

ERS Retiree Self Service

1. Go to www.montgomerycountymd.gov/retirement.
2. Click the **ERS Retirees Login** button.



3. Click **LOG IN HERE**.

ERS Retiree Login

Employees' Retirement System - persons re which will allow you to perform changes to the

- Address
- Federal Tax withholding
- Health insurance

[Retiree Online Access Announcement](#)

LOG IN HERE - If you have questions relate Service Center between the hours of 7am and

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.

AccessMCG Extranet Portal

For Secured County Applications

Home Activity Calendar County Links » Logout

All Apps DLC Apps Featured HR Apps MCG Apps

Welcome to County Extranet App Portal!



Employment

Once you complete your account activation, you will be able to apply for jobs and check the status of your application online. You MUST complete a one-time account setup before you can apply for County jobs. Job portal setup required. You are required to complete one-time setup. AccessMCG Extranet Account Activation You must check the box below and click continue in order to activate your AccessMCG



Retirement System

Retirement Benefits Management County Retirees' Self-Service System for Retirement Benefits For both pension and non-pension retirees! Click Here to Go to Retirement System Help! If you have any question or issues with the Retirement System, please contact MC311 at...

[Read More](#)

7. Click the **Click Here to Go to Retirement System** button.



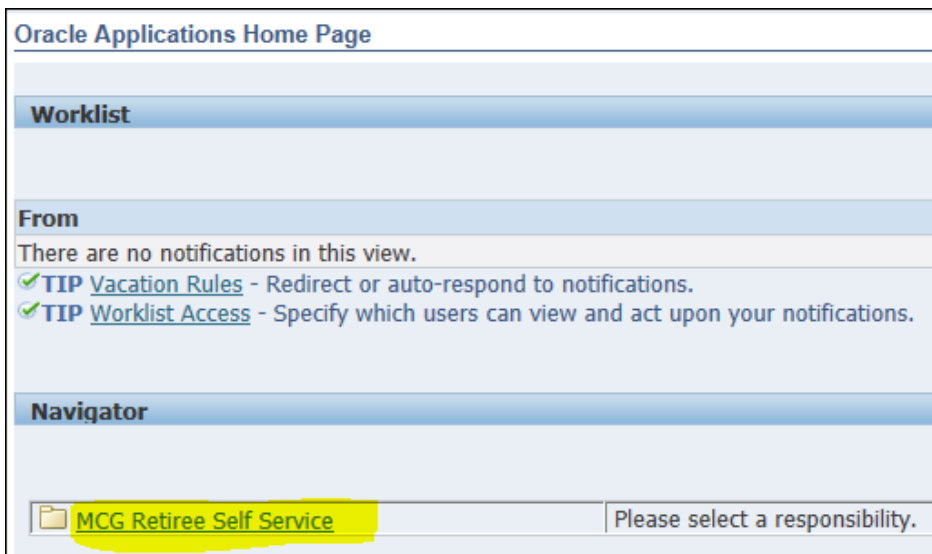
Retirement System
Posted in [All Apps](#), [HR Apps](#)

Retirement Benefits Management

County Retirees' Self-Service System for Retirement Benefits
For both pension and non-pension retirees!

[Click Here to Go to Retirement System](#)

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



Oracle Applications Home Page

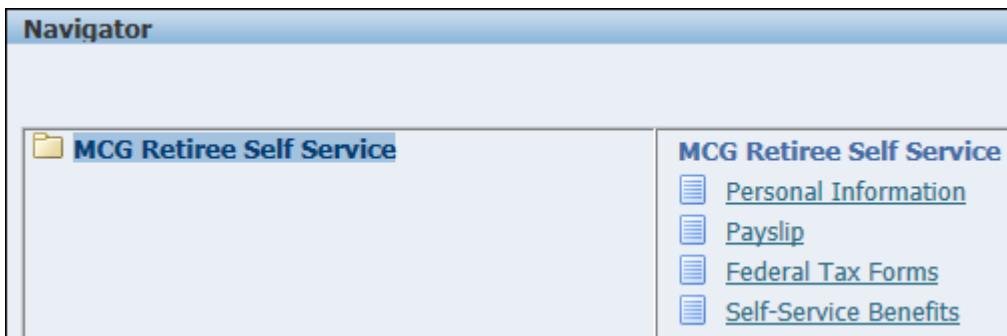
Worklist

From
There are no notifications in this view.
✓ [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
✓ [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Navigator

[MCG Retiree Self Service](#) Please select a responsibility.

9. Retiree has four options in Retiree Self Service:



Navigator

[MCG Retiree Self Service](#)

- [Personal Information](#)
- [Payslip](#)
- [Federal Tax Forms](#)
- [Self-Service Benefits](#)

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.)

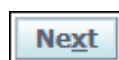
The screenshot shows the 'Personal Information' page for Maureen P. O'Hara. The page is divided into several sections: 'Basic Details', 'Phone Numbers', and 'Main Address'. In the 'Basic Details' section, the full name is 'O'Hara, Maureen P.', the employee number is redacted, and the organization email address is also redacted. The 'Phone Numbers' section contains two entries: 'Home' and 'Mobile', both with redacted numbers. The 'Main Address' section shows the address as 'Address Line 1' (redacted), 'Address Line 2' (redacted), 'Address Line 3' (redacted), 'City' (redacted), 'State' (Maryland), 'Zip Code' (redacted), 'County' (Montgomery), and 'Type' (Home). There are 'Back' buttons in the top right and bottom right corners, and an 'Update' button in the top right corner of the 'Phone Numbers' section.

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.**

The screenshot shows the 'Phone Numbers: Enter and Maintain' page. It features a table with columns for 'Type', 'Number', and 'Delete'. The table contains two rows: one for 'Home' and one for 'Mobile', both with the number '301-555-1212'. Below the table is an 'Add Another Row' button. At the top right, there are 'Cancel', 'Save For Later', and 'Next' buttons. The employee name 'O'Hara, Maureen P.' and business group 'MCG Non-Employee BG' are displayed at the top.

- C. Click the **Next** button.



- D. Retiree's current and proposed phone numbers are displayed on the *Personal Information: Review* page.

Personal Information: Review

Employee Name **O'Hara, Maureen P.**
 Organization Email Address

Employee Number
 Business Group **MCG Non-Employee BG**

Review your changes and, if needed, attach supporting documents.
Indicates Changed Items.

Phone Numbers

	Current	Proposed
Home	301- [redacted]	301-555-1212 <input type="radio"/>
Mobile	301- [redacted]	301-555-1212 <input type="radio"/>

Additional Information

Attachments

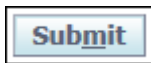
**** Upload required medical certification forms/documentation ****

None

Save Attachments

- 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**.

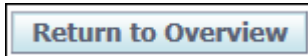


- G. Retiree will receive a confirmation that their changes have been applied.

Confirmation

Your 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.

Phone Numbers

Home	301-555-1212
(Format required is xxx-xxx-xxxx)	
Mobile	301-555-1212
(Format required is xxx-xxx-xxxx)	

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*.

A form with a dropdown menu labeled 'Choose a Payslip' showing '01-MAY-2016 - Check 1' with a down arrow, and a 'Go' button.

Select the pay slip to view

A table titled 'Payslip' with columns for 'Choose a Payslip', 'Employee Name', and 'Business Group'. The list includes dates from 01-JAN-2016 to 01-SEP-2016, all with 'Check 1'.

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

A form with a dropdown menu labeled 'Choose a Payslip' showing '01-MAY-2016 - Check 1' with a down arrow, and a 'Go' button highlighted in a yellow box.

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.

A screenshot of the 'Federal Tax Forms' page. It shows employee information for O'Hara, Maureen P. and a section for 'Federal W-4 Form' with fields for Filing Status, Allowances, Additional Amount Withheld, and FLT Exempt (set to No). An 'Update' button is visible.

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.

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

- 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.

- C. Retiree's dependents will be displayed on the *Dependents and Beneficiaries* page.
- D. Click the **Next** button.

- 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