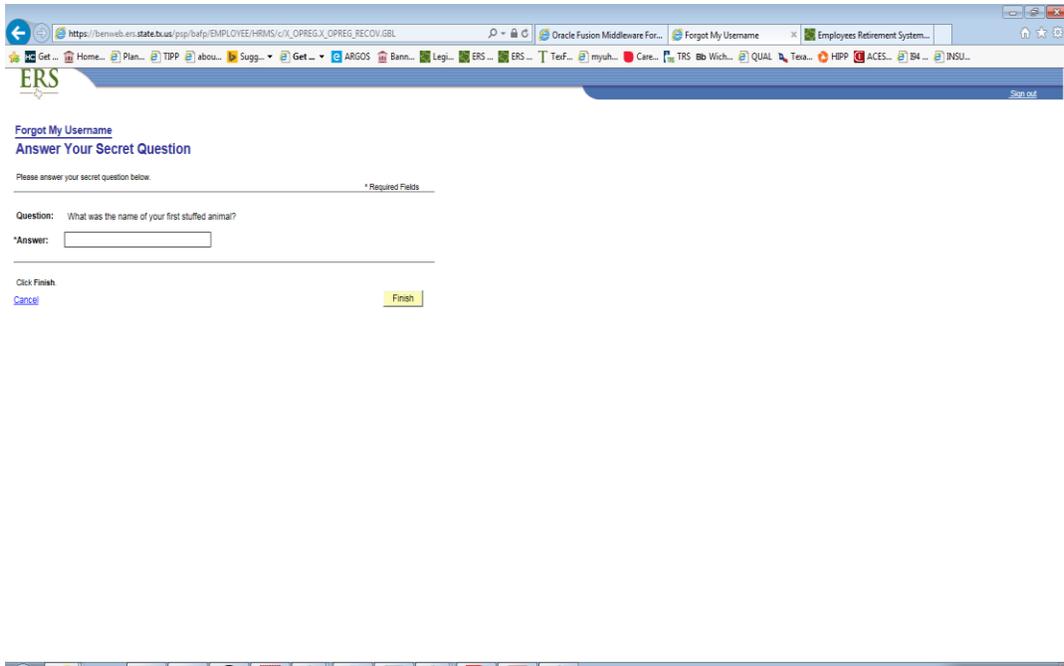
If you have created an account, but forgot your username click [Forgot Username](#).



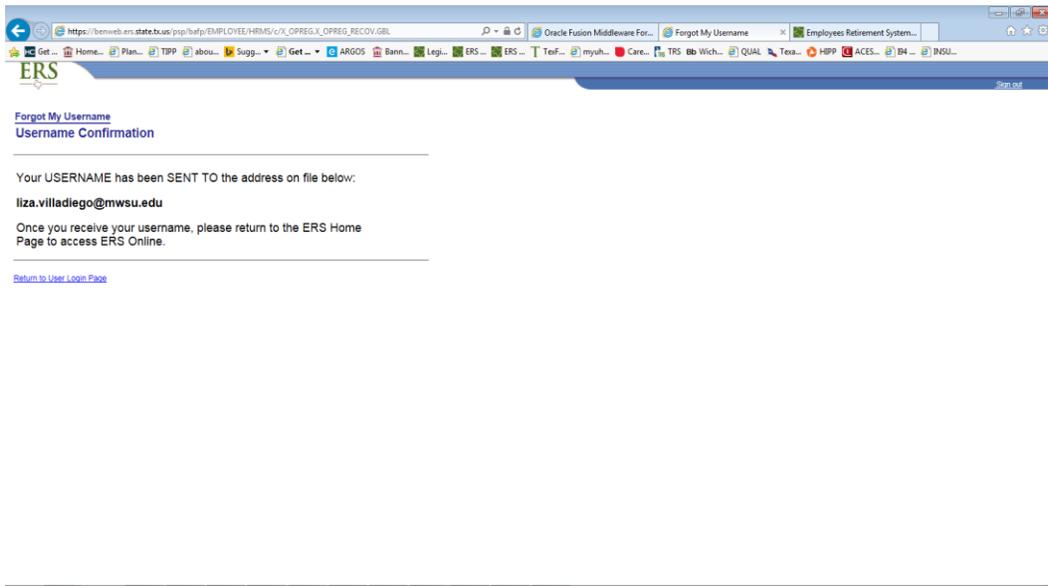
Enter the requested information. Then click Next



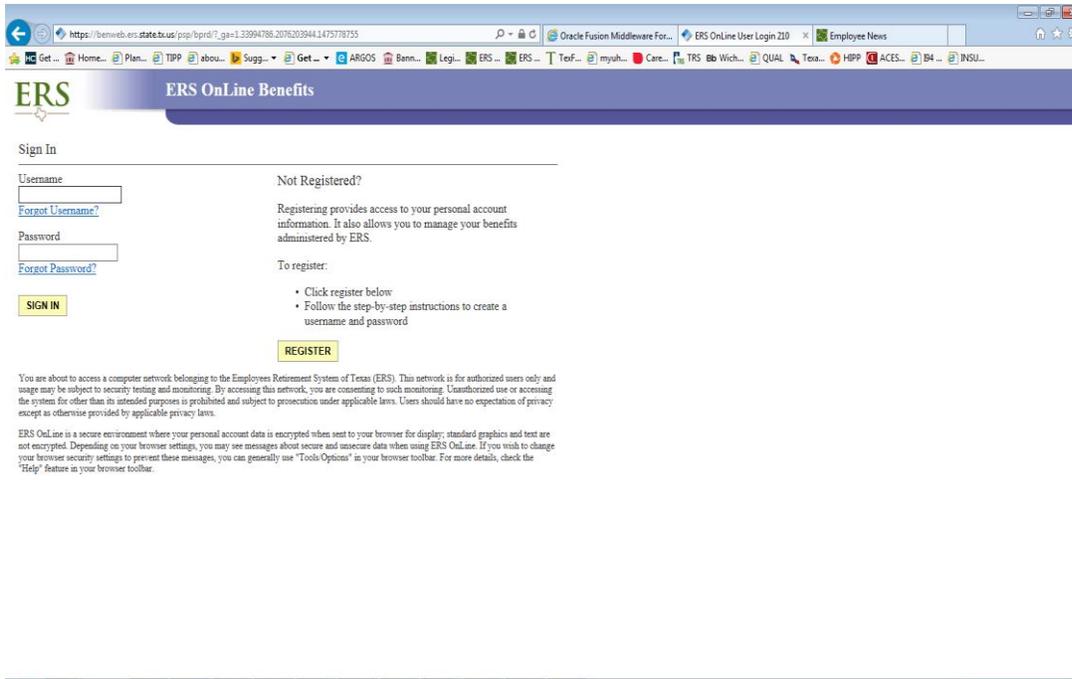
Answer the security question then click Finish.



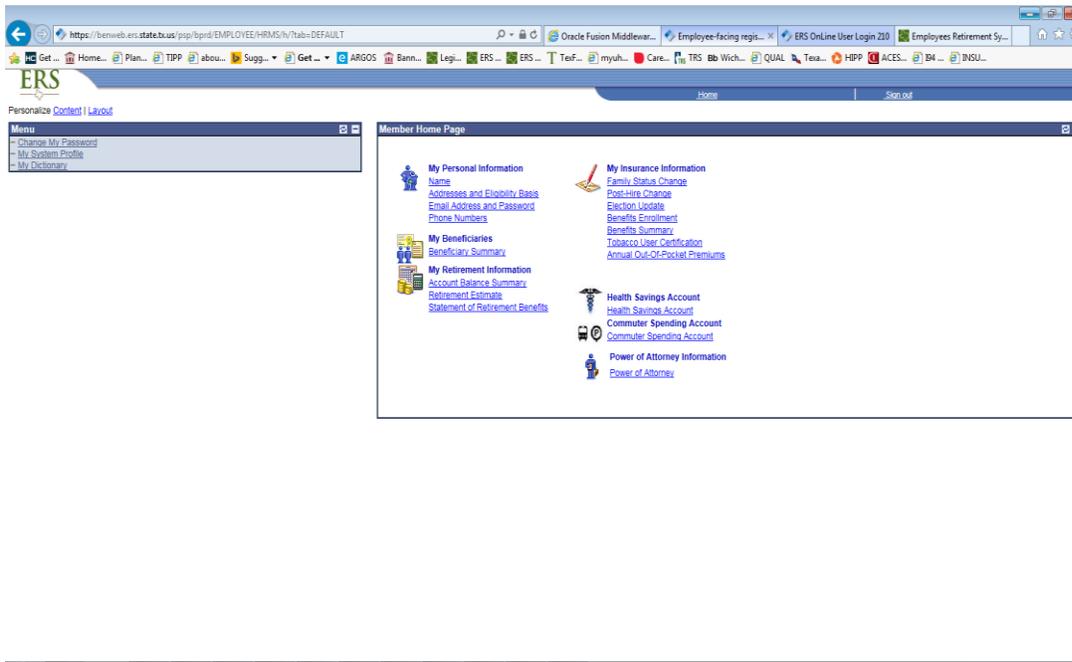
If answered correctly, you will receive message below. Access your email to retrieve your username. Return to ERS login Page to sign in.



Once at the ERS login Page, enter Username and password and click SIGN IN.

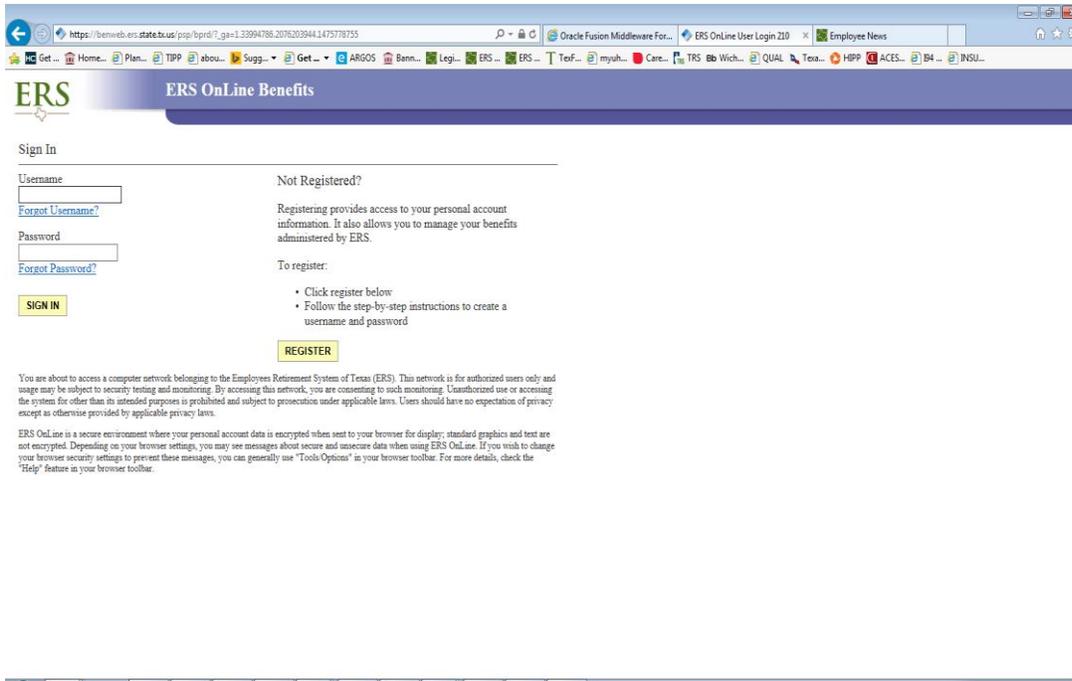


Now you are at the Home screen. Select the link to make appropriate updates.

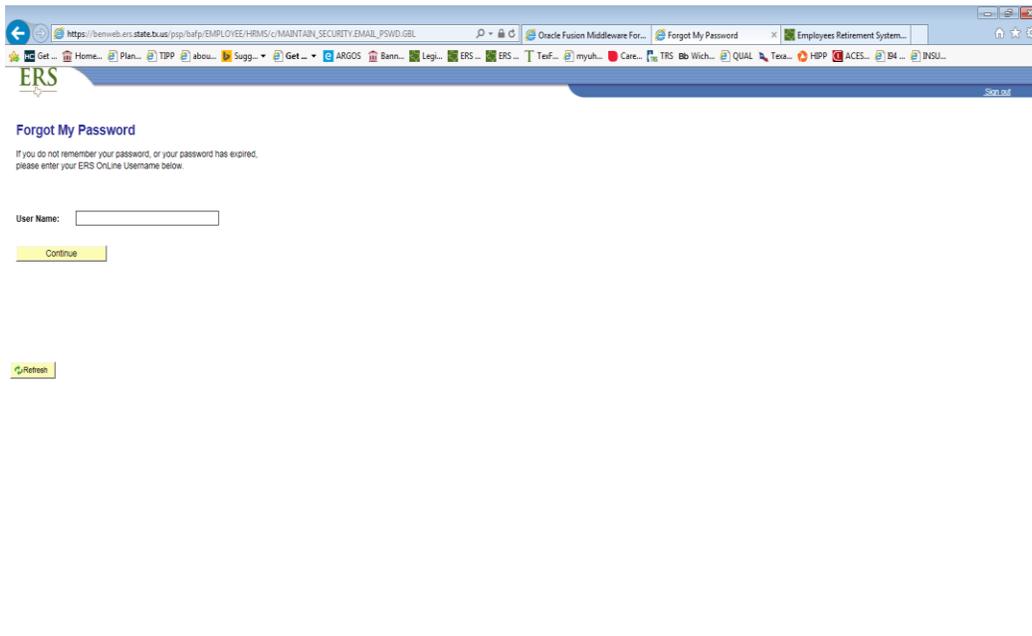


Forgot your password or it has expired?

You must know your Username to reset your password. Click Forgot Password.



Enter your Username, click continue.



Answer your security question, click Email New Password. Access your email and follow directions on email.