



Guide to the MyRetirement Online Portal

All your retirement needs in one place.

Easy to use, step-by-step guidance to ensure a smooth transition to retirement.

A photograph of two women sitting at a table in a modern office setting. The woman on the left has blonde hair and is wearing a grey blazer over a red top. The woman on the right has dark curly hair and is wearing a blue cardigan over a patterned top. They are both looking at a large white document. A laptop is on the table, displaying the ACCG Retirement Services logo. The background shows a bright office with large windows and orange chairs.

ACCG
Retirement Services

Registering and Logging in to the Portal

How to Guide will walk you through
registering if you have any questions.

MyRetirement Portal URL:

<http://mypension.accgretirement.org/>

ABOUT CBIZ

**My ACCG Pension Plan
Portal**

USERNAME
Username

PASSWORD
Password

LOG IN TO YOUR ACCOUNT

Forgot Username or Password?

SITE REGISTRATION

For first time users, please follow the site registrations process.
To register, you will need your social security number.

VIEW HOW TO GUIDE

POWERED BY **CBIZ**



Registering: *What information is needed?*

Username

PASSWORD

Password

LOG IN TO YOUR ACCOUNT

[Forgot Username or Password?](#)

SITE REGISTRATION

For first time users, please follow the site registrations process.
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[VIEW HOW TO GUIDE](#)

Date of Birth	★	DATE OF BIRTH ?
		1/1/1990
Full Social Security Number	★	SOCIAL SECURITY NUMBER ?
		123456789
Create a unique Username	★	PREFERRED USERNAME ?
		SampleSmith
Create Password	★	PASSWORD ?
(Make sure to record this information somewhere!)		*****
	★	CONFIRM PASSWORD ?

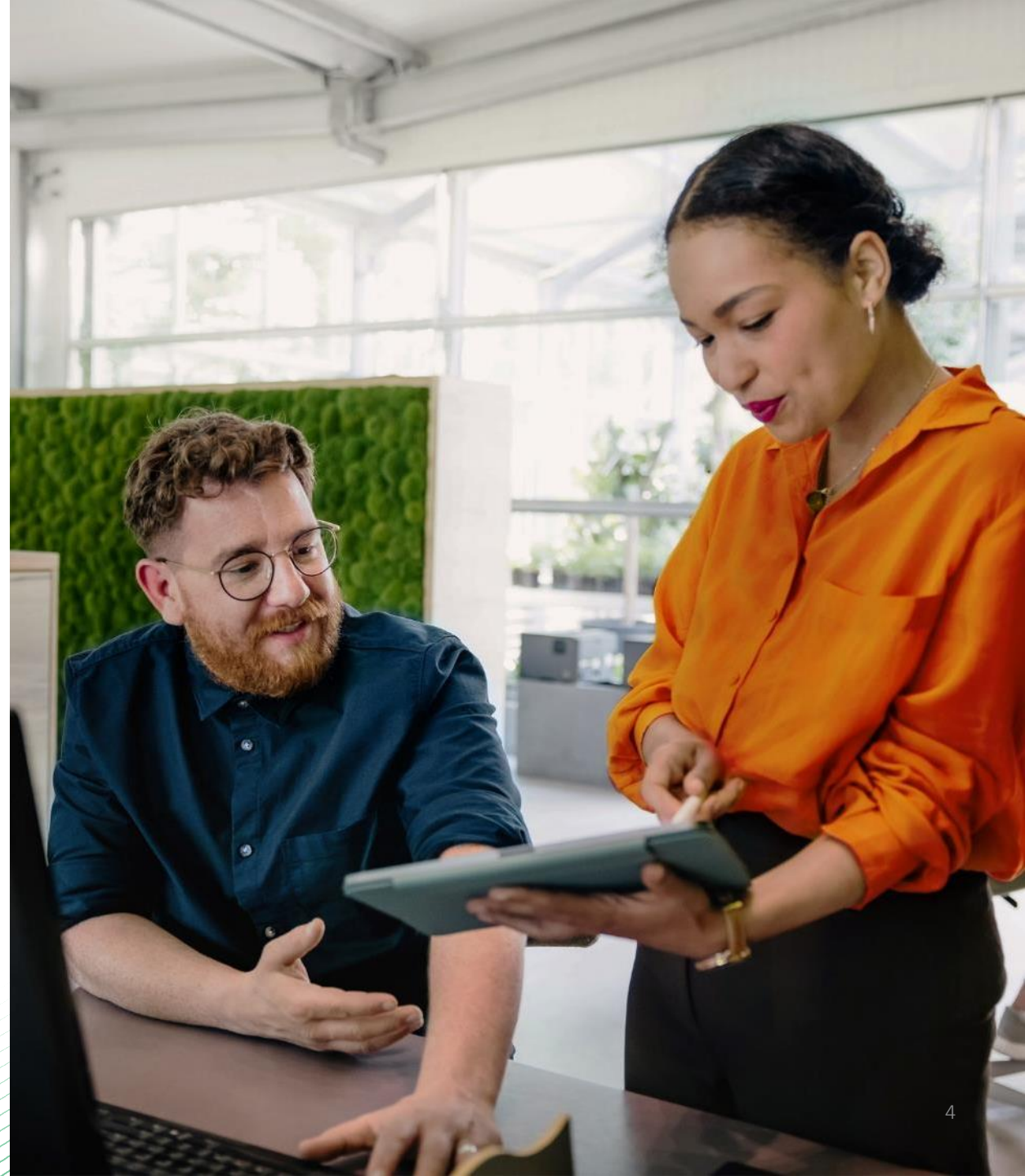
Telephone Number	★	PHONE NUMBER ?
		5551235555
Email Address	★	EMAIL ADDRESS ?
(It is recommended to use personal email as work email will no longer be valid during retirement)		samplesmith@gmail.com
		REGISTER

ACSCG
Retirement Services

Registration Quick Facts:

Self-registration required to login to the site. Data keyed during self-registration should match the data provider by your employer. You can designate your own username and password and set preferred contact methods.

- Once your account is created, you will be taken back to the login screen to login with the newly created username/password.
- A 6 Digit Multi-Factor Authentication code will be sent to the email used for registration. Enter the 6 Digit Multi-Factor Authentication code to enter the site.
- Upon login, you will be prompted to set up security questions and answers. This is required.



Registration: Possible Issues



If you have previously registered for the site, you will receive this error message:

“You have already registered for this site. Please navigate to the Login screen to log in or the Forgot Password or Username pages to reset your account.”

Please use the forgot username and/or password steps to regain access to the site.

Set up your ‘Preferred Contact Method’ by going to ‘MYACCOUNT’ on the menu. The E-mail/Phone contact can be added/updated. Use the dropdown to select E-mail or Phone as your Preferred Contact Method

You may also maintain your security questions under the ‘MYACCOUNT’ tab.

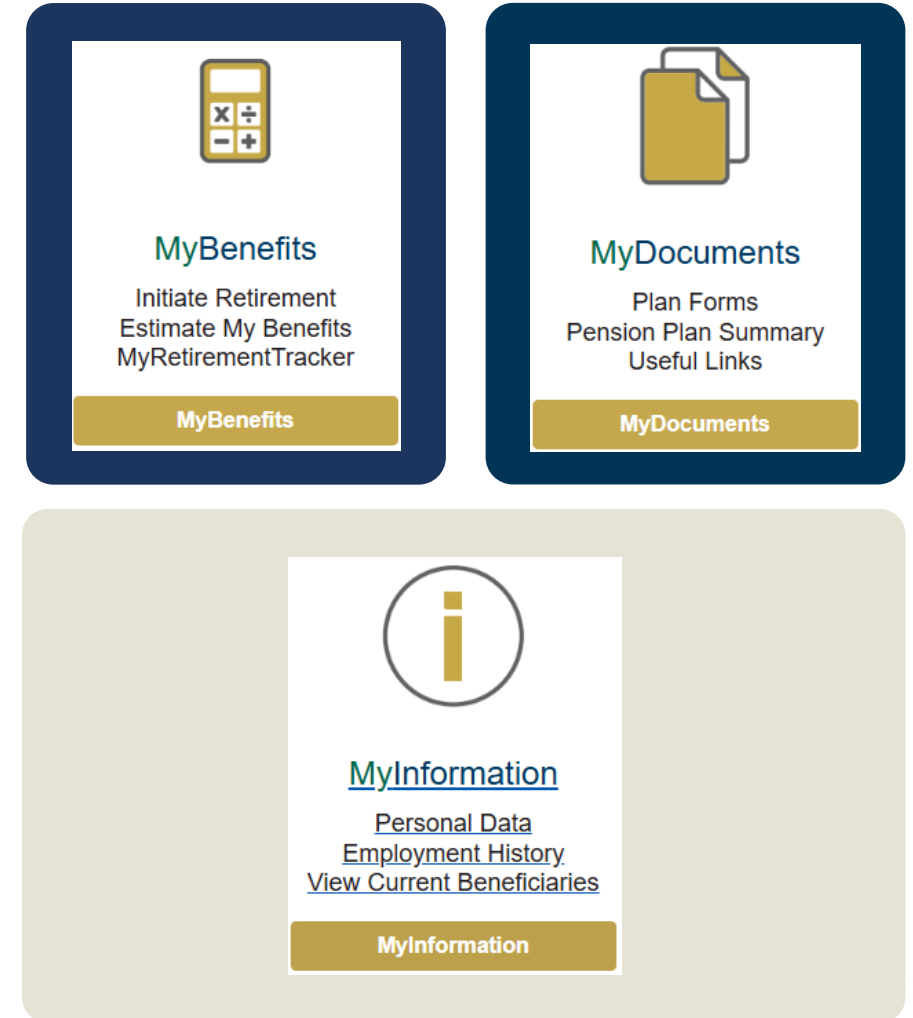
If your data has not been provided by the county, you will receive an error message:

“You do not have access to use this site, please contact the Retirement Service Center at (833) 899-4400”

When this happens, please contact the ACCG Retirement Service Center at (833) 899-4400 for assistance.

Utilize the full range of features available through the MyRetirement Portal!

- Review your Personal Data and Employment History
- Run Estimates
- Access Plan Forms and the Pension Plan Summary





MyInformation



MyInformation Tab

Review Personal Data, Employment History,
View current Beneficiaries

MyInformation

Personal Information

Employment Information

Salary and Contribution Information

Additional Service

Primary Death Benefit Beneficiary(ies)

All personal data can be reviewed on the MyInformation Tab. The data was provided by your employer, if there is a discrepancy, please contact your county representative.



Watch NOW! [Navigating
MyInformation Tab in Pension Portal](#)



MyBenefits

Initiate Retirement
Estimate My Benefits
MyRetirementTracker

MyBenefits

Pension Modeling – Estimate your future benefits



Running Estimates

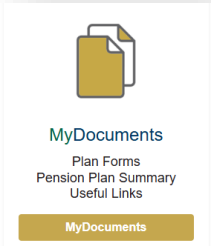
Online Review and run retirement forecasts at your convenience. Review all optional forms of payment available to you at your estimated dates.

Form of Benefit	AVAILABLE FORMS OF PAYMENT				
	Lump Sum Employee	Regular		Pop -Up	
		Employee	Beneficiary	Employee	Beneficiary
Single Life Annuity		\$6,407.93			
50% Joint & Survivor		\$5,812.58	\$2,906.29	\$5,803.84	\$2,901.92
66 2/3% Joint & Survivor		\$5,637.99	\$3,758.85	\$5,627.02	\$3,751.53
75% Joint & Survivor		\$5,554.57	\$4,165.93	\$5,542.60	\$4,156.95
100% Joint & Survivor		\$5,318.49	\$5,318.49	\$5,303.87	\$5,303.87
10 Year Certain & Life		\$6,304.56	\$6,304.56		



How-To Video Link

[Click here for instructional video on how to run an Estimate.](#)



MyDocuments

- View copies of plan provisions and SPPs
- Access paper forms for download
- Access to related site links

Related Links



[ACCG Retirement Services](#)

Click here to be directed to the ACCG Retirement Services Home Page.



[American Association Of Retired Persons](#)

This site offers a wealth of information for people over the age of 50.



[Social Security Information](#)

Click here for questions and answers about Social Security.



[Medicare Information](#)

Click here for questions and answers about Medicare.

Client Forms	+
Election Forms	+
Create Participant Forms	+
Related Links	+





Thank You