HOW DO I CREATE A NEW ACCOUNT?

Follow the steps to below to create your LASERS account and register for myLASERS.

*my*LASERS

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1 On the sign in page of myLASERS, click on the **Sign Up** link at the bottom of the dialog box.

The **Create Account** screen will appear.

NOTE: LASERS suggests using a personal email address. Using your work email address can pose issues if you switch agencies and/or retire and no longer have access to the account.

2 Enter your **email address, password** and **display name** for your account. Click the **Register** button.

A **verification email** will be sent to your email address. You should receive an email from LASERS with **Activate Account** in the subject line.

3 Once you **click on the green Activate Account button in the email,** you will be taken to the myLASERS page to set up **multi-factor authentication (MFA).**

If you want to use SMS (text messages) as your multi-factor authentication, click the **Setup** button under **SMS Authentication.** You will be taken to the next screen.

Enter your cell phone number and click the **Send code** button. Alternatively, click the **Setup** button under **Voice Call Authentication** if you want to receive MFA codes via voice phone calls.
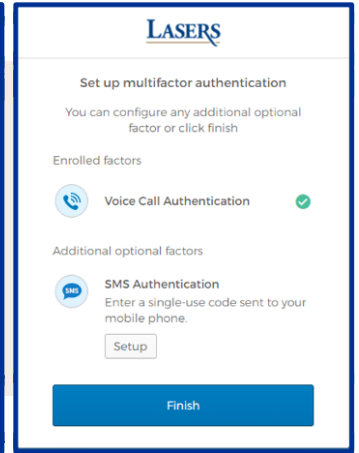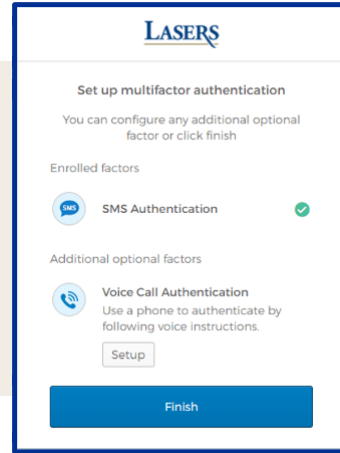
4 Enter the code you received via SMS or phone call and click Verify.

*(**Note:** Codes sent via SMS text and Voice are valid for five (5) minutes)*

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You will be taken to the screen showing your set up for MFA options. Click **Finish** to move to the registration page.

OR

You can setup both SMS and Voice if you choose to do so.

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Enter your Social Security Number, DOB, and Zip Code and click **Register.**

If the phone number you used for Multi-Factor Authentication with SMS or voice is on file with LASERS, your verification is complete and you can login to myLASERS.

If it is not on file with LASERS, you will have to go through the LASERS identity verification process.

You will be taken to a screen where you can select your preferred method of receiving a one-time PIN.
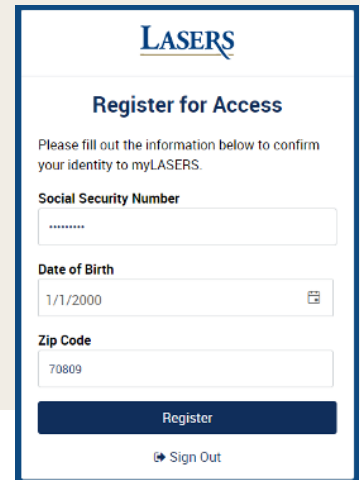
NOTE: *The options you will see depend on what contact information LASERS has for you on file. It is important to ensure your contact information is up to date with LASERS.*

For actively employed members, just update your information with your agency HR and Payroll rep (sometimes you need to do both). For non-actively employed member, fill out and send Form 01-02: Change of Address to LASERS. Be sure to include your mailing address, phone number (preferably mobile) and email.

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Make your selection & click **Send PIN.** You will be taken to a confirmation page.
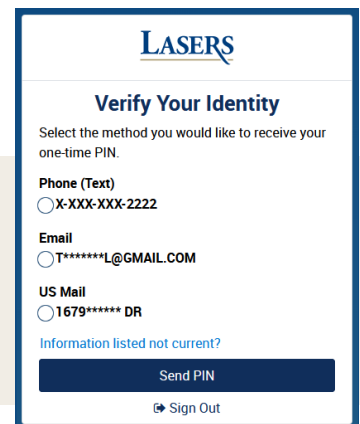
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You should receive a PIN consisting of nine alphanumeric characters based on your selected delivery method. Enter the PIN and press the Verify PIN button.