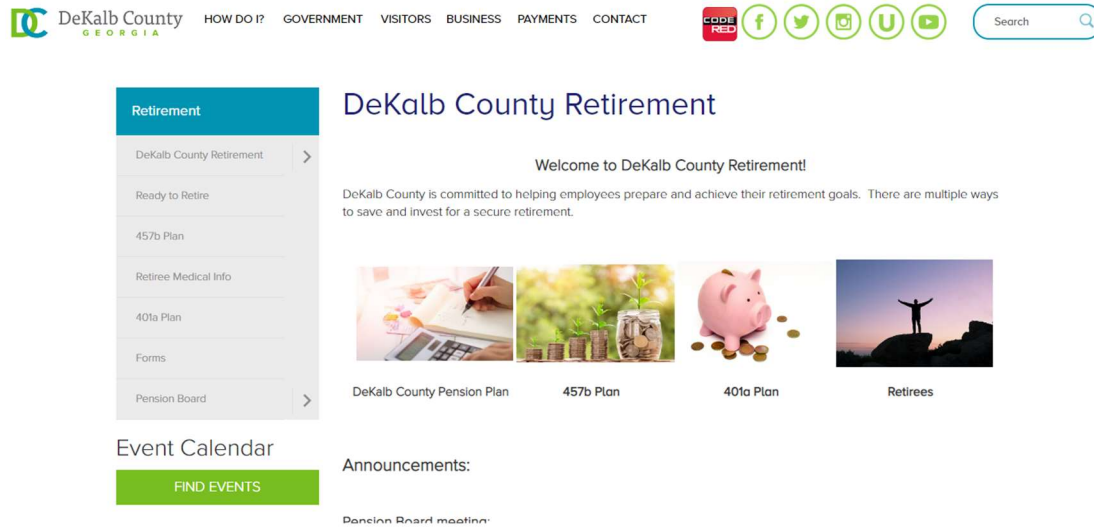# Retiree Portal 5-Step Login Instructions

Step 1: Find the Retiree Portal

- Go to www.dekalbcountyga.gov
- Click on **HOW DO I?**
- Click on **RETIREMENT** under **FIND INFO ON**
- Click on **RETIREE PORTAL** under Announcements

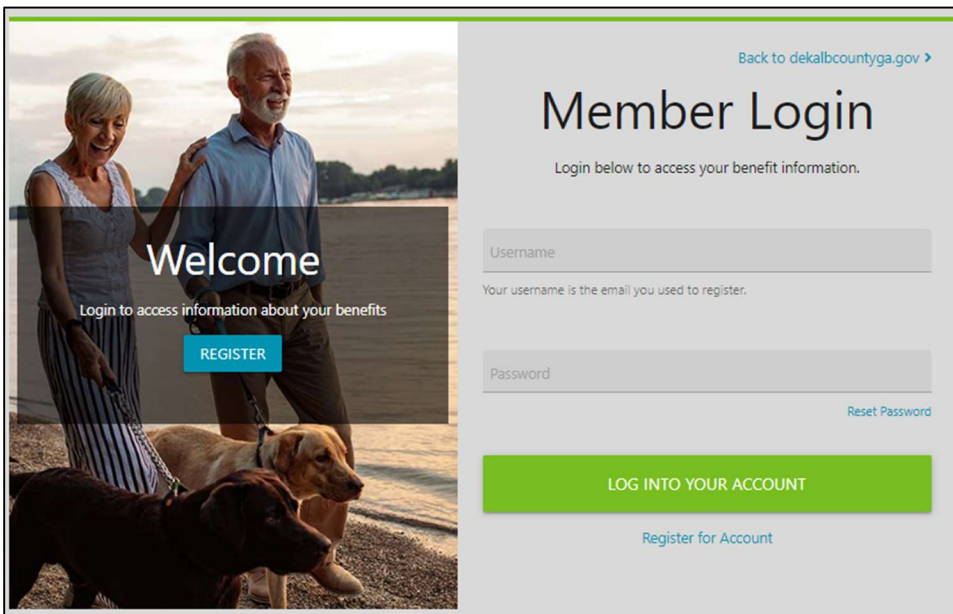*If on your desktop PC, click on **HOW DO I?** on the top left.*

*If on your phone, click on **MENU** at the top right to see **HOW DO I?***

Step 2: Register for Account

- Click on **REGISTER FOR ACCOUNT**
- Register for Account
  - Click on each box and fill out the field
  - All fields are required. Incomplete boxes will be marked red.
- Verify Your Identity
  - Click on Last Name, SSN, Date of Birth and fill in each box
- Create Your Account
  - Enter valid email (click on box).
  - Enter it twice
  - Create password (click on box)
  - 8 – 24 characters, 1 capital letter, 1 special character, 1 number
  - Enter it twice
  - Select a security question
  - Enter security answer
- Click **REGISTER FOR ACCESS**

This is the Login page where you can log in to access your benefit information.
*Click on **REGISTER FOR ACCOUNT** to create an account.*

Register for Account

- *Click on each box and fill out the field*
- *All fields are required. Incomplete boxes will be marked red.*

Back to login   Activate

Register for Access

Enter your information into the fields below to verify your identity and create your account. Only DeKalb County Georgia participants can register and log into the website.

All fields are required and must be filled out

Verify Your Identity

👤 Last Name	💳 Social Security Number	📅 Birth Date
		MM/DD/YYYY

Create Your Account

✉️ Email	✉️ Re-enter Email
A valid email address is required	

🔒 Password	🔒 Re-enter Password

🔧 Security Question

Select a question ▼	💬 Answer to Question

An activation code will be sent to the email address you provide here. You will need to use this activation code to activate your account and login.

REGISTER FOR ACCESS

Step 3: Find Activation Code

- An activation code will be sent to your email address
- Search for an email titled "Member Website Registration"
- Check your SPAM folder if needed for an email from *isite@issi-webportal.com*
- Write down Activation Code.
- Click on **ACTIVATE ACCOUNT**

Member Website Registration

DeKalb County
GEORGIA

Thank you for registering for the DeKalb County Pension Plan Member Portal

To finish activating your account please use the information below and click the activate button

Username: Your email address

Activation Code: 56710271

Password: The password you set up during registration

To finish activating your website account please click on the below link:

Activate Account

Thank you,
DeKalb County Pension Plan

**Please do not reply to this message.
This e-mail is automatically generated and
replies to this e-mail address are not read.**

DeKalb County Pension Plan
15375 SE 30th Pl
Decatur, GA 30030
(404) 371-2296

Step 4: Activate Account

- Click on each box and fill out the field
- Click on username. Your username is the email address you registered with.
- Click on password. Fill it in with password you registered with.
- Click on activation code. Fill it in with the code from your email.
- If all boxes are correct, you will be taken back to the Log in page.
  If you have any issues, please contact Donna Williams at djwilliams1@dekalbcountyga.gov.

Back to login

Account Activation

* All fields are required and must be filled out

👤 Username:

Your username is the email address you registered with
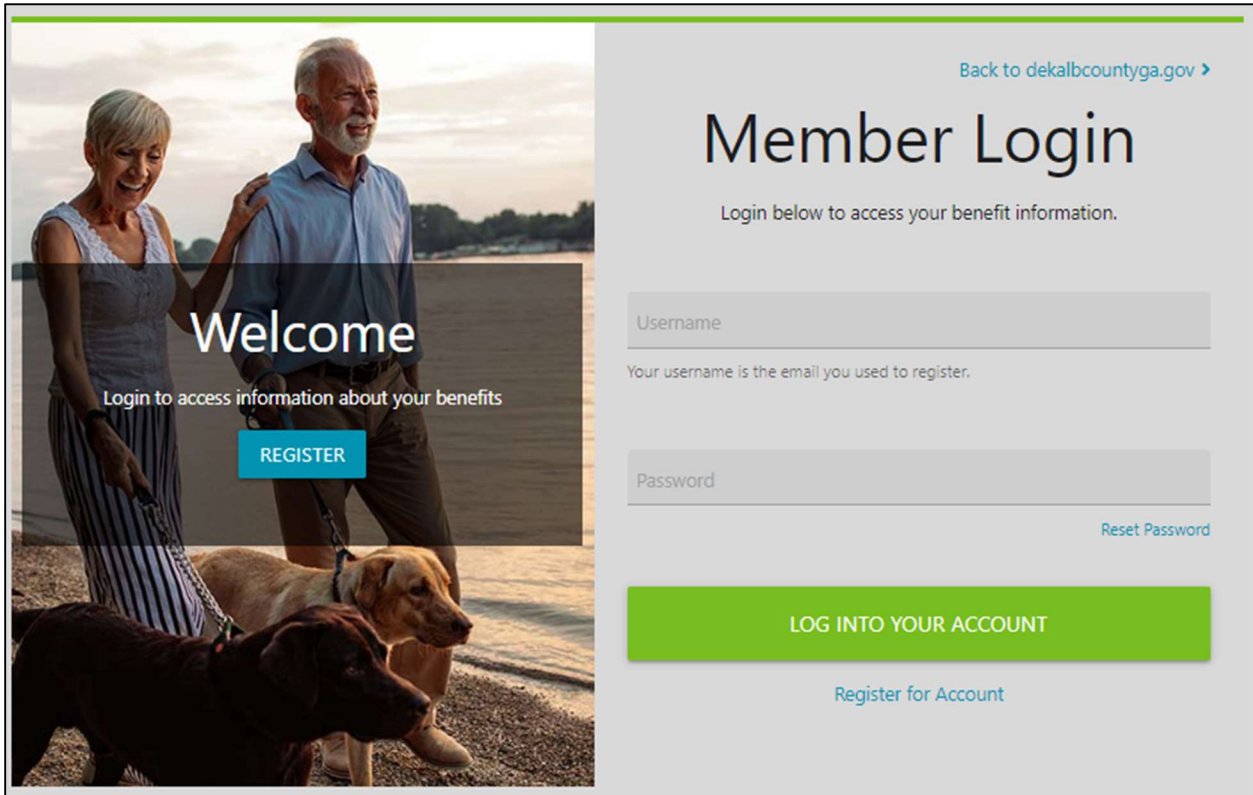
🔒 Password:

🔑 Activation Code:

The activation code was emailed to you when you created your account.

SUBMIT

Step 5: Log In

- Congratulations! You may now log in to view your benefits.
- Click on username. Your username is the email address you registered with.
- Click on password. Fill it in with password you registered with.
- Click on **LOG INTO YOUR ACCOUNT**.