



## Three Tips for Registering for a Comprehensive Pre-Retirement Planning Seminar

Signing up for a NYCERS Comprehensive Pre-Retirement Planning Seminar is easy! NYCERS members who meet the retirement eligibility requirements of their plan are eligible to attend a scheduled event (separate events are held for benefits coordinators). See tips below to ensure a seamless registration:

1. Look for notices about upcoming seminars from your Agency's benefits coordinator and sign up with them if you believe you qualify to attend an event.
2. Use the correct spelling of your name on file at NYCERS when signing up, in order for NYCERS to identify you and determine your eligibility. Not using your name on file at NYCERS may cause you to be deemed "not found" even if you are a member. You can check your name with NYCERS through your MyNYCERS account. We recommend you sign up for a MyNYCERS account if you do not have one.
3. Carefully note the last four digits of your social security number when registering. NYCERS uses this information only to research, identify and determine eligibility of members. Errors can cause you to be deemed ineligible.

### Please note:

- NYCERS will notify your employer if you are eligible and your benefits coordinator will provide an approval letter containing the webinar details. Due to the high volume of members applying, NYCERS can only perform one eligibility check per member, per event. However, you can attend as many events as you would like (for your membership group, if you are eligible).
- You must register at the link contained in the approval letter.
- You will receive a confirmation email directly from [popzoomno-reply@zoom.us](mailto:popzoomno-reply@zoom.us) within 5-7 business days after you register. Please do not share the approval letter or confirmation email as only approved members will be allowed to attend and receive the webinar details to access the seminar.
- Contact your benefits coordinator (not NYCERS' Call Center) with any seminar registration questions.
- NYCERS does not record, nor permit recording, of pension seminars.
- Seminar material is available for download online at [nycers.org/pension-seminars](http://nycers.org/pension-seminars).

**We look forward to seeing you at a seminar soon!**

