

How to Access: Active Member Self-Service

1. Go to LASERS website, **www.lasersonline.org**
2. Under *Quick Links*, select **Active Member Self-Service**.
3. On first visit, on Login page select **Register** in box on right side.
4. On Registration page, enter your **social security number** (in the format indicated).
5. Enter your **birth date** (in the format indicated), select **Next>>**.
6. Enter your **zip code** (in the format indicated), select **Next>>**.
7. Create "**New User ID**" according to instructions given. User ID is case sensitive.
8. Create **New Password** according to instructions given. Confirm Password. Password is case sensitive.
9. Select a **Secret Question** from the menu.
10. Fill in the answer to the **Secret Question**, select **Next>>**. Click **Done**.
11. On subsequent visits, sign in with User ID and Password in box on left side of Login page. Choose **Account Type** (member). Select **Login**.

Self-Service allows access to the following information:

- Personal Information
- Phone/E-mail Updates
- Account Summary
- Account History
- Recent Requests
- Create Benefit Estimate
- Create Repay Refund Estimate
- Annual Statements
- Tax Documents
- Request An Appointment