

# 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.

### Log in to Member Access 24/7 by entering your user name and password.

- · Review your service credit.
- · Create benefit estimates.
- · Manage service credit purchases.
- Submit a service retirement application.
- Change your State Optional Retirement Program (State ORP) service provider, if applicable.
- Update your contact information.
- · Review your beneficiary information.
- Review your account balance.
- · Request a refund.

## Step 1



Go to PEBA's website, <u>www.peba.sc.gov</u>, and select the Member Access button on the right.

#### Step 2



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

#### Step 3



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



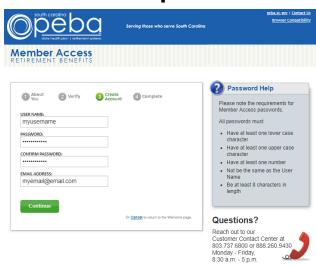


#### Step 4



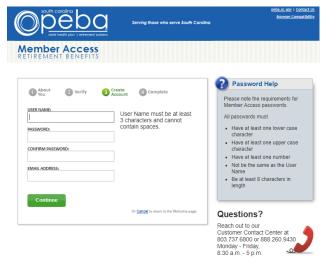
Verify your identity by selecting your previous or current address, employer, previous name or information regarding your benefit check from the list of choices, and then click Continue.

#### Step 6



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

#### Step 5



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

#### Step 7



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