



## MONTGOMERY COUNTY EMPLOYEE RETIREMENT PLANS

April 15, 2013

Dear Participant:

We are pleased to announce that as a retiree or beneficiary receiving payments from the Employees' Retirement System you will now be able to access information related to your payment and update certain information online via the County's website effective **April 19, 2013**. This new service will permit you to do the following:

- Access your pay information for a specific period, including deductions taken
- Make changes to your mailing address and Federal tax withholding

To begin using this service, you'll need a user name and password. Below you have instructions to set them up. If you wish to use this service, it is important that you follow the instructions shown below by **May 13, 2013**. Shown below is your temporary personal information that you will use to set up your permanent account:

User name:

Password:

You are required to provide your current email ID and setup your permanent password by following the instructions shown below:

- Logon to the following web address: [www.montgomerycountymd.gov/accessmcg](http://www.montgomerycountymd.gov/accessmcg).
- Once you are on the login page, click on the link "**County Has Setup My Account**"
- You will be asked to verify the characters shown on the screen, please enter the characters in the box provided.
- When asked for your temporary user name and password, please enter the user name and password shown above. For verification purposes you will also be asked to enter your month and day of birth as well as the last 4 digits of your social security number.
- You will be asked to enter your current email ID and a permanent password.
- An email will now be sent to your personal email address verifying your current email. You will have to click the link in the email to continue the account setup.
- You will be asked whether you agree to comply with the County's security procedures.
- You will be required to respond to several security questions once you have established your permanent password. **YOU ARE ONLY REQUIRED TO RESPOND TO 3 SECURITY QUESTIONS.** When deciding which questions to respond to, please select those that will be easiest to remember. In the future, if you have trouble logging in to the system, you will be asked the security questions that you have selected.
- Once completed, you can logon using your User name and Password in one of two ways. Either via the MCERP website at [www.montgomerycountymd.gov/retirement](http://www.montgomerycountymd.gov/retirement) and click on Retirees Login then "LOG IN HERE" or at this web address: [www.montgomerycountymd.gov/accessmcg](http://www.montgomerycountymd.gov/accessmcg).

We hope that you will find this service helpful in viewing your payment information, managing changes to your personal mailing address, and tax withholding information. If you are having difficulties establishing your password, or if you have other questions related to using the online system, please call the County's 311 Customer Service Center between the hours of 7am and 7pm at **1-877-613-5212**.

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### Montgomery County Employee Retirement Plans

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Investments 240.777.8220 Benefits 240.777.8230 Fax 301.279.1424