



# Quick Guide: How to Register for mySRPS

## Step 1: Prepare

Info you'll need to register:	Where to find it:	Your answer:
<b>Registration Code</b> (6 characters).	The letter we sent you	_____
<b>Last 4 digits</b> of your <b>Social Security Number</b> .	You already know this	_____
Your <b>Date of Birth</b> .	You already know this	__-__-____
The <b>answers to 3 questions</b> about your employment and your pension account.	You already know some of this. You'll also need your Pay Advice / Pay Stubs from the last 2 months.	
Your <b>personal email address</b> (will become your Username).	You already know this	
A strong <b>password</b> . We recommend using a phrase that is easy for you to remember, and hard for others to guess (or machines to hack). Example: chickenforlunchagain.	Make it up. Must be at least 8 characters long. (Any characters are OK.)	
Your <b>phone number</b> (Home is OK. Cell will work better).	You already know this	(____) ____-____

## Step 2. Go to the mySRPS Website Registration Page

Type into the browser on your computer, phone, tablet: [mysrpsusers.sra.maryland.gov/home](https://mysrpsusers.sra.maryland.gov/home).  
The system will ask you if you have a registration code. Click **Yes**.

## Step 3: Complete Your Registration

*Registration problems/questions?*  
Call us at 800-492-5909.

Enter your 6-character <b>Registration Code</b> . You'll do this step twice.	Press <b>Tab</b> key
Enter the last <b>4 digits</b> of your <b>SSN</b> .	Press <b>Tab</b> key
Enter your <b>Date of Birth</b> : Month, Day, and Year.	<b>Tab</b> , Click <b>Submit</b>
New page comes up. Answer the <b>3 questions</b> about your employment/pension account.	Click <b>Submit</b>
Enter your new <b>Username</b> (this must be a valid email address).	Press <b>Tab</b> key
Enter the <b>password</b> you made up. The system will let you know how "strong" it is.	Press <b>Tab</b> key
Select <b>3 security questions</b> and enter your answers.	Press <b>Tab</b> key
Enter your <b>phone number</b> and select the phone type.	Click <b>Submit</b>
You will receive an <b>activation email</b> with the subject "Immediate action required" from <a href="mailto:mysrps@sra.state.md.us">mysrps@sra.state.md.us</a> . Click the link that says <a href="#">Click to activate your account</a> .	Click <b>Link</b>

**Congratulations!** You're registered and we've activated your on-line account. Your Username is your personal email address. See other side for a guide to using mySRPS.



# Quick Guide: How to Use mySRPS (After You Register)

If you're not already on the Login page, go to [sra.maryland.gov](https://sra.maryland.gov).  
Click on the red mySRPS Login button at the top right of the screen.

Here's what you'll see. It's ready for you to **Log In**.  
Type in your **Username** (your personal email address).

Press the **TAB** key.

Type in your **Password**.

Click **Login**.

The system will send you a **One-Time Passcode (OTP)**.

That will happen by either **email, text, or phone**.

Type in the **OTP** when that screen comes up.

You're in!

**Do you have more than one account?**

If so, you'll see "tiles" for each of your accounts.

Click on the tile for the account you want to access.

*Login problems/questions? Call us at 800-492-5909.*

## Once you're on the View Account page...

You'll see your **basic account info** on this page.

Check out these little symbols on the right:

Click ⊕ if you want to see **more** on the topic

Click ⊖ if you want to see **less** on the topic

Look down the left-hand side. There's a list of different things you can see or do on mySRPS:

- ❖ **View Account**
- ❖ **Estimate Benefits**
- ❖ Get an **Asset Verification** letter
- ❖ View **Beneficiary Information**

You can click on any of those to get more info.

OR, you can click on one of the Tabs at the top:

- ❖ **My Documents:** see Personal Statement of Benefits and other account docs
- ❖ **Messages:** exchange messages with us
- ❖ **Profile:** verify or change your contact and security info

### Done?

Just click the red **Log Out** button at the top right of your screen.

### Questions? Need help using mySRPS?

Click on the **Messages** tab to send us a message.

Or call us at 800-492-5909.

Or email us at [sra@sra.state.md.us](mailto:sra@sra.state.md.us).