



Quick Guide: How to Register for mySRPS

Step 1: Prepare

Info you'll need to register:	Where to find it:	Your answer:
Registration Code (6 characters).	The letter we sent you	_____
Last 4 digits of your Social Security Number .	You already know this	_____
Your Date of Birth .	You already know this	__-__-____
The answers to 3 questions about your pension account	You already know some of this. You'll also need your last Pension Pay Advice or Check Stub.	
Your personal email address (will become your Username).	You already know this	
A strong password . We recommend using a phrase that is easy for you to remember, and hard for others to guess (or machines to hack). <i>Example:</i> chickenforlunchagain.	Make it up. Must be at least 8 characters long. (Any characters are OK.)	
Your phone number (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.
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 Registration Code . You'll do this step twice.	Press Tab key
Enter the last 4 digits of your SSN .	Press Tab key
Enter your Date of Birth : Month, Day, and Year.	Tab , Click Submit
New page comes up. Answer the 3 questions about your pension account.	Click Submit
Enter your new Username (it must be a valid email address).	Press Tab key
Enter the password you made up. The system will let you know how "strong" it is.	Press Tab key
Select 3 security questions and enter your answers.	Press Tab key
Enter your phone number and select the phone type.	Click Submit
You will receive an activation email with the subject "Immediate action required" from mysrps@sra.state.md.us . Click the link that says Click to activate your account .	Click Link

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.
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**
- ❖ **See Payment History**
- ❖ **Get an Income Verification** letter
- ❖ **Update Tax Withholding**
- ❖ **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 your 1099-Rs 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.