

Updating Tax Withholding Preferences

THE PLAN

Welcome to the Denver Employees Retirement Plan

Member Self Service Portal

Upon logging in, members can:

Active/Inactive Members:

- Access your member statement
- Update your beneficiary
- Create a benefit estimate
- Start your retirement application

Retired Members:

- View your direct deposit advices
- Update your direct deposit information
- Update your tax withholding preferences
- Update your address

User Login:

User Name

Last Four Digits of SSN

Continue

Click the [New User](#) link to register as a New User with the DERP Member Portal for the first time.

[New User](#) [Forgot User Name](#) [Member Self-Service Portal Guide](#)

- Navigate to www.myderp.org
- Enter your **User Name** and the **Last Four Digits of SSN**.
 - Click on **Continue**.

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- Please answer the following Challenge Question.
- The answer to this question was provided by you when you created your account.
- Enter the answer and click the Continue button.

Challenge Question:
Color of your first car

Answer

This screenshot shows the 'Challenge Question' step of the login process. It features a list of instructions on the left, a question 'Color of your first car' on the right, a text input field labeled 'Answer', and two buttons: 'Continue' and 'Back'. Red arrows point to the 'Continue' button and the 'Answer' input field.

- One of your challenge questions will appear. Answer your challenge question and click on **Continue**.

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Security Reminders:

- Do not respond to e-mails or pop-ups requesting personal information
- Use antivirus software and keep it updated
- To securely end your session, use the Logout link at the bottom of the page

Enter your Password:

Click the [New User](#) link to register as a New User with the DERP Member Portal for the first time.

[New User](#) [Forgot Password](#)

This screenshot shows the 'Enter your Password' step of the login process. It includes 'Security Reminders' on the left, a 'Password' input field with a lock icon on the right, and 'Login' and 'Back' buttons below. A red arrow points to the 'Login' button, and another red arrow points to the 'Password' input field.

- Enter your **Password** and click on **Login**.



- Welcome
- Profile**
- Home
- Alerts and Messages
- Account Info
- Address
- Change Password
- Seminars
- Counseling
- Legal Documents
- Retirement Account**
- Benefit Account
- Beneficiary
- Opt In
- Direct Deposit
- Tax Withholding
- Insurance Enrollment
- View Tax Forms
- DROP Disbursement
- DROP Statements






Dashboard

DERP ID : [REDACTED]

Dashboard X ← →

Welcome to the Denver Employees Retirement Plan (DERP) Member Self Service Portal. This Portal places your retirement information at your fingertips, providing all current employees, former employees, and retired members the tools necessary to view and manage their accounts. Visit the links at your left to get started.

Should you have any questions, difficulties, or comments about the Portal, please feel free to contact Denver Employees Retirement Plan directly at (303) 839-5419 or at mss@derp.org

 Address VIEW MORE	 Benefit Account VIEW MORE	 Counseling Appointments VIEW MORE
 Direct Deposit VIEW MORE	 Tax Withholding VIEW MORE	 Insurance Enrollment VIEW MORE



- On the home screen (Dashboard), click on **Tax Withholding**.



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Withholding Information

DERP ID : [REDACTED]

Withholding Information x ← →

Record displayed.

Existing Withholding

Effective Date	Payment Type	Withholding Type	Tax Type	Flat Dollar Amount	Filing Status	Exemptions	Extra Withholding	Withholding Percent
08/01/2011	Monthly Benefit	NO WITHHOLDING	Federal Tax	\$0.00		0	\$0.00	0.00000%
08/01/2011	Monthly Benefit	NO WITHHOLDING	Colorado	\$0.00		0	\$0.00	0.00000%

[Create Tax Withholding](#)



- On the Withholding Information screen, your current tax withholding preferences are displayed.
 - Click on the **Create Tax Withholding** button to update your tax withholding preferences.



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Withholding Details

DERP ID : [REDACTED]

Withholding Information > Withholding Details x ← → Displaying page 1 of 1.

[Record displayed. Please make changes and press SAVE.]

Withholding Details

Effective Date : 01/01/2021

* Tax Type :

Do not withhold tax

Withhold Flat Tax

* Filing Status :

Exemptions :

Additional Amount per Month :

Expected Tax Amount per Month : \$0.00 [Calculate](#)

- You should seek legal and tax advice before completing this form.
- The Staff of the Denver Employees Retirement Plan cannot provide tax counseling.

- On the Withholding Details screen, select which **Tax Type** you want to update (Federal or Colorado)
 - If you don't want taxes withheld, check the box next to **Do not withhold tax**
- If you want to withhold a flat dollar or percentage, check the box next to **Withhold Flat Tax** and enter the requested information
 - If you want to have taxes withheld based on your filing status, select one of the three options under **Filing Status**
 - **NOTE: LEAVE THE EXEMPTIONS FIELD AS ZERO. DO NOT ENTER ANYTHING ELSE IN THIS FIELD**
 - If you want any additional taxes withheld, enter in the **Additional Amount per Month** field
 - Once you have entered your tax withholding preference, click on **Submit**
- NOTE: If you need to update both your federal and Colorado state withholding preference, you will need to complete these steps twice