Denver Employees Retirement Plan
Member Self-Service Portal

A Guide To Creating Your MSS Portal Account
Creating your MSS Portal Account

* In your preferred internet browser, enter: www.myderp.org

Welcome to the Denver Employees Retirement Plan

Member Self Service Portal

Once you log in you will be able to:
- Access your member statement
- Create a benefit estimate
- Request an appointment
- Start your retirement application
- Update your address

User Login:
- User Name
- Last Four Digits of SSN

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
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Enter your DERP ID, the last four digits of your Social Security number, your date of birth, and click Continue.
Enter your preferred email address, confirm the email address, enter a unique user name, enter a unique password, confirm the password, and click Continue.
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* Select and answer 3 challenge questions
* Enter a custom challenge question, answer, and click Continue
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* Read the Terms & Conditions, click on the checkbox that you have read and agreed to them, and click Agree
Your MSS Portal Account

* Click on any subject on the tool bar located on the left hand side of the screen
What can you do on the MSS Portal?

* **Home** – This is the welcome screen and dashboard for quick access to important screens.
* **Alerts and Messages** – This screen shows any messages available to you.
* **Account Info** – This screen shows your DERP ID, name, primary address, date of birth, age, communication preference, fax and phone numbers, email addresses, and primary contact.
* **Address** – This screen shows your address on file with DERP.
  
  *Please note:* If you are an active member, you must update your address directly with your employer (e.g. City, DHHA). This information is then passed onto DERP via the bi-weekly payroll file. For inactive or retired members, you may update your address here.
* **Change Password** – You can update your MSS Portal account password.
* **Seminars** – Any seminars available to you are listed here and you can sign up to attend.
* **Counseling** – If you’d like to meet with the DERP Membership Services staff, you can request an appointment here.
* **Legal Documents** – You can review the legal document information we have on file for you. (e.g. Power of Attorney, Domestic Relations Order)
What can you do on the MSS Portal?

* **Contribution Summary** – For active and inactive members, you can review the amount of contributions DERP has received from you.
* **Beneficiary** – For active and inactive members, review your current beneficiary and request a new beneficiary if necessary. *Please note:* If you submit a beneficiary change, it will be reviewed by DERP staff and if any additional documentation is needed to process the change (e.g. divorce decree or death certificate), DERP will contact you. For retired members, you **may not** change your beneficiary designation for your retirement benefit, only the beneficiary for your lump sum death benefit may be changed.
* **Opt In** – You can opt in to receiving information about your DERP account electronically.
* **Benefit Estimate** – For active and inactive members, you can calculate your estimated monthly retirement benefit for various retirement dates using actual salary data. *Please note:* You must be vested in order to calculate benefit estimates.
* **Member Statement** – For active and inactive members, you can view and print your Annual Member Statements. *Please note:* These statements are only available back to June 30, 2012.
* **Retirement Application** – For active and inactive members who are within 6 months of eligibility to retire, you can complete the 7 step retirement application and submit this to DERP to get the process started.
* **Service Purchase Estimate** – For active members who are vested with 5 years or more of credited service, you can create a cost estimate to purchase service and then the Membership Services staff will contact you with the remaining steps to complete the process.
What can you do on the MSS Portal?

* **Refund of Contributions** – If you are not vested and no longer working for the City, you can request a refund of your accumulated employee contributions.
* **Benefit Account** – For retired members, you can review your monthly benefit payments and view/print direct deposit advices.
* **Direct Deposit** – For retired members, you can review your current direct deposit details and update to a new account if necessary.
* **Tax Withholding** – For retired members, you can review your current withholding details as well as update your preferences for federal and Colorado tax withholding.
* **Insurance Enrollment** – For retired members, you can review your current group insurance selections. If it is Open Enrollment, you can make changes to your insurance for the coming year.
* **View Tax Forms** – For retired members, you can view and print your 1099-R tax forms. Please note: 1099-R tax forms are only available back to 2011.
* **LSDB Disbursement** – For retired members, if you are eligible for a LSDB disbursement, you will be able to view the disbursement or create one.
* **Outstanding Balance** – For retired members, if your insurance premiums exceed your monthly retirement benefit, you can view and print your A/R Invoices.