

BARNSTABLE COUNTY RETIREMENT ASSOCIATION

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The Barnstable County Retirement Association is pleased to announce the launching of our **Employee Self Service Web Portal (ESS)**, enabling all members to access the following functions effective immediately.

Review your retirement account data/balances
Review your contact information / Print an address change form
Review your beneficiary information / Print a beneficiary change form
Run pension estimates
Send and review messages to/from the BCRA

PLEASE NOTE: You may NOT make changes electronically! You must complete and submit the appropriate form to the Barnstable County Retirement Association office.

Those wishing to utilize the Employee Self Service Web Portal should go to our website, www.barnstablecountyretirement.org and hit the Self Service Portal link at the top. Registration instructions are listed below.

First time users must self register by clicking the "Self Registration" button, filling in the following information then click the "Locate Information" button:

First Name
Last Name
Birth Date (MM/DD/YYYY)
Last 4 Digits of SSN

SELECT: Locate Information

After selecting "Locate Information" the system will direct you to an "Account Setup Page" where you will set up a permanent username and password as follows:

Welcome to the Account Setup page. Here you can set your Username and Password as well as setup the information needed for the system's "I forgot my password" functionality.

Username must be unique (i.e. you and someone else can not share the same username). We recommend using your personal e-mail address - DO NOT USE YOUR WORK EMAIL. *Passwords must be at least six characters in length and must contain at least one lower case letter, one upper case letter as well as one number.*

Username
Password
Confirm Password
Special Question
Special Question Answer
E-Mail Address

SELECT: Save Account Information

You may now be asked to enter or verify certain information such as your telephone number and email address before proceeding. Congratulations, you are now ready to explore the ESS portal and review your account information! Please contact us at 508-775-1110 with any questions.