

First Things First - Complete Your Online Enrollment

Before you can login, you'll need to verify that you're an SBCERA member and set up your account. Follow the instructions below to get your account up and running in just a few minutes.

Step 1

Visit: SBCERA.org/mySBCERA and create an account

Step 2

Complete your **online enrollment** by verifying your personal information.



Two-Step Verification

For your security, you will be prompted to set up **two-step verification** in your mySBCERA account.

Step 3

In addition to setting up challenge questions, you will need to set up **one** additional verification option from the following choices:

- **Email Notification**
- **Text Message, or**
- **Authenticator App.**

You are not required to set up more than one of these options.

Note: If you select the Authenticator App as one of your options, you must first download an Authenticator App from your App store.



For quick access, use this QR code.

Estimate a Benefit

You can estimate a future retirement benefit anytime, anywhere in mySBCERA.

Step 1

Navigate to the **Estimate a Benefit** option in the menu.

Step 2

Select **Get a Retirement Benefit Estimate**

Step 3

View your generated retirement benefit estimate under **Estimate History**



Purchase Service Credit

You can complete a service credit purchase in mySBCERA.

Step 1

Navigate to the **Service Credit Purchases** option in the menu.

Step 2

Select **Make a Service Purchase Request** and follow the instructions.

Step 3

After completing your estimate, you will be able to track the progress of your request on your **Account Summary** page under **Requests**.



Apply for Retirement

If you are eligible to retire, you can apply online in mySBCERA. To get started, log in to your account and follow the next steps:

Step 1

Navigate to the left-hand menu under **Self-Service Options**

Step 2

Select **Apply for Retirement**

Step 3

Select **Apply for Service Retirement** and follow the instructions to retire.

Step 4

Once you submit your application, you can track your status by clicking on **Service Retirement Application** on your **Account Summary** page under **Requests**.

Update Your Email

You can update your email in mySBCERA.

1. Go to the **Account Settings** option in the menu
2. Add a new address or update an existing address
3. Click Update

Other Features in mySBCERA

- View your account summary
- See your contact and beneficiary information
- Register for seminars
- Elect eDelivery to view member statements and more online
- Complete a retirement application

Additional Help

For additional questions about mySBCERA, you can call us at **(909) 885-7980** or send us a message at **MemberServices@SBCERA.org**.