ERS Retiree Self Service


2. Click the **ERS Retirees Login** button.

3. Click **LOG IN HERE**.

4. Enter your personal email address and password on the **Sign in to AccessMCG Extranet** page.

5. Click **Log In**.

6. Click **Retirement System** on the **Welcome to County Extranet App Portal** page.
7. Click the **Click Here to Go to Retirement System** button.

![Retirement System](image1)

8. Click **MCG Retiree Self Service** on the Oracle Applications Home Page.

![Oracle Applications Home Page](image2)

9. Retiree has four options in Retiree Self Service:

![Navigator](image3)
10. **Personal Information** – Click **Personal Information**.

Employee can view and update their phone numbers and home address on the *Personal Information* page. (Note: The “Update” button for *Main Address* is missing on 9/8/2016; however, Cheryl is working with ERP to have it added.)

![Personal Information page](image)

**Updating Phone Numbers**

A. Click the **Update** button in the *Phone Numbers* section. The *Phone Numbers: Enter and Maintain* page will open.

B. **Enter changes to phone numbers.**

![Phone Numbers: Enter and Maintain](image)

C. Click the **Next** button.
D. Retiree’s current and proposed phone numbers are displayed on the *Personal Information: Review* page.

E. Retiree can cancel, print, save for later, return to the previous page to make additional changes (Back button), or submit changes. To submit changes, click the **Submit** button.

F. Click **Submit**.

G. Retiree will receive a confirmation that their changes have been applied.

H. Click the **Return to Overview** button to view the changes made.

I. New phone numbers will be displayed in the *Phone Numbers* section.
Click **Home** in the upper right corner.

11. **Payslip** – Click **Payslip**, and the retiree’s most recent pay slip will open.

To view prior months’ pay slips, click the down arrow for **Choose a Payslip**.

```
Choose a Payslip  01-MAY-2016  -  Check 1  Go
```

Select the pay slip to view

Click the **Go** button. (Note: If the Go button is not selected, the pay slip will not update.)

```
Choose a Payslip  01-MAY-2016  -  Check 1  Go
```

Click **Home** in the upper right corner.

12. **Federal Tax Forms** – Click **Federal Tax Forms** to make changes to your Federal tax withholdings. Retiree’s current Federal tax withholdings will be displayed.

![Federal Tax Forms](image)

A. Click the **Update** button to make changes to your withholdings.
B. Update your Federal withholdings on the *Update Tax Form: Federal W-4P Form* page.

C. In the *Agreement* section of the form, place a check mark in the *I Agree* box. Changes cannot be submitted without a check mark in this box.

![Agreement](image)

D. Click the **Continue** button once all updates have been entered.

![Continue](image)

E. Retiree can cancel, print, return to the previous page to make additional changes (Back button), or submit changes. To submit changes, click the **Submit** button.

F. A *Confirmation* page will open letting you know the changes have been saved.

G. Click **Home** in the upper right corner.

13. **Self-Service Benefits** – Click **Self-Service Benefits** to view or update your benefits. (Note: You can only enroll or change your benefits during an enrollment period, such as annual enrollment, or after a life event, such as marriage, a new child, or relocation. Contact the OHR Benefits Team at 240-773-OHR1 (240-773-6471).)

   A. The *Legal Disclaimer* page will open. Read the disclaimer and, if you agree, click the **Accept** box in the lower left corner.

   B. Click the **Next** button.

   ![Next](image)

   C. Retiree’s dependents will be displayed on the *Dependents and Beneficiaries* page.

   D. Click the **Next** button.

   ![Next](image)

   E. Retiree’s current benefits will be displayed on the *Current Benefits* page.
F. Click **Home** in the upper right corner.

#Maureen/Instructions/ERS Retiree Self Service.docx

Created 9/8/2016