Register your computer.

**Yes:** If the computer you are using is yours, you will probably want to register. **No:** If you are using someone else's computer, you will probably not want to register. If you do not register the computer, you will have to answer challenge questions each time you sign in. Select **Yes** or **No**.

You are now a registered user of the CERF Member Self-Service Portal!

The CERF Member Self-Service Portal Home page will appear. The options shown on the Home page will vary depending on whether you are an active, terminated vested or retired member.

### What can you do on the CERF Member Self-Service Portal?

**Home** – This is the welcome screen and dashboard for quick access to other screens.

**Annual Statement** – Active members can view annual Member Statements beginning with 2015.

**Beneficiary Information** – Active members can view current beneficiary designations for the $10,000 Death Benefit and Single, Vested Death Benefit. Retired members can view co-annuitant beneficiary designations.

**Benefit Calculation** – Active and Terminated Vested members can calculate hypothetical benefit estimates.

**Contact Information** – CERF Benefits Specialist.

**Employment Info** – Members can view county employment history.

**Next Payment** – Retirees can view details for next scheduled pension payment.

**Payment History Summary** – Retired members can view pension payment history.

**Payment Information** – Retired members can view monthly pension payment history.

**Personal Information** – Members can view demographic information.

**Tax Withholding** – Retired members can view current tax withholding information and request tax withholding changes.

**1099-R** – Retired members can view 1099-R tax forms beginning with 2015.

### How to reach us...

**County Employees’ Retirement Fund**
2121 Schotthill Woods Drive
Jefferson City, MO 65101
Toll-free: (877) 632-2373
Fax: (573) 761-4404
Website: www.mocerf.org
E-mail: carssupport@mocerf.org
MSS Website: https://member.mocerf.org
1. In your Internet browser, enter https://member.mocerf.org

The information you provide to CERF is highly secured and will not be shared with any third-party.

The Member Self-Service Portal is also accessible from IOS and Android devices.

2. Select Register. You do not need to enter your e-mail address at this time. Once you are registered, you will select Sign In when you see this screen.

3. Please carefully read the following Terms and Conditions/Terms of Use. If you agree, click Agree.

4. Enter your Last Name, Date of Birth, last 4 digits of your SSN, and your CERF Member ID. Your CERF Member ID can be found in your “Welcome to the New CERF Member Portal” letter from CERF. Click Continue.

5. Enter and confirm your e-mail address. You will use this e-mail address when you sign in. Click Next.

6. Create and confirm your password. Click Next.

7. Select an image and create a phrase. Click Next.

Note: This image will appear in the future when you sign in so you’ll know you’re in the right place.

8. Choose four challenge questions and answers. Click Finish.

Note: In the future, if you forget your password, you’ll be prompted to answer two of the four questions.

Instructions for Setting up Your Password on the Member Self-Service Portal