# **PENSION PORTAL INFORMATION**

Go to <u>https://www.mypensionbenefit.com/DelrayBeach</u> where you will open the Login page.



On the Login page, select "Register as a new user?" From there, you will be directed to the Portal Registration Page.

### **PORTAL REGISTRATION PAGE**:

Registration Code:	XXXXXXXXXXX	Email:	
SSN:	XXX-XX-XXXX	Confirm Email:	
Date of Birth:	mm/dd/yyyy	New User ID:	
You have successfully req	istered your account. An email b	as been sent to 'numsua@gmail.com' with additional instructions	

- 1. Enter your Registration Code as provided on the memorandum you received from the Pension office.
- 2. Enter your Social Security Number and Date of Birth
- 3. Enter a personal email address; *do NOT use your City email address*.
- 4. Create a "New User ID." Remember this User ID.
- 5. Click "Register"

### Email from <support2@mypensionbenefit.com>:

Once you click Register, you will receive an email at the email address you provided.



Select the link in this email.

#### PASSWORD RESET PAGE:

The email link you just clicked will take you to the Password Reset Page where you will set a 16-character (minimum) password. NOTE: this password must include at least 4 letters (at least one UPPERCASE and one lowercase), one number, and one special symbol (#,@,\*, etc.). Remember this password.

Password Reset Page				(X) Close
Select your new password and ent	er it below:			
New Password:	(	Θ	Password must meet the following requirements:	
Re-enter Password:			At least sixteen characters	
			At least four letters  At least one uppercase letter  At least one lowercase letter	
✓ Please enter your new password in the boxes abo	ove.		At least one number At least one symbol	

- 1. After you re-enter your password, click "Reset Password"
- 2. Once you have entered your password correctly twice, you will receive a "Success" message
- 3. After you receive the "Success" message, return to the Login page at <u>www.pensionbenefit.com</u>

# LOGIN PAGE (again):



Login with your New User ID and Password.

If you receive a "Pop-Ups Blocked" alert, enable Pop-Ups to continue. Once Pop-Ups are enabled, you will be directed to the Action Required Page.

# ACTION REQUIRED PAGE:

4	Action Required V
The	e following issues must be resolved before you can continue:
	Two-factor Authentication: You must provide a method for authenticating your log in.
	A Security Question: No security question has been provided for your account.

Select Two-factor Authentication which will direct you to My Security Page.

### **MY SECURITY PAGE**:

w should we contac	t you when authenticating?				?
ntact Method	None	~			
rent Provider	None	~			
one Number	(XXX) XXX-XXXX				
Clear					
	itact Method rent Provider me Number Clear	Intact Method Intact Method Internet Provider Internet Provider Internet Provider Internet In	Intact Method In	Intact Method Intact Method Internet Provider Internet None Internet Non	Itact Method Itact

On this page, enter your contact method (Email or Phone). If Phone, select your mobile phone service provider and provide your phone number. Click the green "Update" button.

Once you provide your contact information, a "Two-Factor Authentication" screen will pop-up and you will receive a 6-digit code per your chosen contact method. Enter this 6-digit code on the Two-Factor Authentication screen and click "OK".

My Security 🗸		Change Password Email Address Security Question
How should we cont	act you when aut	Two-Eactor Authentication
Contact Method	Email	
Current Provider	None	We have sent you a <b>Verification Code</b> (it may take a few minutes to arrive). In order to continue, please enter that code in the following box.
Phone Number	(XXX) XXX-X	209269
Clear		This code will expire in <b>30</b> minutes.
	_	DK   Cancel

After you enter the Verification Code, you will be returned to the Action Required page.

# ACTION REQUIRED PAGE (again):

Select the remaining item: Security Question.



On the next page, enter your Password, select your security question, and provide the answer. Click "Update". Once you provide this information, a "Two-Factor Authentication" screen will pop-up (again) and you will receive a 6-digit code per your chosen contact method. Enter this 6-digit code on the Two-Factor Authentication screen and click "OK".

Current/New Security	y Question	Two-Factor Authentication
Current Question	Security qu	
Password		We have sent you a <b>Verification Code</b> (it may take a few minutes to arrive). In order to continue, please enter that code in the following box
New Question	What is yo	
Answer	Melendez	This code will expire in <b>30</b> minutes.
		OK Cancel

Once you enter the 6-digit code, you will be logged into the system.

# PENSION PORTAL HOME PAGE:

When you login, you will be on the Participant Pension Summary page.

BENEFIT SUMMARY	
$\checkmark$ Your estimated current accrued b	benefit as of 03/28/2022 payable on 12/01/2029
$\checkmark$ You are estimated to be 100% ve	ested in your pension.
X You are not vet eligible to retire f	from this plan. It is estimated that the earliest date that you can retire is
E ADDITIONAL INFORMATION	
Plan Information	
Current Plan	
Union	
Employee ID	
Service	
Credited Service as of today $\ldots$ .	
Credited Service at Normal Retireme	ent Date
Employee Contributions	
Regular Contributions	

When you click on "Home Page," a drop-down menu will allow you to select different tabs under which you will find information specific to you.

City of Home	of Delray Beach ► Page ►		
Standard Actions          Image         Image <t< th=""><th>Participant Data</th><th>Benefit Calculation</th><th></th></t<>	Participant Data	Benefit Calculation	
Manage Portal Security My Security			

Selecting the Participant Data tab will provide links to Basic Data, Beneficiary, Address, Dates and Amounts which will show you the information the Pension Office has on file for you.

Basic Data	Beneficiary	Address	Dates	Amounts

### **BENEFIT CALCULATION TAB**:

When you select the Benefit Calculation tab, you will open the screen on which you can calculate estimates of your retirement benefit based on different dates of termination/retirement.

for which plan do you	want to calculate a benefit?		
Select a plan document:	City of Delray Beach Genera	al Employees' Retirement Plan 🗸	
What is this participan	t's actual or expected last day	of employment?	
Termination Age/Date:	◯ Fixed Age	Fixed Date 02/28/2044	
When does this partic	ipant want to begin receiving	pension benefits?	
Pension Start Age/Date:	O Fixed Age	Fixed Date     O3/01/2044	
Who should be design	ated as beneficiary (if applicab	le)?	
Relationship to you:	Spouse ~	Date of Birth: 03/31/1979	
f calculating after toda	iy, assume the following:		
9			

Once you have entered dates and beneficiary information, select "Calculate" to view your projected monthly retirement benefit and options (sample calculation on next page).



#### Data Summary

Name:	Sample Member	Beneficiary Relationship:	Spouse
Date of Birth:	02/01/1979	Beneficiary Name:	
Date of Hire:	07/01/2016	Beneficiary Date of Birth:	02/11/1979
Adjusted Date of Hire: <sup>1</sup>	07/01/2016	Current Plan Pay:	\$49,000
Date of Termination:	02/28/2044	Average Final Compensation:	\$71,000
Enhanced Multiplier Date:	07/01/2016	Years of Vesting Service:	27.6
Date of Retirement:	03/01/2044	Years of Credited Service:	27.6
Calculation Date:	06/26/2022	Annual Projected Salary Increase:	2.00%

 $^{\rm 1}$  Reflects any service purchases

#### **Pension Benefits**

Date of Retirement: Vesting Percentage: Eirst Vesting Date: 03/01/2044 100%

First Vesting Date:			07/01/2021
Optional Forms of Payment	Initial Amount	Survivor Benefit <sup>2,3</sup>	Pop-up Benefit <sup>3</sup>
Life Annuity	\$4,950.00	N/A	N/A
10-Year Certain and Life Annuity	\$4,842.00	\$4,842.00	N/A
60% Joint & Survivor Annuity	N/A	N/A <sup>4</sup>	N/A
100% Joint & Survivor Annuity	\$4,455.00	\$4,455.00	N/A
75% Joint & Survivor Annuity	\$4,569.00	\$3,427.00	N/A
66⅔% Joint & Survivor Annuity	\$4,608.00	\$3,072.00	N/A
50% Joint & Survivor Annuity	\$4,690.00	\$2,345.00	N/A
100% Joint & Survivor Annuity with Pop-up	\$4,400.00	\$4,400.00	\$4,950.00
75% Joint & Survivor Annuity with Pop-up	\$4,526.00	\$3,395.00	\$4,950.00
66¾% Joint & Survivor Annuity with Pop-up	\$4,570.00	\$3,047.00	\$4,950.00
50% Joint & Survivor Annuity with Pop-up	\$4,660.00	\$2,330.00	\$4,950.00

<sup>2</sup> The Survivor Annuity benefit amounts shown are based on the beneficiary named above and are payable only to this beneficiary.

<sup>3</sup> This amount will be adjusted to reflect any Cost of Living increases the member had received prior to death.

<sup>4</sup> Surviving spouse will receive payments until the earlier of their death or remarriage.

#### **Additional Information About This Estimate**

Section 415 of the Internal Revenue Code establishes a maximum limit on the amount of the benefit that can be paid from this Plan. The benefit amount shown does not reflect the Section 415 limitation. The Section 415 limitation will be applied at the time retirement benefits are paid to you. Benefits that exceed the Section 415 limitation will not be paid from this Plan.

All benefit amounts in this statement are estimates. Benefits are based on current information in our records, such as your date of birth, date of hire and pensionable pay. If you have questions or feel any of the information is not accurate, please contact the Plan Administrator so we may correct our records.

The actual amount of your benefit will be calculated at the time you retire or leave employment and may vary from the estimates shown above.