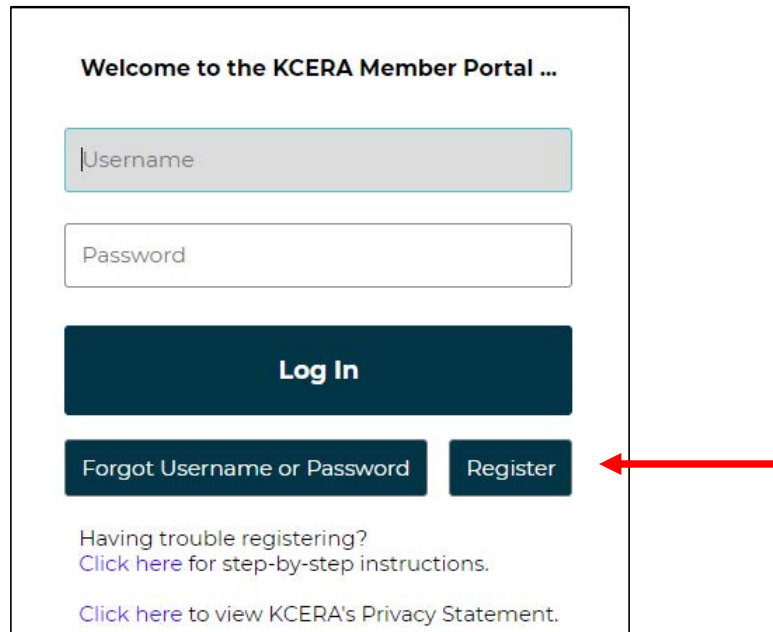


Registering For Your KCERA Member Portal Account

1. Go to www.kcera.org and click the "Member Portal" link. On the registration page that appears (see below), click on "Register."



Welcome to the KCERA Member Portal ...

Username

Password

Log In

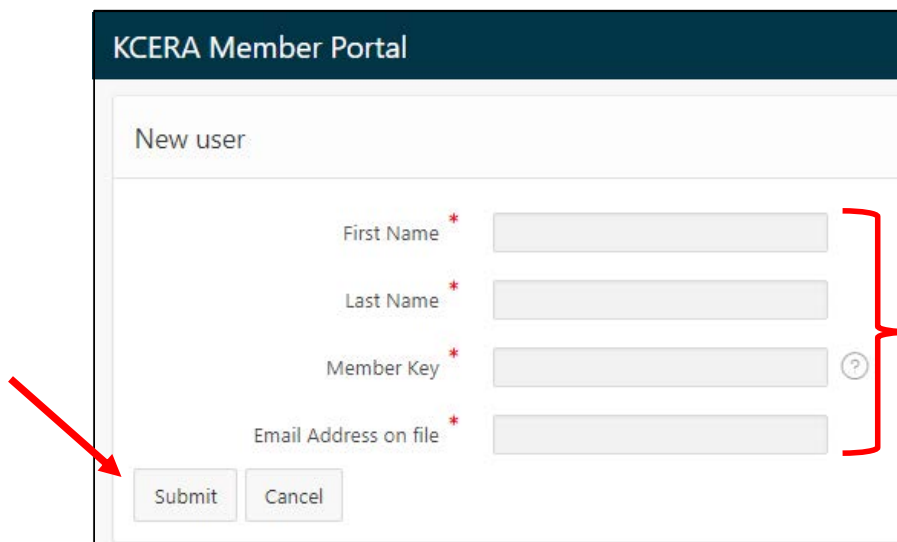
Forgot Username or Password Register

Having trouble registering?
[Click here](#) for step-by-step instructions.

[Click here](#) to view KCERA's Privacy Statement.

2. You **must** have your personal KCERA "Member Key" and "Email Address on file" in order to register. Click "Submit" once you have filled in all required sections.

- Active members can find their Member Key on their "Welcome" letter from KCERA and/or your Annual Statement. The Email Address on file should be the one your employer has on file.
- Retired members can also find their Member Key on their monthly remittance.
- Or, look for it on other correspondence from KCERA. If you still cannot find it, call KCERA at (661) 381-7700.



KCERA Member Portal

New user

First Name *

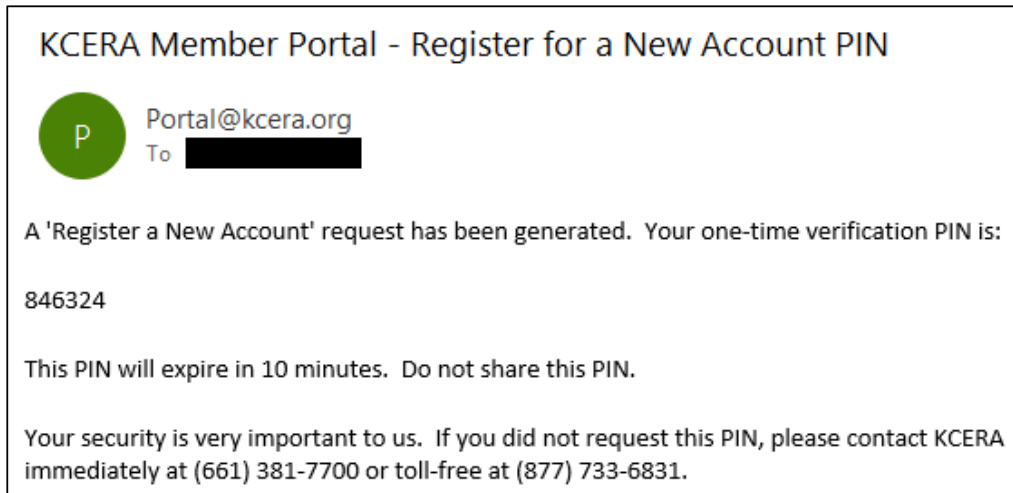
Last Name *

Member Key *

Email Address on file *

Submit Cancel

3. A PIN message will be sent to your email address on file.



4. Enter the PIN from the email on the next screen and click Submit

KCERA Member Portal Return to Member Portal Login

An email with a verification PIN has been sent to the email address on file. Enter the PIN below. If you do not receive the verification email, please contact KCERA.

Enter PIN *

5. On the next screen, enter your Social Security number and then create a username and password. *Write down this information for later reference.*

- Your username must be at least 8 characters in length.
- Your password must be at least 8 characters in length and contain an uppercase letter, lowercase letter, number and special character.

Click the Yes/No button to opt-in to receiving electronic communications through your portal account. Click "Submit."

KCERA Member Portal Return to Member

New user

Your SSN *

New Username *

New Password *

Confirm Password *

Opt in for electronic communications No ▾

Submit Cancel

Please complete all fields below. Your username must be at least 8 characters in length. Your password must be at least 8 characters in length and contain an uppercase letter, lowercase letter, number and special character. For security, do not use your name or other personally identifying information for your username or password.

6. On the next screen, select three security questions and then type an answer for each. Click “Submit.” *Your answers will enable you to reset your username and password later, if needed.*

KCERA Member Portal

Select Security Question

Question 1 *

Answer 1 *

Question 2 *

Answer 2 *

Question 3 *

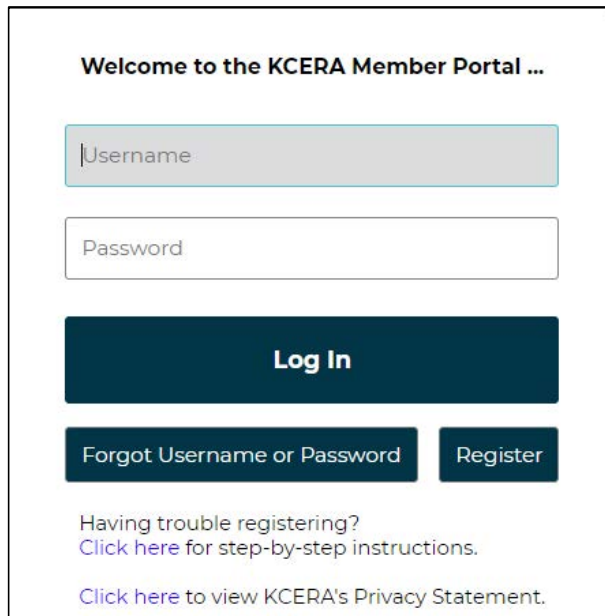
Answer 3 *

Submit Cancel

7. Your registration is complete! Click the “Return to Member Portal Login” button to go to the log-in screen, where you can enter your new username and password.

Generating Estimates Within Your KCERA Member Portal

1. On the Member Portal login page, enter your username and password. Click "Log In".



Welcome to the KCERA Member Portal ...

Username

Password

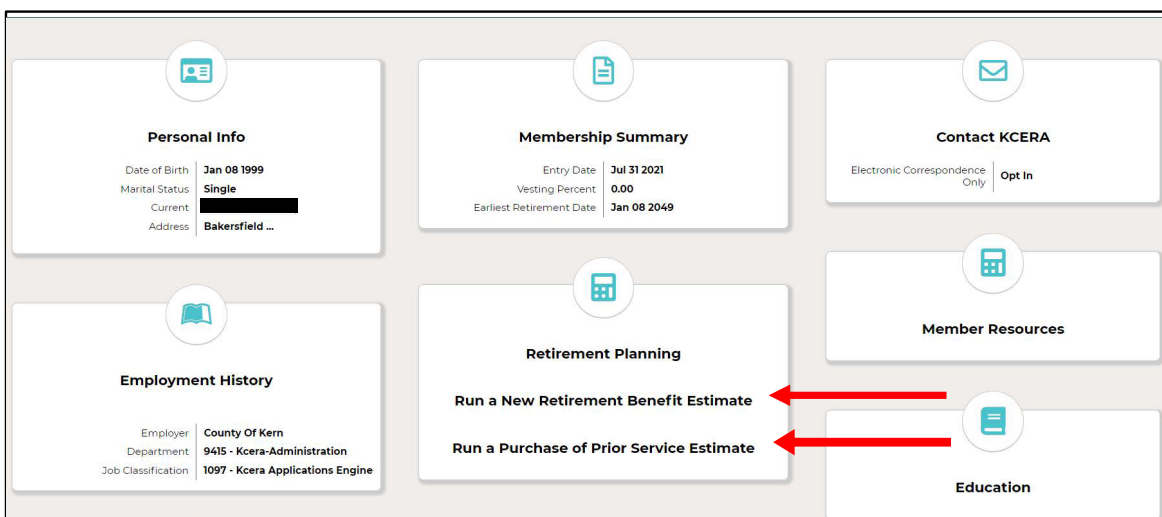
Log In

Forgot Username or Password Register

Having trouble registering?
[Click here](#) for step-by-step instructions.

[Click here](#) to view KCERA's Privacy Statement.

2. Your portal "home page" will be displayed. In the *Retirement Planning* section, make your estimate selection; *Benefit Estimate* or *Prior Service Estimate*.



Personal Info

Date of Birth: Jan 08 1999
Marital Status: Single
Current: [REDACTED]
Address: Bakersfield ...

Membership Summary

Entry Date: Jul 31 2021
Vesting Percent: 0.00
Earliest Retirement Date: Jan 08 2049

Contact KCERA

Electronic Correspondence Only | Opt In

Employment History

Employer: County Of Kern
Department: 9415 - Kcera-Administration
Job Classification: 1097 - Kcera Applications Engine

Retirement Planning

Run a New Retirement Benefit Estimate

Run a Purchase of Prior Service Estimate

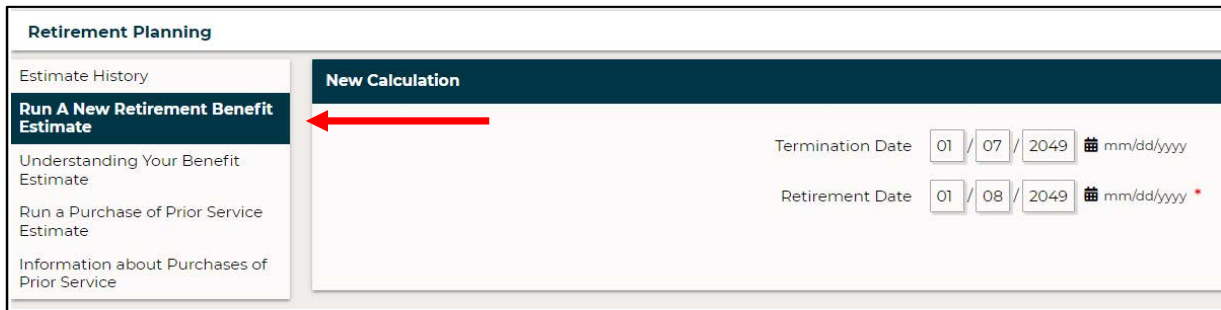
Member Resources

Education

Benefit Estimate

1. New Calculation: The system will default to your first eligible date to retire. You can run an estimate using this date, or you can project it to a date in the future. If you elect a future date, the *Retirement Date* will be the day after your last day on your employer's payroll. Your *Termination Date* and *Retirement Date* **cannot** be the same day.

- a. Click 'Next'



Retirement Planning

Estimate History

Run A New Retirement Benefit Estimate

Understanding Your Benefit Estimate

Run a Purchase of Prior Service Estimate

Information about Purchases of Prior Service

New Calculation

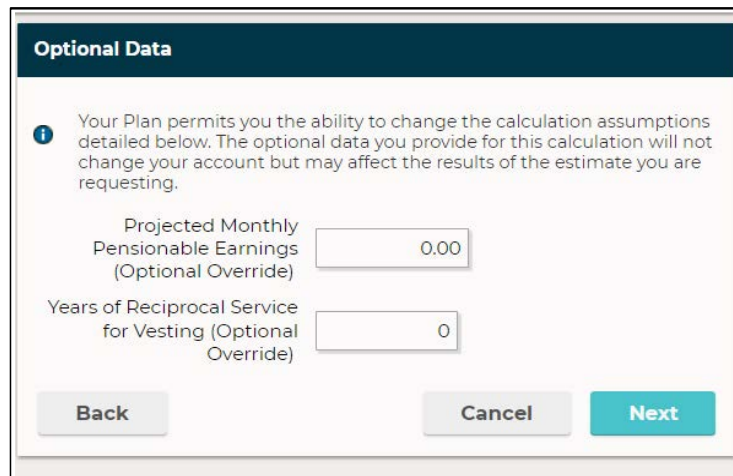
Termination Date 01 / 07 / 2049 mm/dd/yyyy

Retirement Date 01 / 08 / 2049 mm/dd/yyyy *

2. Optional Data: You can leave the defaulted information on this screen (zero) if you want the system to use your current highest monthly average. If you would like to project your earnings, you can override the figure in *Projected Monthly Pensionable Earnings*. As for the *Years of Reciprocal Service for Vesting*, disregard this section unless you have reciprocity coming in or out of KCERA and want the years of service to go towards your vesting and eligibility for retirement.

For further information on reciprocity, please refer to the KCERA website.

- a. Click 'Next'



Optional Data

i Your Plan permits you the ability to change the calculation assumptions detailed below. The optional data you provide for this calculation will not change your account but may affect the results of the estimate you are requesting.

Projected Monthly Pensionable Earnings (Optional Override)

Years of Reciprocal Service for Vesting (Optional Override)

Back **Cancel** **Next**

3. Summary: This screen will provide you with a summary of the information you entered for your calculation. If everything is correct, click 'Next'.

Summary

Plan **1 - KCERA**

Calculation Type **Estimate by Member**

Termination Date **Jan 07 2049**

Retirement Date **Jan 08 2049**

Projected Monthly Pensionable Earnings (Optional Override) **0.00**

Years of Reciprocal Service for Vesting (Optional Override) **0**

Back
Cancel
Next




4. Calculation Results: Your benefit estimate will be reflected on this screen. The *Unmodified Benefit Option* will be reflected for all members. The benefit amounts reflected are strictly an estimate of what your gross (before taxes) monthly pension benefit would be based on the factors to date or what was entered. For more information on retirement eligibility, beneficiary designation, retirement options, death benefits, etc., please refer to the KCERA website.

If you would like to keep your estimate in your portal for future reference (highly recommended), click “Submit”. To print the estimate, right-click on the screen and select “Print.”

Option No	Benefit Amount	Death Benefit Amount	Benefit Description
1.			
1.	\$\$\$	\$\$\$	UNMODIFIED BENEFIT OPTION This option provides the maximum monthly lifetime benefit to you, regardless of your marital status. Upon your death, if you are married or a registered domestic partner, your spouse/registered partner will receive a 60% continuance of your basic monthly retirement benefit for their lifetime. To be eligible, your spouse/registered domestic partner must be married/registered to you for a minimum of one year prior to your retirement. If you marry/register after retirement, you must be married/registered for a minimum of two years prior to your death, and your spouse/registered domestic partner must have attained a minimum age of 55 on or prior to the date of your death. Upon your death, if you have no surviving spouse/registered domestic partner but have unmarried children <i>under</i> the age of 18, your minor children collectively will receive a 60% continuance of your basic monthly retirement benefit until they turn 18 or 22 if they are unmarried and regularly enrolled as full-time students in an accredited school. Upon your death, if you have no surviving spouse/registered domestic partner or unmarried minor children, your designated beneficiary will receive a refund of your KCERA member contributions plus interest, less the sum of the monthly benefits that were paid to you during your lifetime.
2.	\$\$\$	\$\$\$	OPTION 1 - CASH REFUND ANNUITY This option provides for a reduced monthly benefit to you for your lifetime, with the provision that after your death any of your

Cancel
Submit



Purchase of Prior Service Estimate:

- 1. New Calculation:** After selecting the *Prior Service* option under *Retirement Planning*, the system will default to *Run A Purchase of Prior Service Estimate*.
 - a. Click the drop down box in the *Calculation Subtype* to select the type of service you wish to estimate.
 - b. Leave the *Calculation Date* as is with the current default date.
 - c. Click "Next".

The screenshot shows the 'Retirement Planning' sidebar on the left with 'Run a Purchase of Prior Service Estimate' selected. The main area is titled 'New Calculation' and contains a 'Calculation Subtype' dropdown menu set to 'Extra Help' and a 'Calculation Date' field showing '09 / 06 / 2022'. There are 'Cancel' and 'Next' buttons at the bottom right.

- 2. Summary:** This screen will provide you with a summary of the information you entered for your calculation. If everything is correct, click "Next"

The screenshot shows the 'Retirement Planning' sidebar on the left with 'Run a Purchase of Prior Service Estimate' selected. The main area is titled 'Summary' and displays the following information: Plan 1 - KCERA, Calculation Type: Purchase Estimate for Member, Calculation Subtype: Medical Leave without Pay, and Calculation Date: Sep 06 2022. There are 'Back', 'Cancel', and 'Next' buttons at the bottom.

- 3. Calculation Results:** Your purchase estimate will be reflected on this screen. It will display the estimated total amount due as well as payroll deduction options (if applicable). Selecting the *Summary (Member)* option along the top of the estimate will take you to a separate page of the estimate that will reflect the estimated service available to you with this purchase request. The purchase and service amounts reflected are strictly an estimate based on the factors to date or what was entered.

*In order to request an official purchase of prior service request, you **must** submit your purchase estimate in your portal *prior* to completing and submitting the Purchase request to KCERA.

The screenshot shows the 'Retirement Planning' sidebar on the left with 'Run a Purchase of Prior Service Estimate' selected. The main area is titled 'Calculation Results' and includes an information banner at the top. Below it are tabs for 'Options', 'General', 'Service', and 'Summary (Member)'. The 'Options' tab is active, showing a table with two options:

Option No.	Option
1.	1 Lumpsum Payment of 3,623.14 by Member
2.	15 Bi-weekly Payments of 231.76, and 231.79 for the final payment by Member

There are 'Cancel' and 'Submit' buttons at the bottom right.

For more information on purchases of service, eligibility, payment options etc., please refer to KCERA's *Purchasing Prior Service Credit FAQ*. The FAQ can be found on our website or within the portal.

Retirement Planning		
Estimate History	Additional Information	
Run A New Retirement Benefit Estimate		
Understanding Your Benefit Estimate		
Run a Purchase of Prior Service Estimate		
Information about Purchases of Prior Service	Name	
	Purchasing Prior Service Credit FAQs	Document
	Vacation Rollover Plan	Document
	Qualified Rollover Plan	Document

Need Additional Help?

For additional help setting up your Member Portal Account you can call us at **661-381-7700** or email Member Services at memberservices@kcera.org