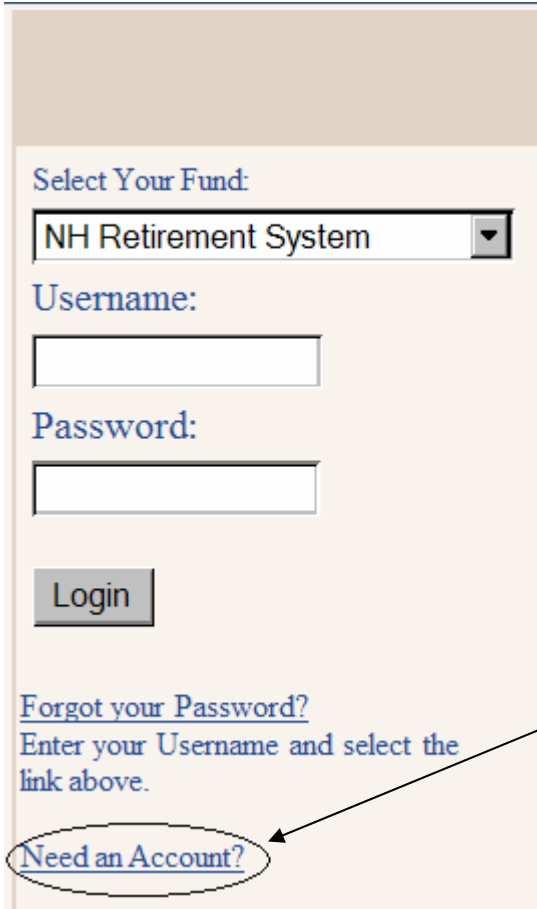


Need an Account

Before you can access your NHRS retirement record, you must create an active account.



The image shows a screenshot of a web form for logging into the NHRS system. The form is titled "Need an Account" and contains the following elements:

- A dropdown menu labeled "Select Your Fund:" with "NH Retirement System" selected.
- A text input field labeled "Username:".
- A text input field labeled "Password:".
- A "Login" button.
- A link labeled "Forgot your Password?" with the instruction "Enter your Username and select the link above."
- A link labeled "Need an Account?" which is circled in red.

An arrow points from a box labeled "Click Need an Account" to the "Need an Account?" link.

Click Need an Account

The Account Setup page appears.

The screenshot shows a dark blue background with white text and input fields. The first section is titled 'Member Verification (all fields required)' and contains five rows of labels and input boxes: 'Last 4 digits of SSN:', 'Last Name:', 'Birth Date:' (with an example '(EX: 01/15/1950)'), 'Verification Question' (with the text 'What is your home address zip code (1st 5 digits)?'), and 'Verification Answer:'. The second section is titled 'New Account Information (all fields required)' and contains seven rows of labels and input boxes: 'Username:', 'Password:', 'Confirm Password:', 'Secret Question:', 'Secret Answer:', 'Email:', and 'Confirm Email:'. At the bottom left of the form area is a 'Continue' button.

To create an account:

1. Enter the last four digits of your Social Security number.
2. Enter your last name.
3. Enter your birth date in this format: 01/15/1950. Note: You do NOT have to type in the slashes; they appear automatically.
4. Enter the answer to the Verification Question.
5. Enter a Username. This can be anything, as long as it contains a minimum of five characters (numbers and letters only).
6. Enter a Password. This can be anything, as long as it contains a minimum of five characters (numbers and letters only).
7. Confirm the password by retyping it in the Confirm Password field.
8. Enter a Secret Question. This can be anything and will be used if you forget your password. You will be asked this question in the password request process and, if you answer it correctly, you will be sent your password via email.
9. Enter the answer to the Secret Question. This can be anything you want and will be used if you forget your password. You will be asked your Secret Question in the password request process and, if you answer it correctly using what you enter here, you will be sent your password via email.

10. Enter your email address.
11. Re-enter your email address by typing it into the Confirm Email field.
12. Click the **Continue** button to process your account creation.
 - If everything was entered correctly, a message will appear confirming your account and you may then enter My Account by entering your Username and Password.
 - If there were errors in the information you entered, a message will display indicating what the problem is and you will need to return to the account setup screen to make corrections.

Screen with Account Data:

Member Verification (all fields required)

Last 4 digits of SSN:

Last Name:

Birth Date: (EX: 01/15/1950)

Verification Question:

Verification Answer:

New Account Information (all fields required)

Username: (Min 5 alpha-numeric only. Not case sensitive)

Password: (Min 5 alpha-numeric only. Not case sensitive)

Confirm Password:

Secret Question:

Secret Answer:

Email:

Confirm Email:

Once you have entered all the account data and click continue, a screen is displayed with the following message:

Congratulations on setting up your account. You should now be able to log in with the username and password you selected.

If the system can not validate your information you will receive the following message:

Unable to verify identity

Member Verification (all fields required)

Last 4 digits of SSN:	<input type="text" value="7777"/>
Last Name:	<input type="text" value="Doe"/>
Birth Date:	<input type="text" value="09/01/1963"/> (EX: 01/15/1950)
Verification Question	What is your home address zip code (1st 5 digits)?
Verification Answer	<input type="text" value="03245"/>

New Account Information (all fields required)

Username:	<input type="text" value="user1"/>	(Min 5 alpha-numeric only. Not case sensitive)
Password:	<input type="text"/>	(Min 5 alpha-numeric only. Not case sensitive)
Confirm Password:	<input type="text"/>	
Secret Question:	<input type="text" value="favorite color"/>	
Secret Answer:	<input type="text" value="yellow"/>	
Email:	<input type="text" value="Your email address"/>	
Confirm Email:	<input type="text" value="Your email address"/>	

Please verify you have entered the correct last four digits of your SSN, last name, birth date, and zip code. You will need to re-enter your password and confirm the password.

[Click Continue](#)

If the Message “Unable to create account, select new username” is displayed, please change the Username, Enter the Password, and Confirm Password fields.

Unable to create account, select new username.

Member Verification (all fields required)

Last 4 digits of SSN:

Last Name:

Birth Date: (EX: 01/15/1950)

Verification Question: What is your home address zip code (1st 5 digits)?

Verification Answer:

New Account Information (all fields required)

Username: (Min 5 alpha-numeric only. Not case sensitive)

Password: (Min 5 alpha-numeric only. Not case sensitive)

Confirm Password:

Secret Question:

Secret Answer:

Email:

Confirm Email:

Click Continue