



Setting up a New Member Access Account

Member Access allows members of a PEBA-administered retirement system to view and update their personal information with PEBA. Follow the steps below to create your account today and start managing your retirement information. If you need more help, watch our ["How to Register for Member Access"](#) video.

01

Go to PEBA's website, peba.sc.gov, and select Member Access from the top.

02

To set up your account, select the *Register Now* button.

03

Enter your last name, Social Security number and date of birth, and then select *Continue*.

04

Verify your identity by selecting your previous or current address, employer, previous name or information regarding your benefit check from the list of choices, and then select *Continue*.

05

Choose a unique username. Your username must be at least three characters in length and cannot contain spaces.

Choose a password for your account, keeping in mind the requirements in the gray box. Enter a valid email address, and then select *Continue*.

06

Congratulations! You are now ready to use Member Access. Select Member Access Sign In to get started.

Log in to Member Access 24/7 to:

- Review your service credit.
- Create benefit estimates.
- Calculate service purchase cost estimate and submit service purchase request.
- Submit a service retirement application.
- Change your State Optional Retirement Program (State ORP) service provider, if applicable.
- Update your contact information.
- Review and update your beneficiary information.
- Review your account balance.

Designate beneficiaries

You can designate three types of beneficiaries in [Member Access](#) for your retirement account:

- Primary beneficiaries¹ for your in-service death benefit or refund of contributions. Multiple beneficiaries would share equally in a survivor monthly benefit;
- Contingent beneficiaries in case of death of the primary beneficiaries. All primary beneficiaries must be deceased before any contingent beneficiaries will be paid; and
- Incidental death benefit beneficiaries, if applicable.

¹If you participate in State ORP, you must designate and update your State ORP account beneficiaries with your chosen [service provider](#).