



Account Registration and Login: Step-by-Step

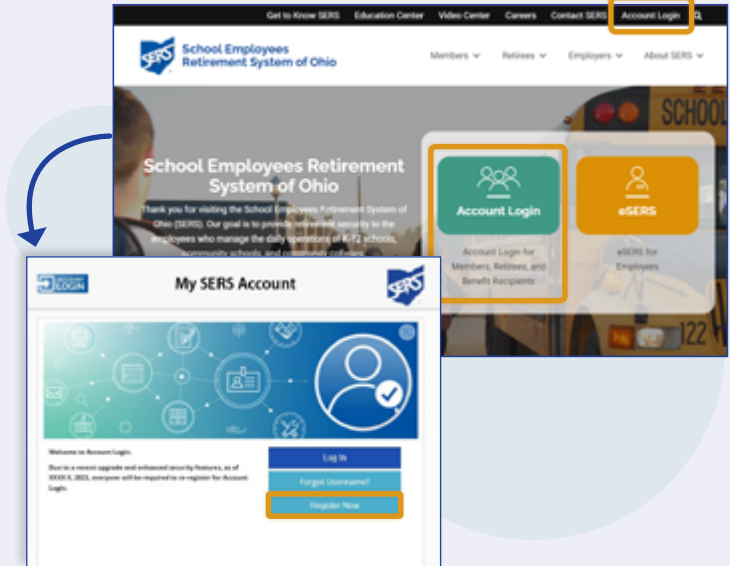
Step 1: Visit Website

Visit our website at www.ohsers.org, and click “Account Login” at the top of the page, or the Account Login button in the center of the page.



Step 2: My SERS Account

You will then be taken to the My SERS Account page. Click “Register Now.”



Step 3: Register and Activate Your Account

You will then be taken to the Terms and Conditions page to register and activate your account. Check the acknowledgment checkbox and click “I Accept.”

Step 4: Confirm Your Identity

On the Confirm Your Identity page, fill in your Last Name, Social Security Number, Date of Birth, and ZIP Code.

Create a Username using at least six characters, including letters and numbers as well as an @, period, or underscore. For example: woman@1989.

Next, create a Password using at least eight characters, including uppercase letters, lowercase letters, and numbers. For example: DOGperson1.

You will need to remember your Username and Password for future account logins.



Step 5: Security Questions

You will then be asked security questions. Select your answers, and when finished, click “Next.”



The screenshot shows the 'My SERS Account' registration progress bar with four steps: 1. Terms and Conditions, 2. Confirm Your Identity, 3. Security Questions, and 4. Account Verification. The 'Security Questions' step is active. Below the progress bar, there are two rows of questions. Each row has a 'Question' column and an 'Answer' column. The first row is for a 'First security question' and the second is for a 'Second security question'. Each question has four radio button options labeled 'First answer selection', 'Second answer selection', 'Third answer selection', and 'Fourth answer selection'. A 'Next' button is located at the bottom right of the form.

Step 6: Account Verification

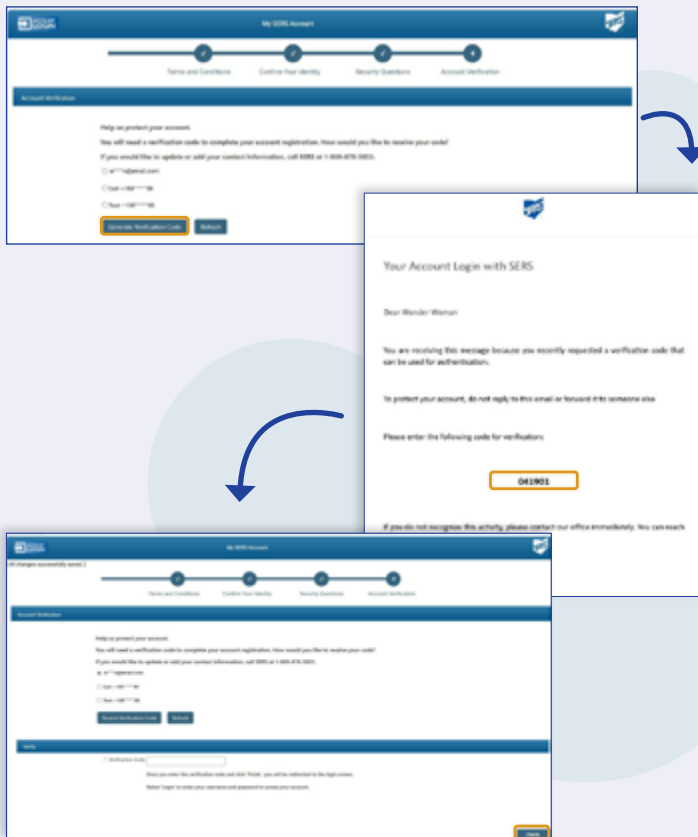
You will then be asked how you would like to receive your security code, either by email, phone call, or text. Once selected, click the “Generate Verification Code” box.

Step 7: Verification Code Message

You will receive a message either by email, phone call, or text that contains your security code.

Step 8: Enter Verification Code

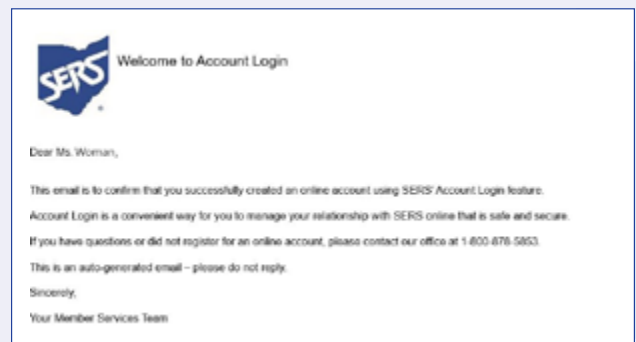
Enter your verification code and click the “Finish” button.



The first screenshot shows the 'Account Verification' step of the registration process. It asks how the user wants to receive their security code, with options for 'Email', 'Phone Call', and 'Text'. A 'Generate Verification Code' button is highlighted. The second screenshot is an email message titled 'Your Account Login with SERS'. It informs the user that they are receiving the message because they recently requested a verification code. It asks the user to enter the code for verification and includes a 'GENERATE' button. The third screenshot shows the 'Finish' step of the registration process, where the user enters their verification code and clicks the 'Finish' button.

Step 9: Welcome Message

You will receive an email message confirming that you successfully created an online account.



The screenshot shows an email titled 'Welcome to Account Login' from SERS. The recipient is 'Dear Ms. Woman'. The email confirms that the user successfully created an online account using SERS' Account Login feature. It states that Account Login is a convenient way to manage the relationship with SERS online and is safe and secure. It also provides contact information for questions or if the user did not register for an online account. The email is signed 'Sincerely, Your Member Services Team'.

Step 10: Account Login

You will then be taken back to the My SERS Account page. This time, click the “Log In” button.

Step 11: Enter Username and Password

You will then be taken to the Account Login page to enter your Username and Password you created in Step 4.

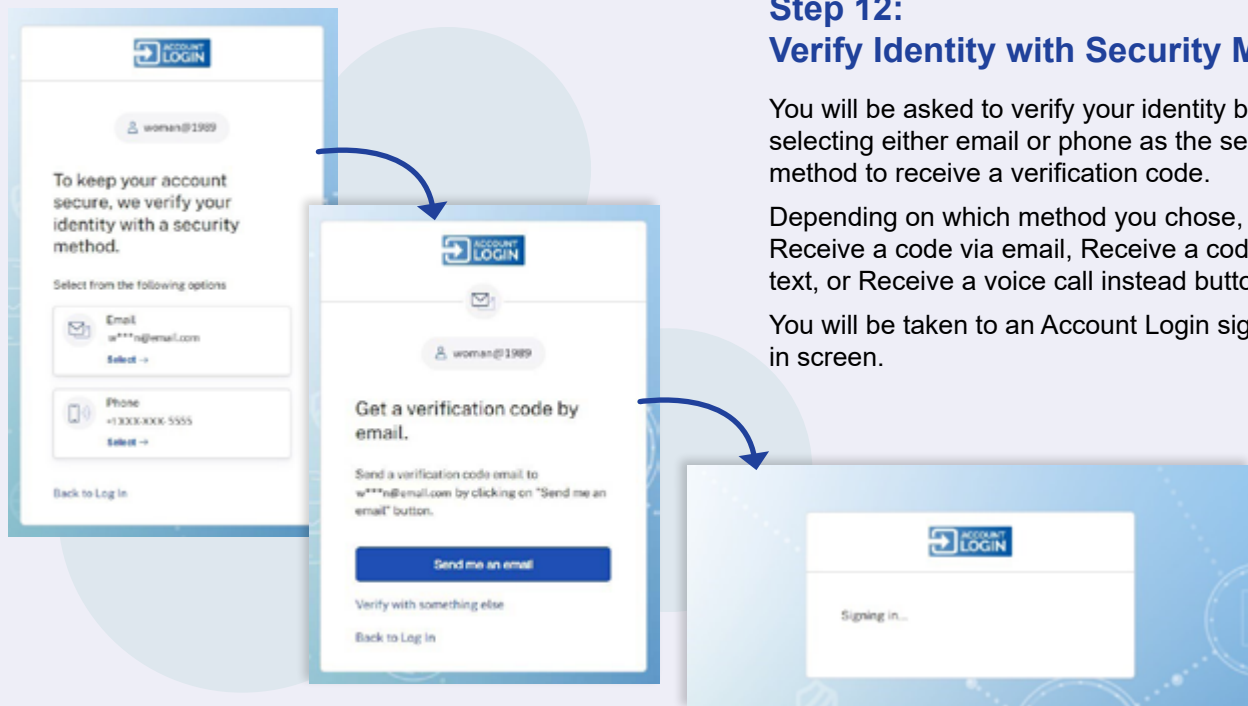


Step 12: Verify Identity with Security Method

You will be asked to verify your identity by selecting either email or phone as the security method to receive a verification code.

Depending on which method you chose, click the Receive a code via email, Receive a code via text, or Receive a voice call instead button.

You will be taken to an Account Login signing in screen.



Congratulations: Account Login Accomplished

You will be taken to the Home Screen of your Account Login. From here, you will be able to access your account whenever you want.

To log out, click the Log Out button at the top right or x out.

