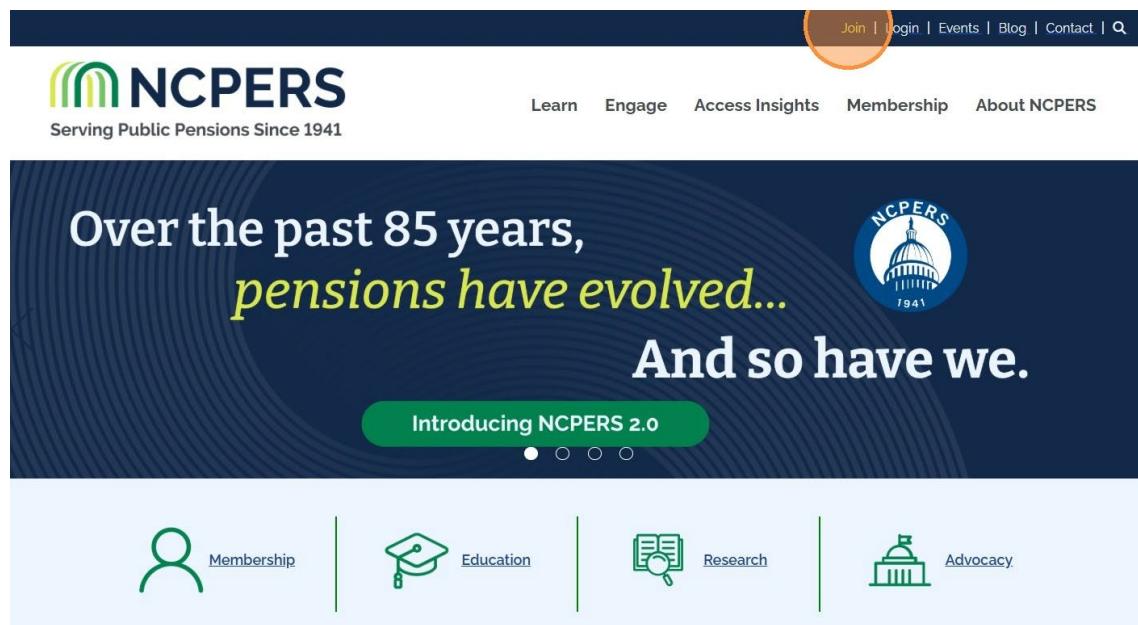


# How to Create an NCPERS Account

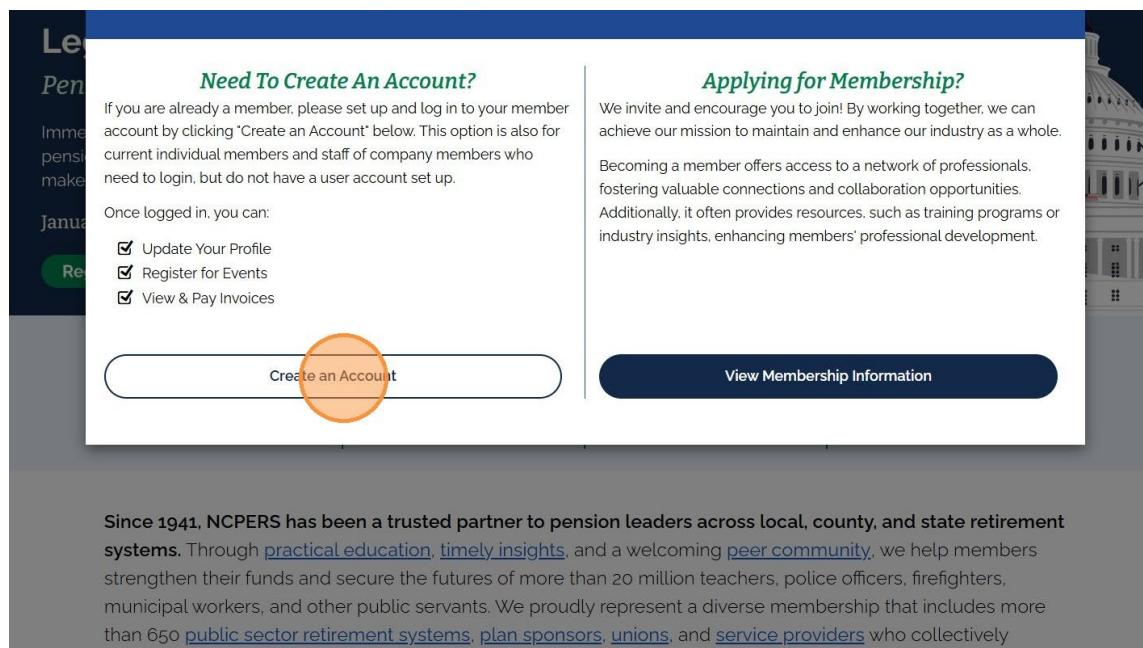
Follow the below steps to create an NCPERS account and login for the first time.  
Questions? Contact [membership@ncpers.org](mailto:membership@ncpers.org).

1. Go to [www.ncpers.org](http://www.ncpers.org) and click "Join" in the upper right.



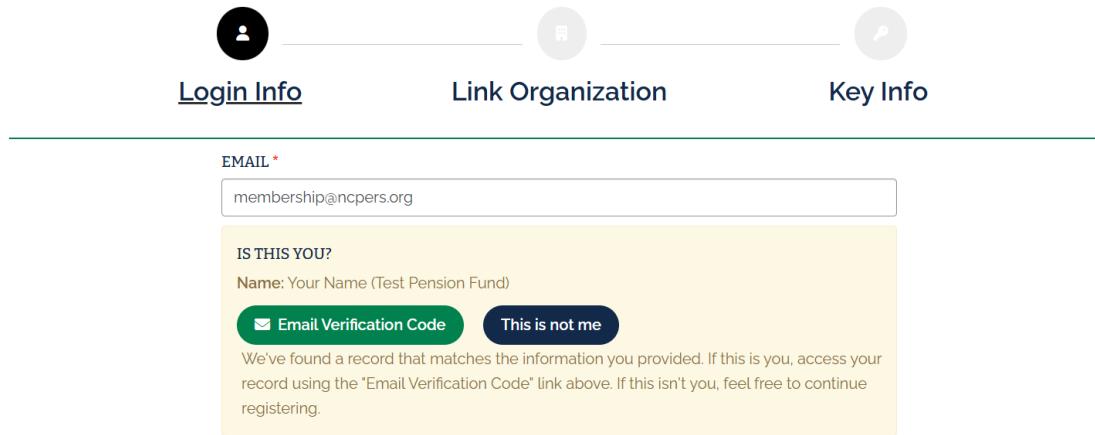
The screenshot shows the NCPERS homepage with a dark blue header. The 'Join' button in the top right is highlighted with an orange circle. The main content area features a dark blue background with white and yellow text. It reads: 'Over the past 85 years, pensions have evolved... And so have we.' Below this is a green button labeled 'Introducing NCPERS 2.0'. At the bottom, there are four categories: 'Membership' (with a person icon), 'Education' (with a graduation cap icon), 'Research' (with a book icon), and 'Advocacy' (with a building icon).

2. Click "Create an Account".



The screenshot shows the 'Create an Account' page. It has two main sections: 'Need To Create An Account?' and 'Applying for Membership?'. The 'Need To Create An Account?' section contains text about logging in and a list of three options: 'Update Your Profile', 'Register for Events', and 'View & Pay Invoices'. The 'Applying for Membership?' section contains text about the benefits of membership and a list of three options: 'Join', 'Renew', and 'View Membership Information'. At the bottom, there is a summary: 'Since 1941, NCPERS has been a trusted partner to pension leaders across local, county, and state retirement systems. Through practical education, timely insights, and a welcoming peer community, we help members strengthen their funds and secure the futures of more than 20 million teachers, police officers, firefighters, municipal workers, and other public servants. We proudly represent a diverse membership that includes more than 650 public sector retirement systems, plan sponsors, unions, and service providers who collectively'.

3. Enter your **organizational email** to see if you already have an account. If you find a matching account, **click "Email Verification Code"** and then **check your inbox** for the code to enter on this page.



Login Info      Link Organization      Key Info

EMAIL \*

membership@ncpers.org

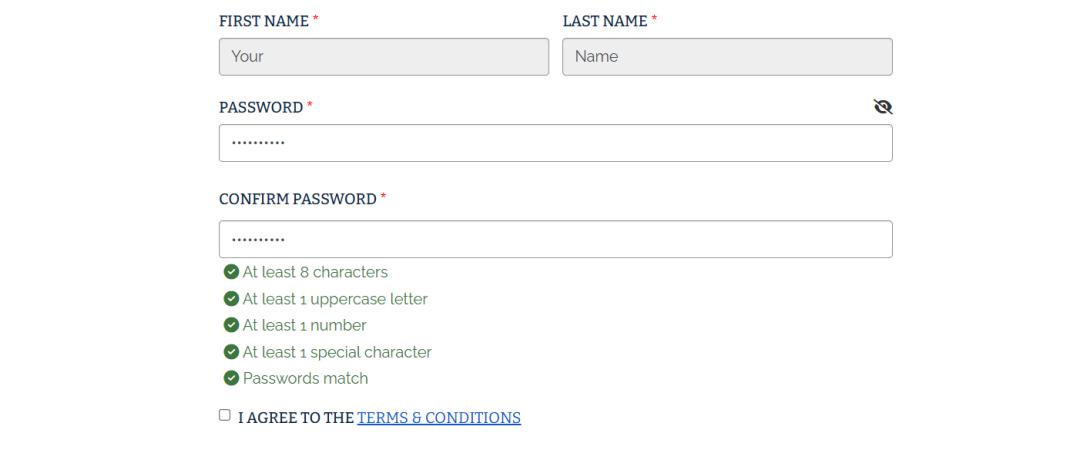
IS THIS YOU?

Name: Your Name (Test Pension Fund)

Email Verification Code     This is not me

We've found a record that matches the information you provided. If this is you, access your record using the "Email Verification Code" link above. If this isn't you, feel free to continue registering.

4. Whether you found an existing account in Step 3 or created a brand new account, the next step is to **create a password**.



FIRST NAME \*

Your

LAST NAME \*

Name

PASSWORD \*

.....

CONFIRM PASSWORD \*

.....

At least 8 characters  
 At least 1 uppercase letter  
 At least 1 number  
 At least 1 special character  
 Passwords match

I AGREE TO THE [TERMS & CONDITIONS](#)

5. Agree to the **Terms & Conditions**.

FIRST NAME \*

LAST NAME \*

PASSWORD \*  

CONFIRM PASSWORD \*

At least 8 characters  
 At least 1 uppercase letter  
 At least 1 number  
 At least 1 special character  
 Passwords match

I AGREE TO THE [TERMS & CONDITIONS](#)

---

**Save and Continue →**

## 6. Click "Save and Continue"

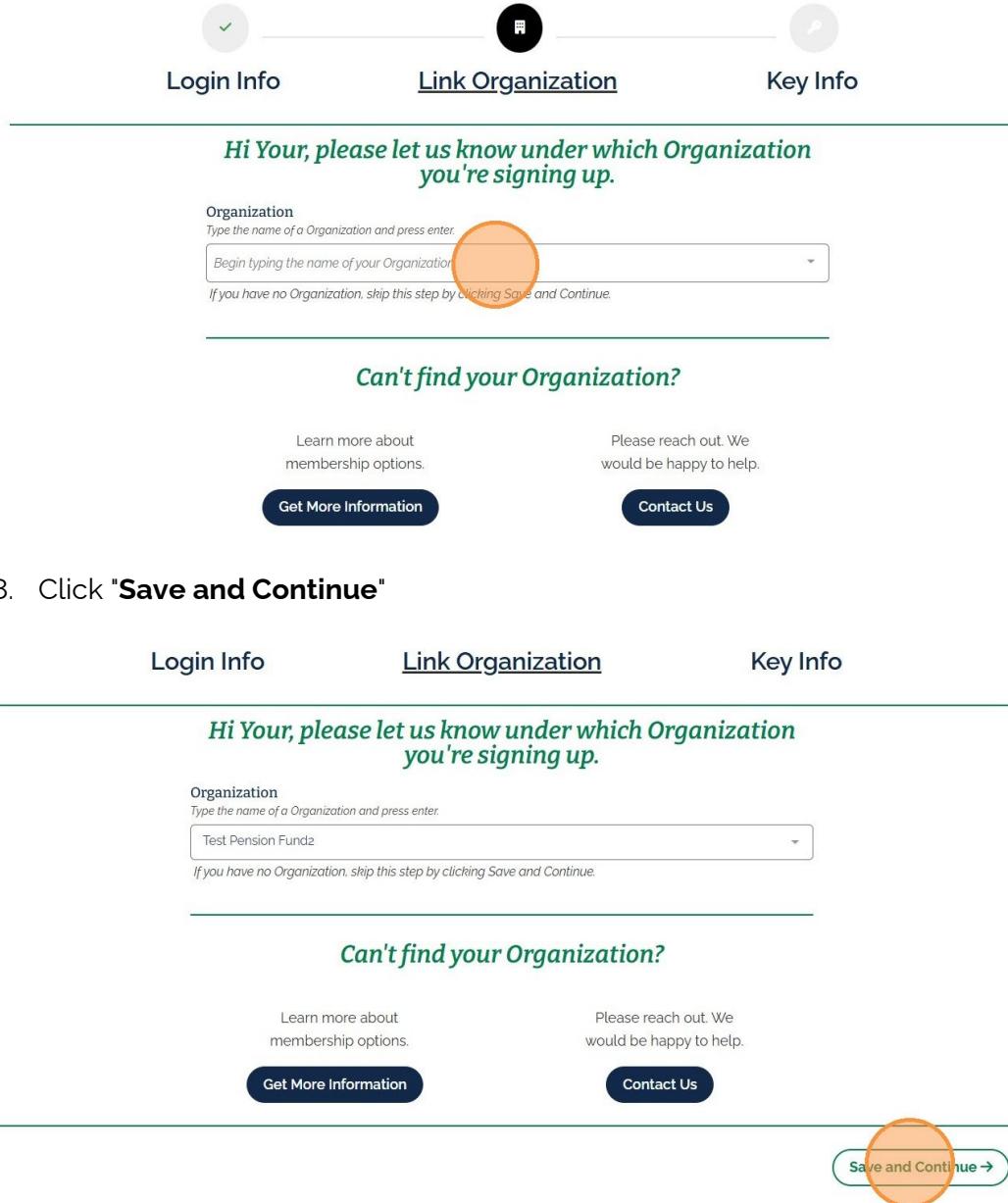
At least 8 characters  
 At least 1 uppercase letter  
 At least 1 number  
 At least 1 special character  
 Passwords match

I AGREE TO THE [TERMS & CONDITIONS](#)

---

**Save and Continue →**

7. Begin typing the name of **your NCPERS member organization** and then select it from the resulting list.



Hi Your, please let us know under which Organization you're signing up.

Organization  
Type the name of a Organization and press enter

Begin typing the name of your Organization

If you have no Organization, skip this step by clicking Save and Continue.

Can't find your Organization?

Learn more about membership options.

Please reach out. We would be happy to help.

Get More Information

Contact Us

Save and Continue →

8. Click "**Save and Continue**"

9. Enter your **work phone number** in the "Phone" field. *(Required)*

Great! We have you connected to Test Pension Fund2.  
Please provide us with some basic information about you.

PREFIX	FIRST NAME *	MIDDLE NAME	LAST NAME *	SUFFIX
Prefix	Your	Middle	Name	Suffix

**ORGANIZATION \***  
Please enter your Organization name and press enter.

Test Pension Fund2

**EMAIL \***  
Your organizational email.

you@email.org

**PHONE \***   Allow International

**HEADSHOT/PHOTO**  
300 x 300

**Upload File**

**JOB TITLE \***

10. If you like, upload a headshot or photo for your NCPERS profile using the "Upload File" button.

Great! We have you connected to Test Pension Fund2.  
Please provide us with some basic information about you.

PREFIX	FIRST NAME *	MIDDLE NAME	LAST NAME *	SUFFIX
Prefix	Your	Middle	Name	Suffix

**ORGANIZATION \***  
Please enter your Organization name and press enter.

Test Pension Fund2

**EMAIL \***  
Your organizational email.

you@email.org

**PHONE \***   Allow International

**HEADSHOT/PHOTO**  
300 x 300

**Upload File**

**JOB TITLE \***

11. Enter your **job title**. *(Required)*

**ORGANIZATION \***  
*Please enter your Organization name and press enter.*

**EMAIL \***  
*Your organizational email.*

**PHONE \***  Allow International

**HEADSHOT/PHOTO**  
*300 x 300*

**Upload File**

**JOB TITLE \***

**Pension Fund**

**YOUR ROLE(S) AT YOUR ORGANIZATION \***  
*Please select below your role(s) at your organization.*

--Select an Option--

12. Depending on the type of organization you work for, you may be asked other questions to complete your NCPERS profile.

**JOB TITLE \***

**Pension Fund**

**YOUR ROLE(S) AT YOUR ORGANIZATION \***

*Please select below your role(s) at your organization.*

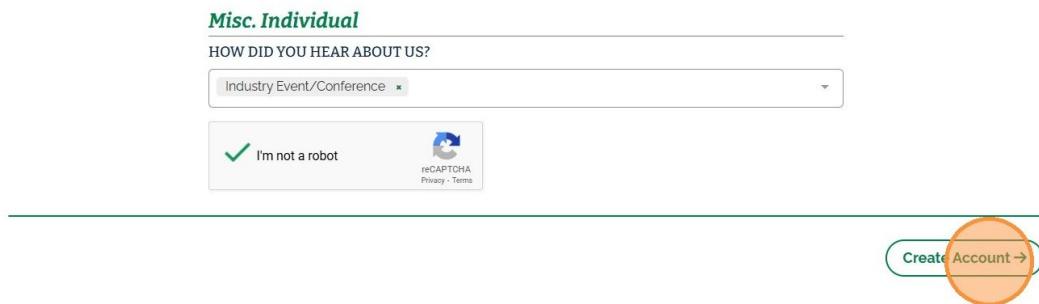
--Select an Option--

- Executive Director/CEO
- Chief Investment Officer
- Board Member/Pension Trustee
- Advocacy
- Communications
- Deputy Director

Press enter to select

**Create Account →**

13. Complete the rest of the form and click "Create Account"



**Misc. Individual**

HOW DID YOU HEAR ABOUT US?

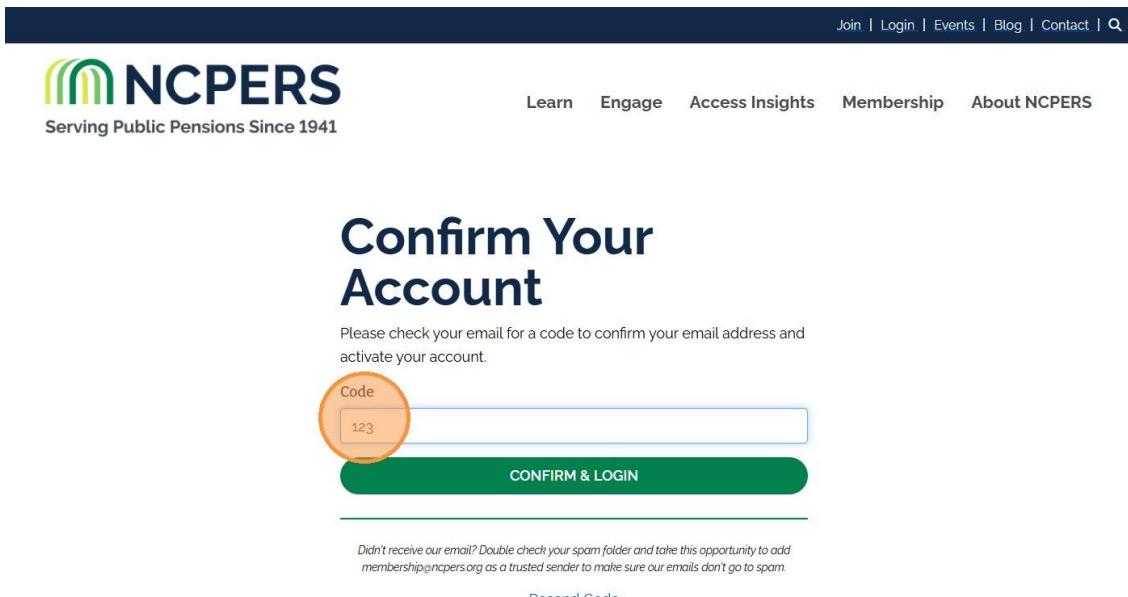
Industry Event/Conference

I'm not a robot

reCAPTCHA  
Privacy - Terms

Create Account →

14. Check your inbox for a **confirmation code** sent from NCPERS. Then enter your Code.



Join | Login | Events | Blog | Contact | 

**NCPERS**  
Serving Public Pensions Since 1941

[Learn](#) [Engage](#) [Access Insights](#) [Membership](#) [About NCPERS](#)

## Confirm Your Account

Please check your email for a code to confirm your email address and activate your account.

Code

123

CONFIRM & LOGIN

Didn't receive our email? Double check your spam folder and take this opportunity to add membership@ncpers.org as a trusted sender to make sure our emails don't go to spam.

[Resend Code](#)

15. Click "**CONFIRM & LOGIN**" to access the website!

## Confirm Your Account

Please check your email for a code to confirm your email address and activate your account.

Code

123

**CONFIRM & LOGIN**

Didn't receive our email? Double check your spam folder and take this opportunity to add membership@ncpers.org as a trusted sender to make sure our emails don't go to spam.

[Resend Code](#)

*Questions? Contact [membership@ncpers.org](mailto:membership@ncpers.org).*