

# My Account: Request a PIN letter

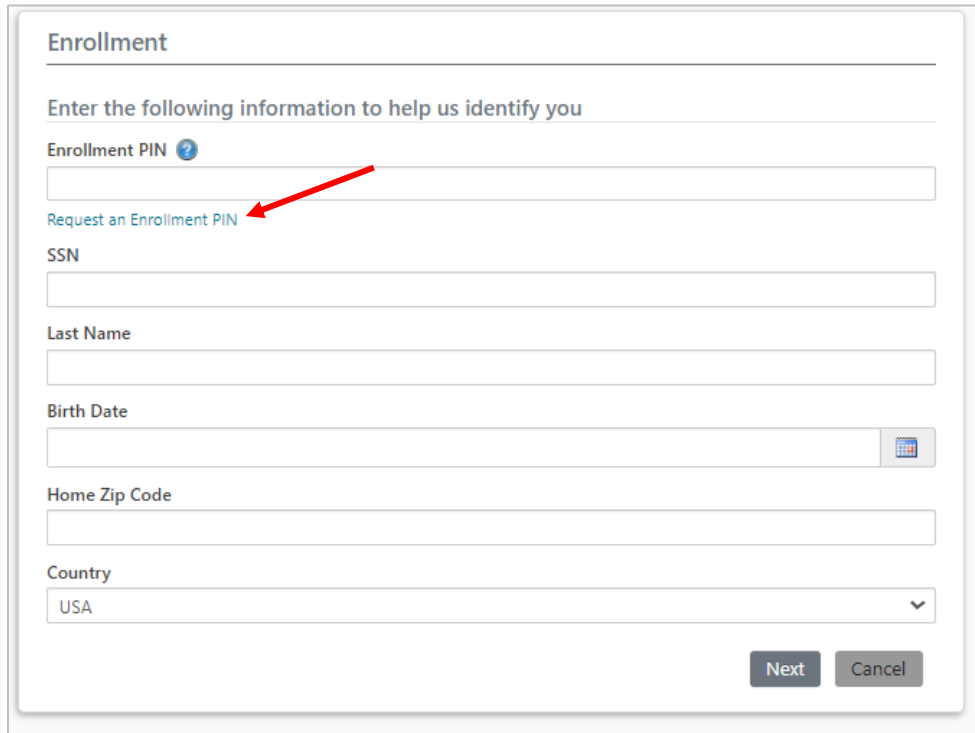
To protect against any attempts to fraudulently access member information, NHRS utilizes a two-step registration process to set up new accounts.

1. To set up a new *My Account*, go to: [myaccount.nhrs.org](https://myaccount.nhrs.org)
2. Click on **Create account** at the bottom of the login box.

3. If you have an existing account but can't remember your username and password, if you never created a *My Account*, or if you are not sure, click on the appropriate button and then click **Next** and you will be taken to another screen, where you can request a unique personal identification number (PIN) from NHRS.


**ALERT!** If you already have a PIN letter or are transferring an existing account, see <https://www.nhrs.org/my-account> for instructions.

4. On the enrollment screen, click **Request an enrollment PIN**.



**Enrollment**

Enter the following information to help us identify you


Enrollment PIN 

[Request an Enrollment PIN](#)

SSN

Last Name

Birth Date

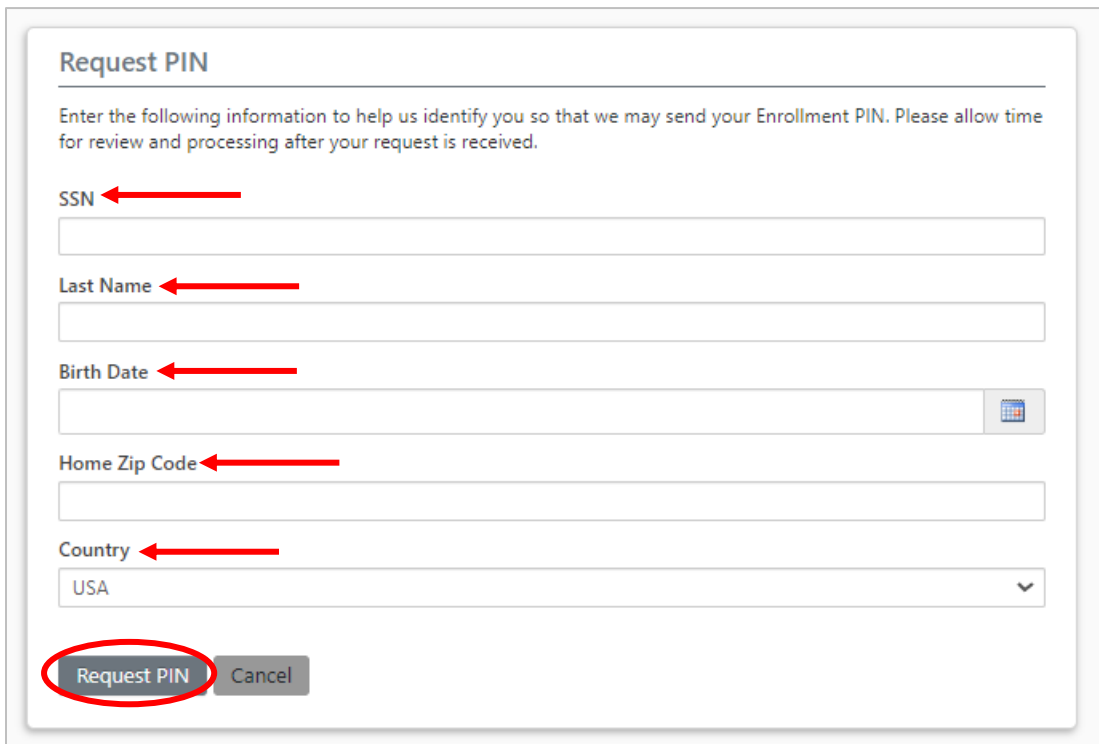
 

Home Zip Code

Country

USA

5. Enter the required information and click on **Request PIN**.




**Request PIN**

Enter the following information to help us identify you so that we may send your Enrollment PIN. Please allow time for review and processing after your request is received.

SSN

Last Name

Birth Date

Home Zip Code

Country

USA

6. You will receive a PIN letter via U.S. Mail in 7-10 business days. The PIN will be good for 90 days from the date it is generated. If your PIN is expired or you lost your PIN letter, you can call NHRS at 603-410-3500, Press 2, for assistance.

**Enrollment PIN**

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Your Enrollment PIN request has been received. Please allow time for review and processing. If you do not receive your PIN in the mail in 7 to 10 business days, please call the retirement office at (603) 410-3500.

7. When you receive your PIN letter, go back to **myaccount.nhrs.org** and complete the PIN enrollment process. For instructions, see: [My Account-Setup with PIN](#)