MySamCERA for Active Members
Quick-Reference Guide
Visit MySamCERA on the web at: mysamcera.org

1 The MySamCERA Homepage

Page Tabs: Click on the Page Tabs to access the other pages of the MySamCERA website.
News and Updates: SamCERA will post basic news and information here.
Message Center: You can send and receive secure messages with SamCERA staff.
Your Personal Information: You can review your personal info and change your contact preference.
Help Button: Click here to contact SamCERA staff.
User Profile and Logout: Click this icon to change your user preferences or to logout.
Plan Summary: This section displays info regarding your dates of employment and retirement plan info.
Plan Summary Help: Click this icon for a detailed explanation of plan summary information.
Quick Links: Use these links to upload documents or generate a Member Statement.

2 Page Tabs: How to Navigate the MySamCERA Website

Home: Click “Home” at any time to return to the homepage.
My Account: Get a summary of your total member contributions, interest earned and service credit.
My Documents: All the paperwork in your member file is stored on this page.
My Member Statements: You can generate a Member Statement on this page.
My Beneficiaries: Your current beneficiary designations can be viewed here. You can change contact information for beneficiaries, and in some cases you may be able to change beneficiary designations.
My Retirement Estimates: On this page, you can start a new retirement estimate or view your saved estimates.
Education: On this page you can register for SamCERA’s “Ready to Retire” workshops.
Forms: Various blank SamCERA forms are linked in this section.
Contact Us: Here you can find contact information for SamCERA.

Questions? Call SamCERA at (650) 599-1234, or email: samcera@samcera.org