



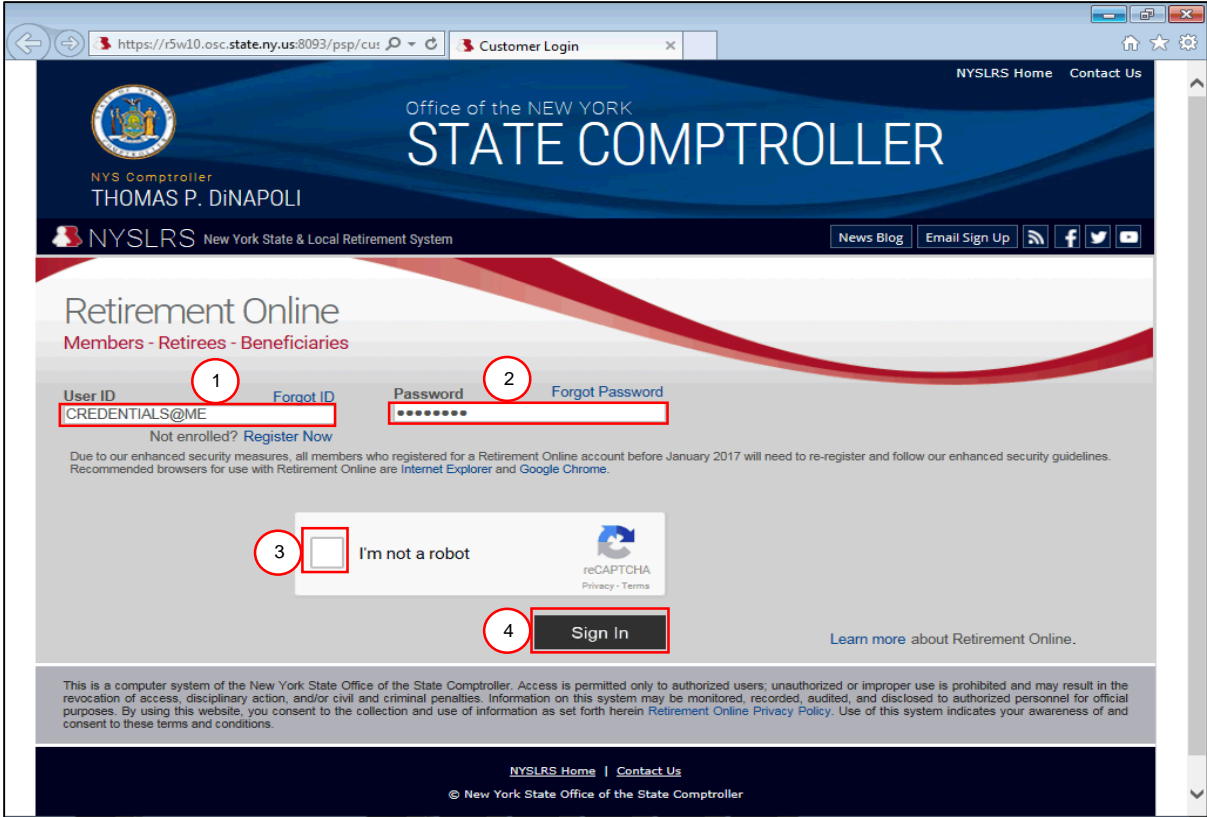
Add a Trusted Device

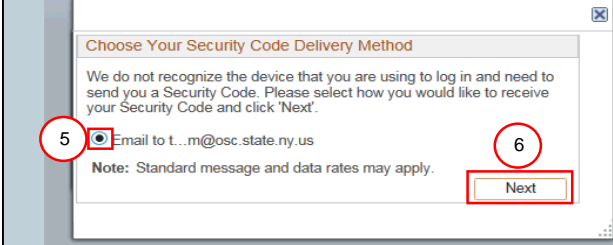
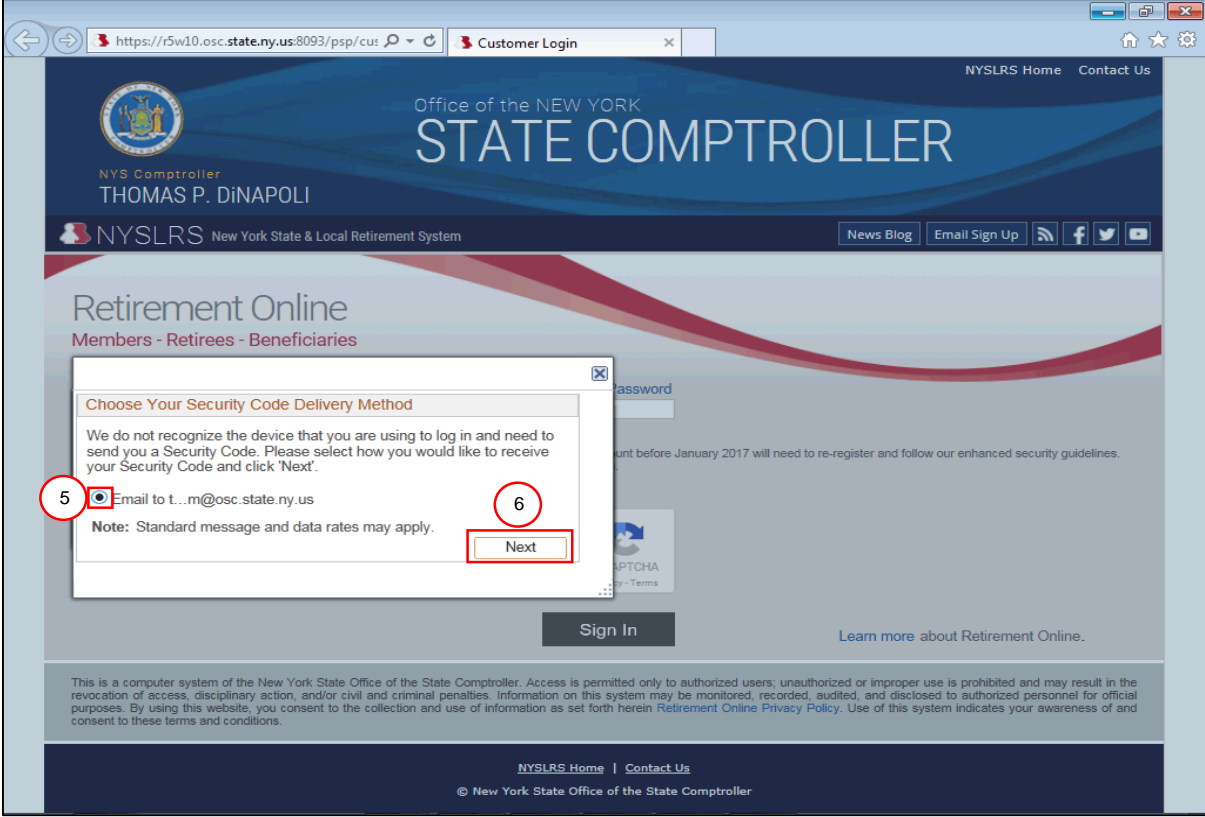
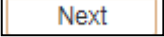
This guide shows you (as a member, retiree, or beneficiary) how to add a trusted device to your Retirement Online account. Trusted devices enable you to sign in to Retirement Online without requesting and entering a security code each time. For trusted devices, select personal devices that only you can access, not devices that can be accessed by others.

Scroll to the next page to begin.

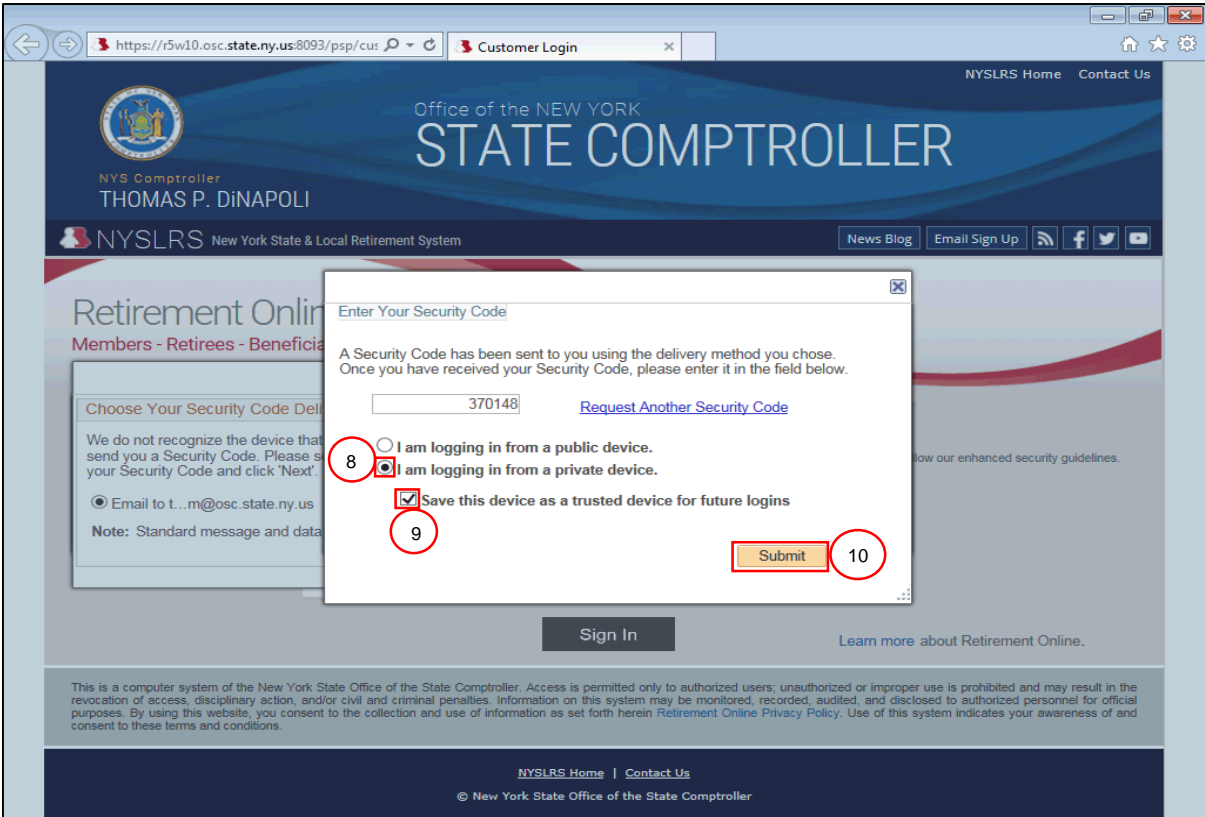
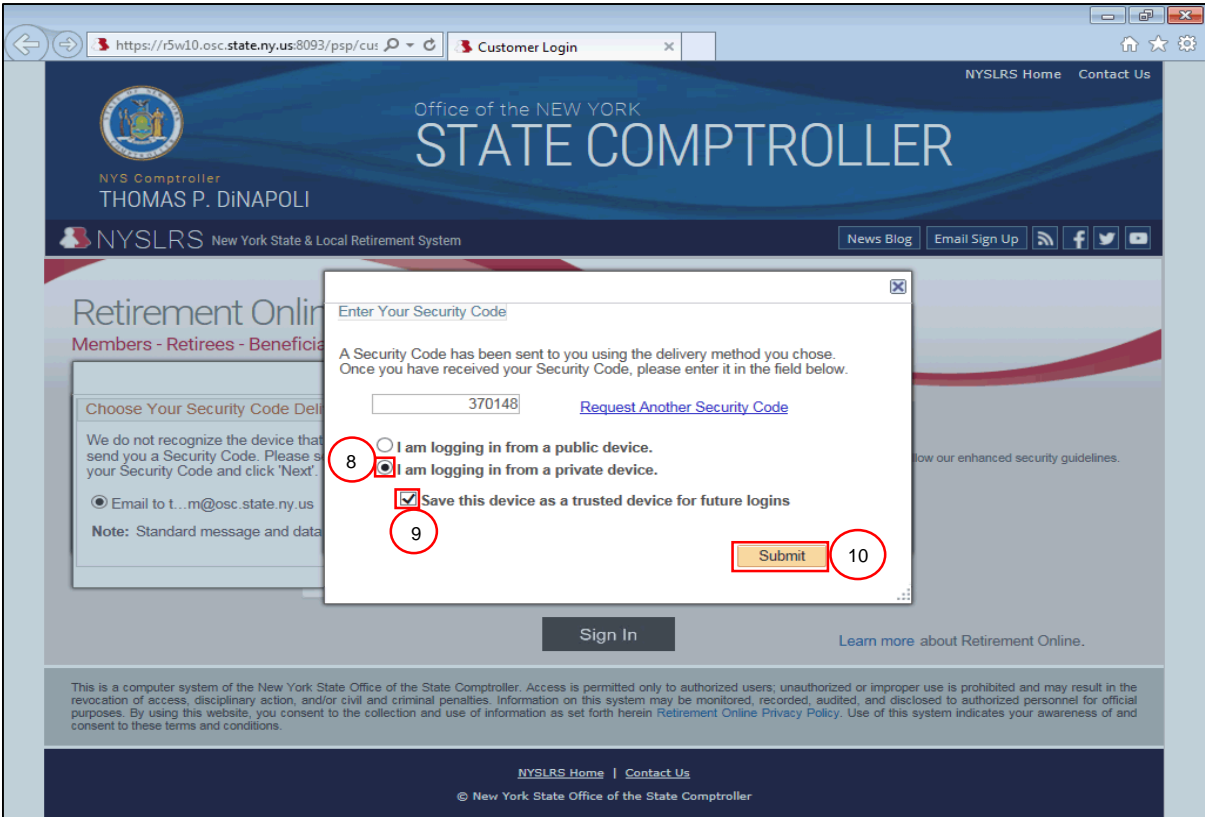

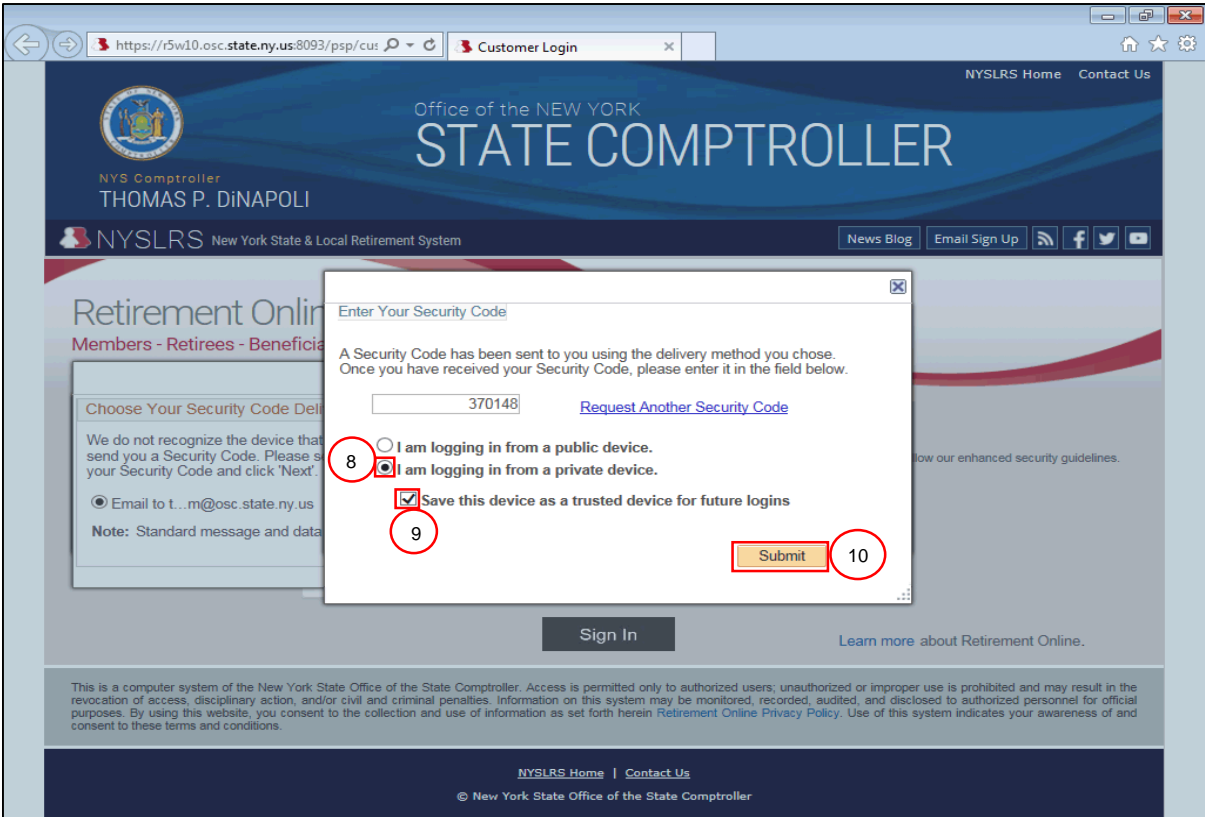

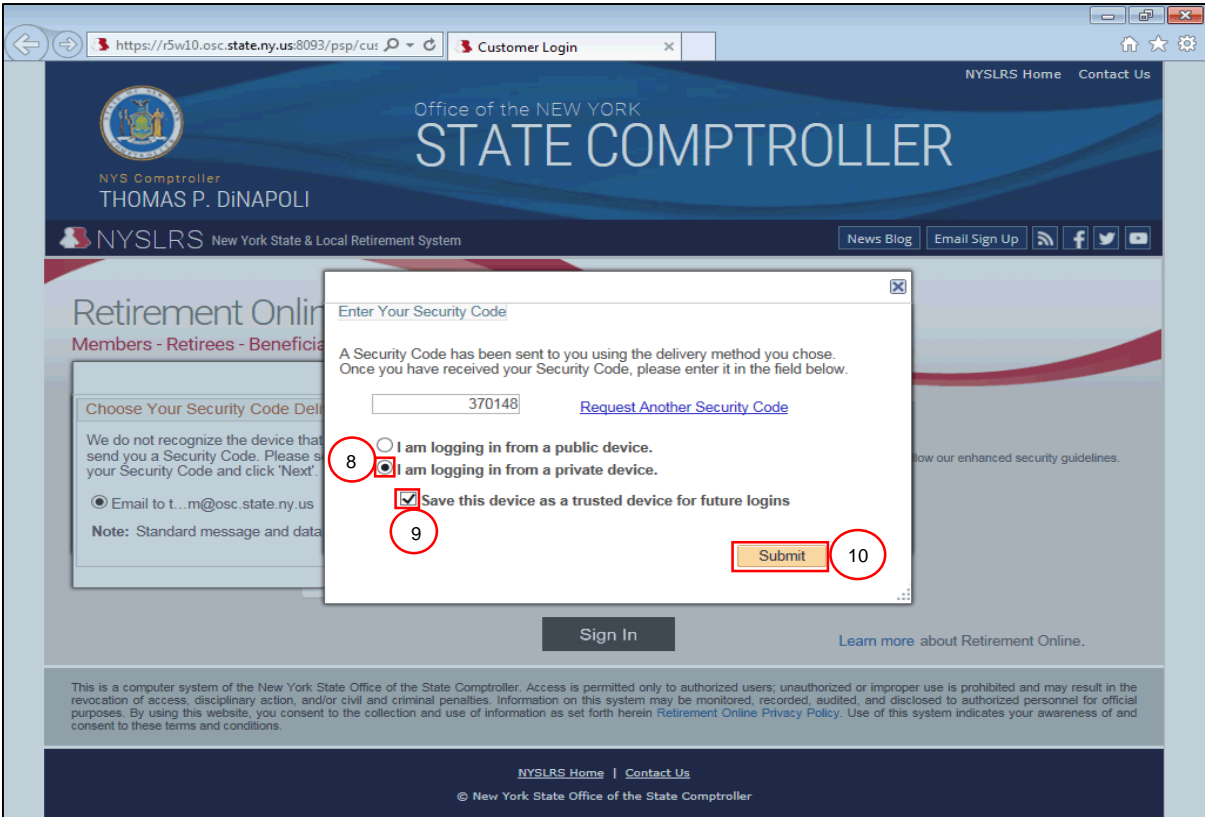
Next Page

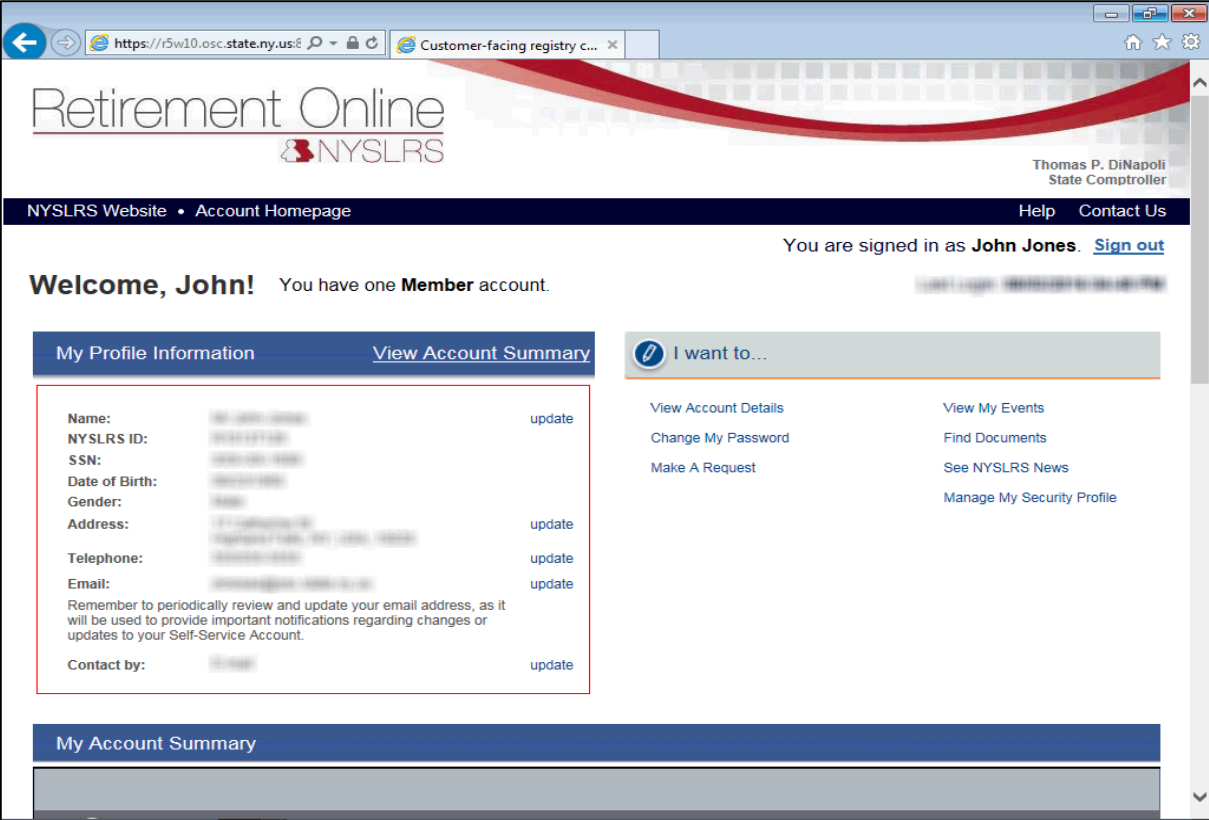


Step	Action	
1.	<p>On the <i>Retirement Online Sign In</i> page, click in the User ID field and enter your user ID.</p> <input data-bbox="268 342 606 383" type="text"/> <p>Note: In this example we will use: CREDENTIALS@ME</p>	
2.	<p>Next, click in the Password field and enter your password.</p> <input data-bbox="268 651 606 691" type="password"/> <p>Note: For security purposes, your password will appear as black dots as you type.</p>	 <p>The screenshot shows the 'Retirement Online' sign-in page. Callout 1 points to the 'User ID' field containing 'CREDENTIALS@ME'. Callout 2 points to the 'Password' field containing black dots. Callout 3 points to the 'I'm not a robot' checkbox. Callout 4 points to the 'Sign In' button.</p>
3.	<p>Click the I'm not a robot checkbox.</p> <input data-bbox="268 964 350 1029" type="checkbox"/>	
4.	<p>Click Sign In.</p> <input data-bbox="268 1081 487 1146" type="button" value="Sign In"/>	

Step	Action	
5.	<p>The Choose Your Security Code Delivery Method pop-up box will appear. Click the radio button next to the way you want to receive your security code.</p> 	
6.	<p>Click Next.</p>  <p>Note: A security code will be sent directly to the device you designated using the delivery method you selected.</p>	

Step	Action
<p>7.</p>	<p>The Enter Your Security Code pop-up box will appear. Click in the Security Code field and enter the security code you received.</p> <div data-bbox="268 418 604 457" style="border: 1px solid black; width: 160px; height: 24px; margin: 10px 0;"></div> <p>Note: If you did not receive a security code by the method you requested, click the Request Another Security Code link. In this example, we will use: 370148.</p> <div data-bbox="682 203 1879 1015" style="border: 1px solid gray; padding: 10px;"> </div>

Step	Action	
8.	<p>Click the I am logging in from a private device radio button.</p>  <p>Note: Select this option only if you are working from a personal device only you can access.</p>	
9.	<p>Click Save this device as a trusted device for future logins checkbox.</p> 	
10.	<p>Click Submit to continue.</p> 	

Step	Action
<p>11.</p>	<p>Your <i>Retirement Online Account Homepage</i> will appear. You have now completed adding a trusted device to your Retirement Online account.</p> <p>Note: You may see a Self-Service Account Update case type in the 'My Open Cases' section.</p>  <p>The screenshot shows a web browser window with the URL https://r5w10.osc.state.ny.us:8. The page title is "Retirement Online" with the NYSLRS logo. The user is signed in as "John Jones" and has one "Member" account. The "My Profile Information" section includes fields for Name, NYSLRS ID, SSN, Date of Birth, Gender, Address, Telephone, Email, and Contact by, each with an "update" link. The "My Account Summary" section is partially visible at the bottom.</p>