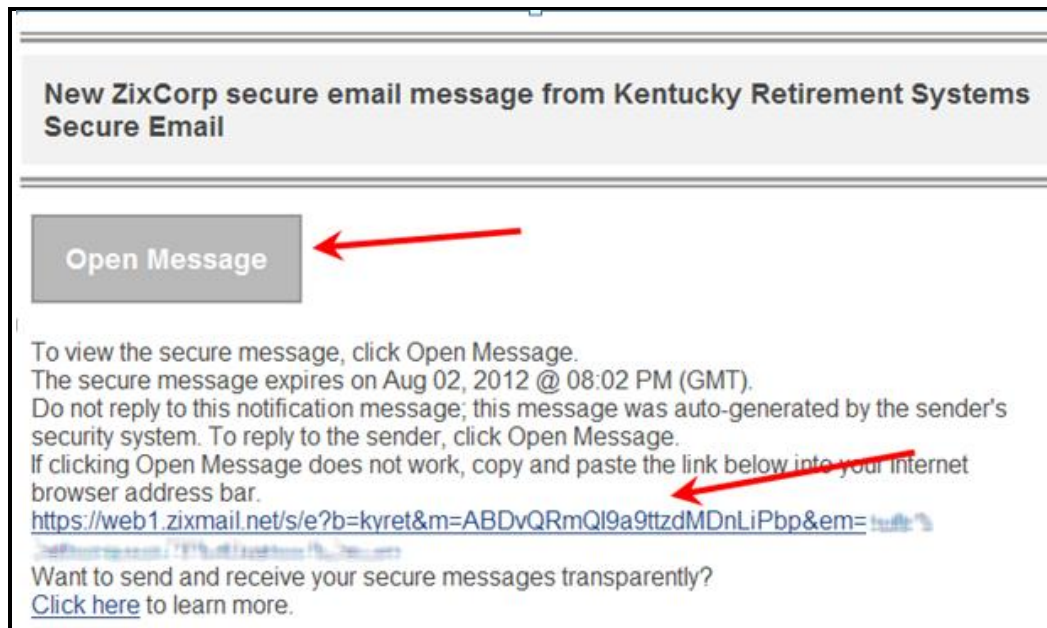


First Time Log In to Employer Self Service

- 1) Once the Employer Administrator at your agency sets you up as a User, you will receive 3 secure emails from the email address "DoNotReply@kyret.ky.gov" with the subject line "Secure: ESS Account Information". If you do not receive these emails within a few minutes, check your spam and junk email folders.
- 2) Open one of these emails.
- 3) Click the Open Message button or click the link to our secure email portal.



- 4) At the secure email portal, you will need to register for an account, if you have not done so previously. If you have already registered, please skip to step 9.
- 5) Click Register.

Welcome to the Kentucky Retirement Systems Secure Email Portal

Email Address:
FakeAddress@kyret.com

Password:

Sign In

Forgot your password? Reset

New to secure email? Register

Need more assistance? Help

- 6) Enter your email address and create a password that abides by the Password Rules at the bottom of the screen. Click Register.

Register Account
Register below for your mailbox to send and receive secure messages.

Email Address:
|

Password:

Re-enter Password:

Password Rules
Passwords must be at least 8 characters in length, and meet 2 of the following conditions:

- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character, such as: ~!@#%&^

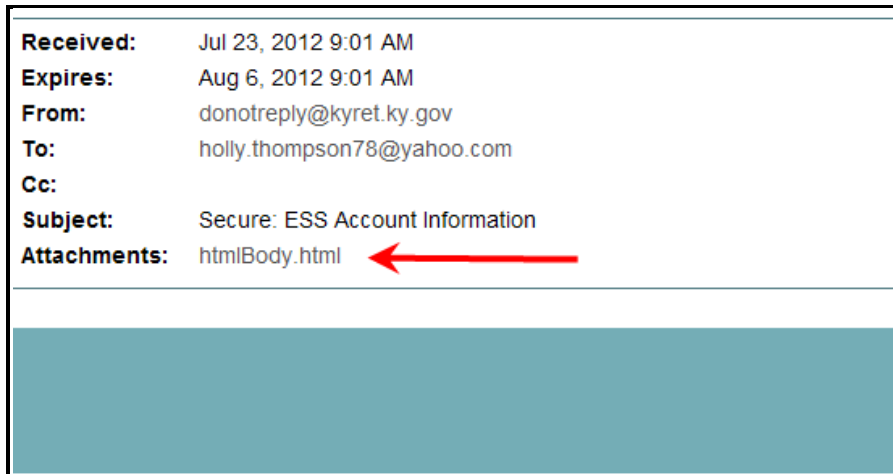
For Customer Support, email us at support@kyret.ky.gov.

- 7) You will receive an email from kyret.notification@zixmessagecenter.com.
- 8) Click the Activate link. This will return you to the sign in page for the secure email portal.
- 9) Sign In.
- 10) Once logged into your secure email Inbox, you will see 3 emails.



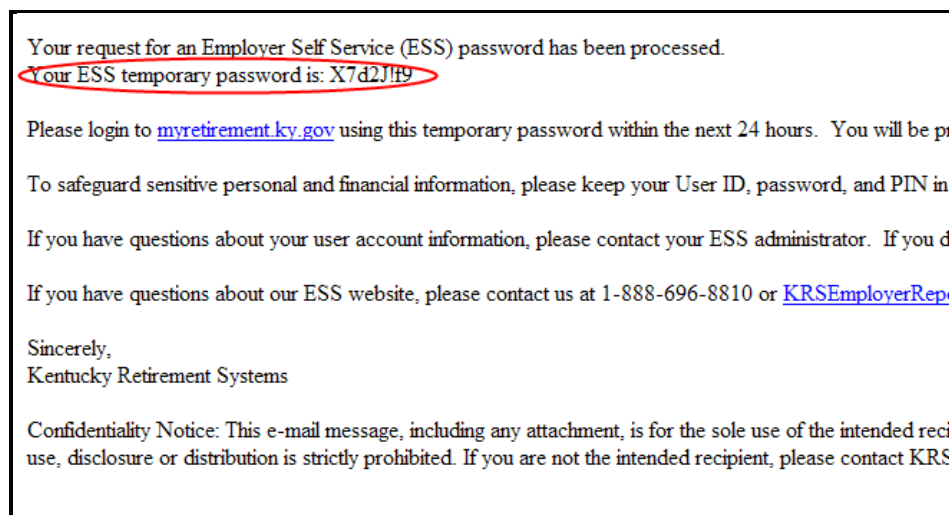
- 11) Open one of those emails by double-clicking the subject line.

12) In each email there will be an attachment titled HtmlBody.html.



13) Open the attachment by double clicking it.

14) It will have one of the following: a User ID, a temporary password, a temporary PIN.



15) Return to the secure Inbox and repeat steps 11- 14 for the remaining 2 emails. These are your login credentials for Employer Self Service at <https://myretirement.ky.gov>.

Note: The temporary password and PIN will only be active for 24 hours. If you do not use these within the 24 hours period, your Employer Administrator will have to reset them.