

## Accessing the Pension website:

The first time you access the site, you will see the following login screen. As a first-time user, you will select the *"Register"* button under *"Logging in for the first time?"*.

Mercer PenCentral

Please enter your details below and click 'Login' to continue. If you have forgotten your password click the 'Reset Account' Button.					
lease contact us if you	have any issues logging in o	r registering for the site.			
Username					
Password					
Language	English (United States) $$				
Update your profile af	er log in.				
Login					

You will be required to enter your last name, date of birth and the **last five digits** of your Social Security Number. In addition, you must also successfully enter the security verification that is displayed.

## Mercer PenCentral

Step 1 Please enter the verifi	ication information requested below	w and click	'Continue' to proceed.
Last Name			
Date Of Birth (YYYYMMDD)			
Last 5 digits of SSN			
Security Verification	l'm not a robot	reCAPTCHA Privacy - Terms	
Continue	Cancel		

## Registering on the website:

Following successful identification, you will be prompted to create a User ID and password. Thereafter, you will enter your User ID and password to access the site.

In order to better protect your information, a security access step, known as multifactor authentication (MFA), has been added to the website. MFA combines your username and password with an additional security factor - a temporary numeric code sent to you each time you log in to the site.

During the registration process, you will be asked to provide email addresses and phone numbers. This information will be used to provide your temporary numeric code when you subsequently log in to the site.

Periodically, when you log in, you will be asked to confirm how you would like your temporary numeric code to be sent to you: via email, text message or a phone call, depending on the information you set up during registration. When you log into the site and are prompted for your MFA information, enter the temporary code you receive to complete the authentication process and access your personal account.

Finally, you will also be asked to select secret questions and answers which will be used to retrieve your password should you forget it in the future.

## Web browser performance:

The site is designed for optimal performance in the most current version of Safari, Chrome, Firefox or Internet Explorer, or the previous version of each of these browsers. If you use an earlier version of any of these browsers, or if you use any version of a browser that is not listed above, you may experience errors or be unable to use the tool correctly.