

# 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. Create your account today and start managing your retirement information.

## Step 1



## Step 2



Go to PEBA's website, [peba.sc.gov](http://peba.sc.gov), and select Member Access from one of the menu options at the top.

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

## Step 3

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

## Step 4

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.

## Step 5

Choose a unique user name. Your user name 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.

## Step 6

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.
- Request a refund.