



## GETTING STARTED ON THE RECIPIENT WEBSITE

### View Your Retirement Account Online – [www.nvpers.org](http://www.nvpers.org)

Visit our website and explore the vast amount of information available to you as a retiree of PERS.

#### Creating Your Account

Create and view your personal account online using the link on the homepage. Follow these easy steps:

Before you begin, you will need to fill out an online form to obtain a Verification Code that will be provided to you by PERS. You will then need the amount of your total service credit (years worked) and the exact spelling of your name as listed on your PERS account. Have a check stub or direct deposit statement available for reference. Note: You can call us if you don't know.

1. Click on the **“Create a New Web Account”** link.
2. Read and **“Agree”** to the Electronic Signature Agreement.
3. Select the **“Member”** radial button and then select **“next.”**
4. Enter the pertinent information on the **“Create Your Account”** page and select **“next.”**
5. Enter the Verification Code and other pertinent information on the **“Create Retiree Account Part 2”** page (answer only 2 of the 3 questions) and select **“Create.”**

6. Congratulations! You have your account confirmation. Select **“Click to Access Your Account.”**
7. On the **“Secure Account Home Page”** select the account you want to view.
8. On **“Your Retirement Account”** page explore or update your account on the left side under **“Current Account.”**

#### Website Features:

##### View Your Retirement Account

Verify the amount of your next check and view any authorized deductions. Each deduction type has a vendor link that will give you the name of the vendor and contact information. You may also view the last 10 years of 1099R records.

##### Make Changes

You will have the ability to view and update your mailing address, direct deposit, and federal income withholding.

##### Publications

Select this link on the homepage to view and print PERS brochures.

#### PERS Forms

Select this link to view and print PERS forms.

#### Frequent Questions

Visit the “FAQ” section on the homepage and review the most common questions received at PERS.

#### Rank Our Service

PERS relies on our members for valuable input regarding our commitment to quality service. The website offers a “PERS Poll” where you can rank our service to you.

#### Technical Problems?

Call the PERS Help Desk toll free: **1-866-473-7768** and ask for the Help Desk.

#### Safe and Secure

Our Website is “Cybertrust Enterprise Certified.” We are committed to maintaining a secure website program.