

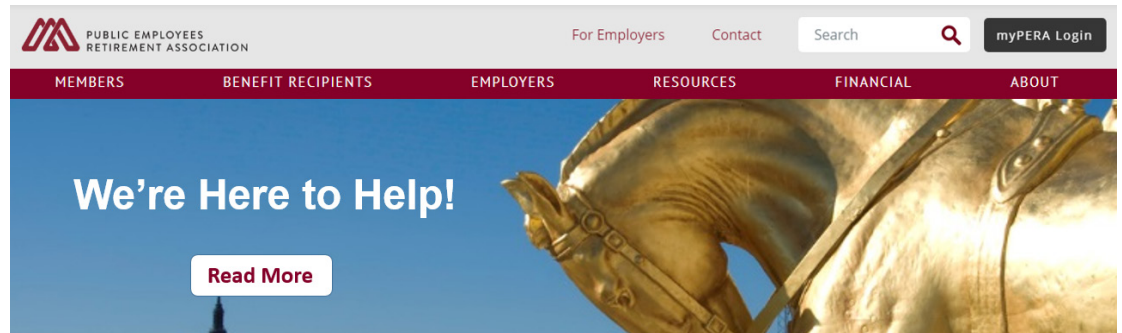
Webinar registration is a two-step process:

Step 1: Register in myPERA

Step 2: Register in GoToWebinar

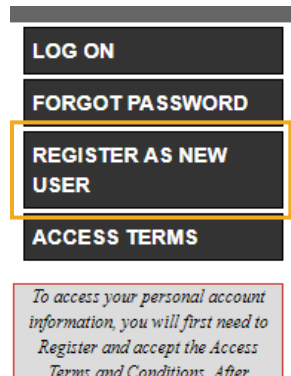
## 1

Type [mnpera.org](http://mnpera.org) into your browser. Click the **myPERA Login button**, located at the top right of the webpage.



## 2

Login by entering your email address and password. If you haven't set up your account yet, click **REGISTER AS NEW USER** to activate your account.



### Log On

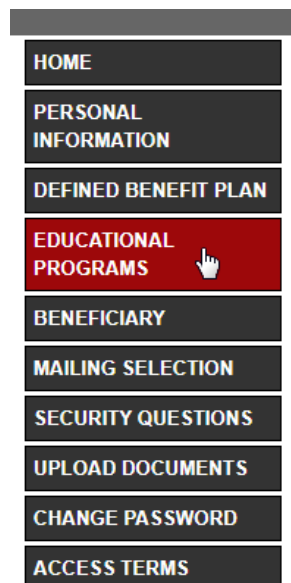
If you are a Minnesota PERA member and have a Password, please Log On to view your account information. Please remember to end your secured online session by selecting Log Off. For your privacy, PERA uses your e-mail address for myPERA use, and to communicate with you if you are registered you can take advantage of our online member services.

Email Address

Password

## 3

Select **EDUCATIONAL PROGRAMS**.



### Welcome

Member Name:

Date of Birth:

For **Benefit Recipients**, select PAYMENT INFORMATION on the left to view your payment information.

For **Members**, the online services provide individualized details about your benefits to help you through the Public Employees Retirement Association (PERA).

While every effort has been made to report information accurately, there may be errors in updating, please select PERSONAL INFORMATION from the menu on the left and make any necessary corrections.

This website is intended to provide general information to members and benefit recipients. It is not intended to provide a complete statement of the accuracy of the information. PERA assumes no responsibility or liability for the accuracy of the estimates provided by the information on this website.

# 4

Enter attendee information and select your desired program. Click **Get Schedule**.

HOME

PERSONAL INFORMATION

DEFINED BENEFIT PLAN

EDUCATIONAL PROGRAMS

BENEFICIARY

MAILING SELECTION

SECURITY QUESTIONS

UPLOAD DOCUMENTS

CHANGE PASSWORD

ACCESS TERMS

### Educational Programs

Member Name:  
PERA ID:

Whether you just started your public service career or are close to retirement, PERA's education programs provide a variety of options for members. From Hire to Retire is the perfect place to begin and to continue your education on PERA benefits. Ready to Retire is an educational option for PERA members who plan to retire **within one year**. Register by selecting the type of program you wish to attend.

Attendee Information

☒ Member Only

☐ Member With Spouse (Guest)

Select Meeting Type

From Hire To Retire

Get Schedule

# 5

Choose an open program from the schedule. From Hire to Retire programs are open until the day prior, but Ready to Retire programs close two weeks in advance. Click **Next**.

## Educational Programs

Member Name:  
PERA ID:

From Hire To Retire

From Hire to Retire is the perfect place to begin and to continue your education on PERA benefits. The program is designed to help you understand how it fits into an overall retirement plan. PERA's pension benefit options, life changes that affect PERA, decisions regarding retirement, and more. Select from the Open seminars below and click Next to continue the registration process.

Site Name	Date(s)	Start Time - End Time	Select one
Webinar	Thursday, 01/20/2022	12:00 PM-1:15 PM	<input type="checkbox"/> Open
Webinar	Tuesday, 01/25/2022	10:00 AM-11:15 AM	<input type="checkbox"/> Open
Webinar	Wednesday, 01/26/2022	5:00 PM-6:15 PM	<input type="checkbox"/> Open
Webinar	Tuesday, 02/08/2022	10:00 AM-11:15 AM	<input type="checkbox"/> Open
Webinar	Thursday, 02/17/2022	12:00 PM-1:15 PM	<input type="checkbox"/> Open
Webinar	Tuesday, 02/22/2022	10:00 AM-11:15 AM	<input type="checkbox"/> Open
Webinar	Wednesday, 02/23/2022	5:00 PM-6:15 PM	<input type="checkbox"/> Open
Webinar	Thursday, 03/03/2022	12:00 PM-1:15 PM	<input type="checkbox"/> Open
Webinar	Monday, 03/14/2022	1:00 PM-2:15 PM	<input type="checkbox"/> Open
Webinar	Tuesday, 03/22/2022	10:00 AM-11:15 AM	<input type="checkbox"/> Open
Webinar	Wednesday, 03/23/2022	5:00 PM-6:15 PM	<input type="checkbox"/> Open

Cancel

Next

6

Inform PERA of any accommodations needed, and choose email confirmation in order to get your registration link. Click **Next**.

### Educational Programs

Member Name:  
PERA ID:

Do you or your guest have a disability that will need accommodations in order for you to participate? If so, please explain.

Do you wish to receive confirmation by U.S. Mail or Email?

Mail

Mail

Email

Cancel

Next

7

If successful, a green confirmation message will pop up. Step 1 is complete—now on to Step 2!

HOME

PERSONAL INFORMATION

DEFINED BENEFIT PLAN

EDUCATIONAL PROGRAMS

BENEFICIARY

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SECURITY QUESTIONS

UPLOAD DOCUMENTS

CHANGE PASSWORD

### Welcome

Member Name:  
Date of Birth:

You are successfully registered for the From Hire To Retire Seminar at Webinar on 12/17/2021. Confirmation of this seminar will be sent.

For **Benefit Recipients**, select PAYMENT INFORMATION on the left to view your payment information, update tax withholding, change your PERSONAL INFORMATION.

For **Members**, the online services provide individualized details about your benefits to help you plan your financial future. Select DEFINED E through the Public Employees Retirement Association (PERA).

While every effort has been made to report information accurately, there may be errors in the benefits reported or your personal data. Please updating, please select PERSONAL INFORMATION from the menu on the left and make the necessary changes.

8

You will receive a confirmation email shortly after registering in myPERA. Click on the registration link provided in the message.



**Public Employees Retirement Association of Minnesota**  
60 Empire Drive, Suite 200, St Paul, MN 55103

LAST STEP! To complete your registration, click the following link: <https://attendee.gotowebinar.com/register/3020550173269899791>. You will then receive a second email with a unique URL to join the webinar.

Once you receive the second email, you will be considered completely registered for the From Hire To Retire from 1:00 PM to 2:15 PM on December 17, 2021.

If you have questions, we encourage you to email us at [communications@mnpera.org](mailto:communications@mnpera.org) or contact one of our Service Representatives at 651.296.7460 or toll-free at 1.800.652.9026.

Sincerely,  
Communications & Stakeholder Engagement

The GoToWebinar registration page will open in a new tab. This page will list the program name, date, time, and description. Enter your first name, last name, and email. Click **Register**.

Fri, Dec 17, 2021 1:00 PM - 2:30 PM CST

[Show in My Time Zone](#)

From Hire to Retire is the perfect place for members to begin and to continue education on PERA benefits. The program is designed for new PERA members, those who are close to retirement, and everyone in between. The PERA pension is discussed in detail, including how it fits into an overall retirement plan. PERA's pension benefit options, life changes that affect PERA, decisions members must make, and self-service tools are highlighted.



Recommended for: For all PERA members

Length: One hour (presentation) + 15m for questions (total run time 1hr 15m)

- + What is PERA?
- + Your PERA Pension
- + What affects your pension?
- + Self-service and Resources

\*Required field

First Name\*

Last Name\*

Email Address\*

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

**Register**

After submitting the form, You're Registered! will display at the top of the next page. Congratulations—you've finished the registration process! Click **Add to Calendar** to add the event to your outlook, google or iCal.



You're Registered!

From Hire to Retire - December 17, 2021 at 1:00 pm

Fri, Dec 17, 2021 1:00 PM - 2:30 PM CST

**Add to Calendar** ▼

## 11

You will then receive a confirmation email from GoToWebinar, which will provide the **Join Webinar** link as well as instructions and an invite to check system requirements.



PUBLIC EMPLOYEES  
RETIREMENT ASSOCIATION

Thank you for registering for "From Hire to Retire - December 17, 2021 at 1:00 pm".

From Hire to Retire is the perfect place for members to begin and to continue education on PERA benefits. The program is designed for new PERA members, those who are close to retirement, and everyone in between. The PERA pension is discussed in detail, including how it fits into an overall retirement plan. PERA's pension benefit options, life changes that affect PERA, decisions members must make, and self-service tools are highlighted.

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- + What is PERA?
- + Your PERA Pension
- + What affects your pension?
- + Self-service and Resources

[NOTE] Please join us five minutes before the start time to run webinar software.

Please send your questions, comments and feedback to: [communications@mnpera.org](mailto:communications@mnpera.org)

### How To Join The Webinar

Fri, Dec 17, 2021 1:00 PM - 2:30 PM CST

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:

Join Webinar

*Note: This link should not be shared with others; it is unique to you.*

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

## 12

Now that you are registered, GoToWebinar will send reminder emails one week, one day, and one hour prior to the start time of the webinar. On the day of the event, click the **Join Webinar** link. It is recommended that you join the webinar five minutes prior to the start time.

### How to Join the Webinar

1. Click the link to join the webinar at the specified time and date:

Join Webinar

*Note: This link should not be shared with others; it is unique to you.*

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options:

**TO USE YOUR COMPUTER'S AUDIO:**

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

## 13

Experiencing issues during the presentation? Be aware that the presenter cannot see emails once the session has begun. If you run into any issues during the presentation, please email [communications@mnpera.org](mailto:communications@mnpera.org) so that another team member can possibly help.

## 14

**Need to cancel?** If you don't need to reschedule, you can simply cancel through your GoToWebinar reminder email. Scroll to the bottom of the message and click the cancel your registration hyperlink.

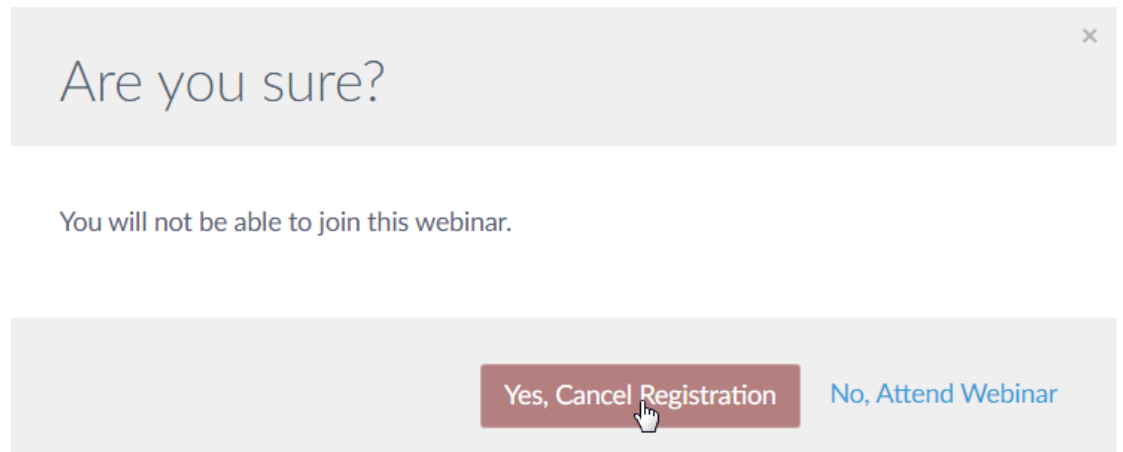
### To Cancel this Registration

If you can't attend this webinar, you may [cancel your registration](#) at any time.



## 15

Select **Yes, Cancel Registration**. If successful, a large Registration Cancelled message will pop up on the next screen.



## 16

**Need to reschedule?** In order to reschedule your webinar, you will need to cancel through the Member Services Center. You can reach a representative at 651.296.7460 or 1.800.652.9026.