

Follow these easy steps and you'll be set up in no time!

Questions? Call us at 1-800-654-4406
Mon-Fri, 8am-5pm

Prepare

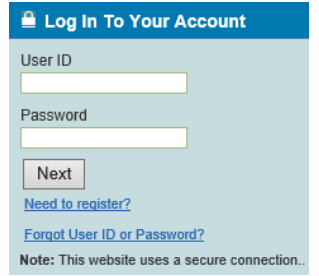
Info you'll need:	Where to get it:	Keep a record of it here:
9-digit SSN	You already know this	SSN: _____
Birth Date	You already know this	Birth Date: _____
Your Zip Code	You already know this	Zip Code: _____
6-digit CPRB ID	Contact CPRB if you need this	CPRB ID: _____
User ID	Make it up, using these rules: User ID: 5-20 characters long Characters can be A-Z, a-z, and 0-9	User ID: _____
Password	Make it up, using these rules: Password: 8-16 characters long Use at least one of each type: A-Z, a-z, 0-9, and @, #, !, %, \$	Password: _____
Secret Question & Answer	You'll pick a secret <i>Question</i> and make up an <i>Answer</i> once you start the registration process.	Question: _____ Answer: _____

Go to the website

The address is: <https://mywvretirement.wv.gov>.
You'll see a blue Login box.

Select Register

In the Login box, click on [Need to Register?](#)



Register – Step 1



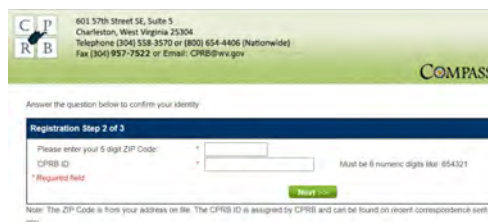
Type in your 9-digit **Social Security Number**. Don't include dashes.

Type in your Birth Date like this: **MM/DD/YYYY**. Do include slashes.

Example: June 2nd, 1942:
06/02/1942

Click on **Next>>**.

Register – Step 2

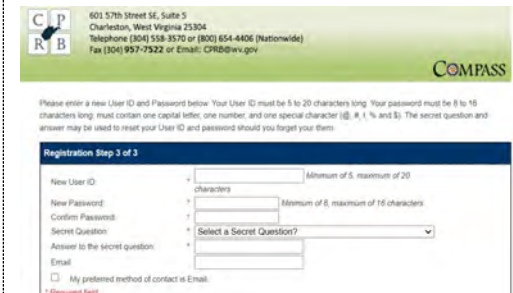


Type in your **Zip Code**. The zip code on file with CPRB.

Type in your 6-digit **CPRB ID**.

Click on **Next>>**.

Register – Step 3



Type in the **User ID** you made up.

Type in the **Password** you made up. When asked, type it in again.

Pick a **“secret question”** and type in your answer.

Type in your email address if you want us to contact you that way.

Click on **Next>>**. **You're done!**

Here's a quick guide to using Self-Service.

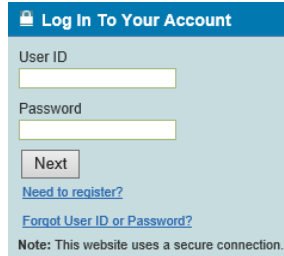
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Log in to Your Account

Go to the Self-Service website at <https://mywvretirement.wv.gov>.

In the Login box, type in your **User ID** and **Password**.

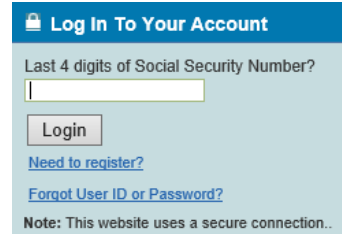
Click on **Next**.



On the next screen, you'll be asked for one more piece of **personal info** (such as your birth year or last 4 of SSN).

Type in the information.

Click on **Login**.



Find Information



↑ On the top left of the Home Page, you'll see 2 tabs: **Home** (🏠) and **Account**.

Note that all the choices in the **Account** tab are also listed in the middle section of the Home Page.

You have two different ways to select the item you want:

1. Make your selection from the Home Page **–OR–**
2. Click on the down arrow on the **Account** tab

Here is a list of the information available in Self-Service:

[Contact Information](#)

View your mailing address, phone number and email address

[Account Summary](#)

View your retirement plan, account balance, service, and beneficiary

[Account History](#)

View the history of your contributions, salary, and service

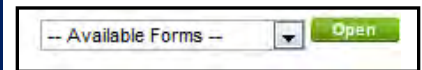
[View Beneficiary](#)

View your beneficiary/beneficiaries on file

[Correspondence](#)

View recent correspondence we've sent you

Find and Use Forms



Click on the down arrow next to **-- Available Forms --**.

Find the form you need and click on the **form name**.

Click on **Open**.

The Form will come up with your **name**, **last 4-digits of your SSN**, and your **CPRB ID*** already filled in.

You can fill out the form online, then print it **–OR–** you can print it first and fill it out by hand.

In either case, please mail it to us at the address shown.