HOW TO LOG IN TO YOUR ACCOUNT



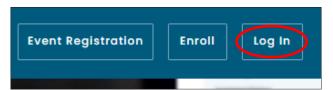
Follow these steps to sign in to your MO Deferred Comp account.

OPTION 1: LOG IN USING THE WEBSITE

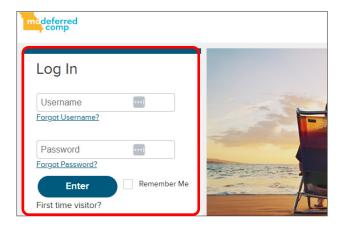
1 Visit <u>www.modeferredcomp.org</u>.



2 Click the Log In button at the top of the page.



3 Enter your **Username** and **Password** and click the blue **Enter** button.



NOTE: If you do not have a Username and Password for your online account, you will need to set up your credentials before attempting to log in through www.modeferredcomp.org. See the directions in the box to the right to set up your online access.

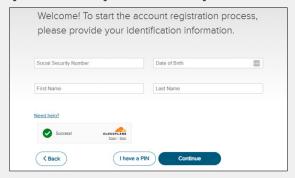
SET UP YOUR ONLINE ACCESS

This is for state employees who have a deferred comp account, but have never logged in through the plan's website.

- 1 Visit <u>www.modeferredcomp.org</u>.
- 2 Click on the **Log In** button at the top of the page.
- 3 Click the Register Now button.



4 Enter in your personal information. If a PIN was sent to you, click the I have a PIN button and enter in your PIN. If you do not have a PIN, select Continue and choose how you would like your PIN sent to you.



- 5 Create a username and strong password. You'll use these credentials to log in to your account. An email address is required and a mobile phone number is recommended to complete your account registration, enable multifactor authentication and to recover your account credentials.
- Verify your account using a onetime passcode sent to your mobile phone or email.

OPTION 2: LOG IN VIA THE ESS PORTAL

1 Visit <u>www.ess.mo.gov</u>.



2 Enter in your ESS Portal **User ID** and click the blue **Log In** button.



3 Select your security image.



4 Enter your ESS Portal password and click the Submit button.



Once logged in, click the Follow Links to Benefits Providers link in the list on the left side of the page. You can also hover over Benefits at the top of the page and select Benefits Links from the drop down.

Welcome to the Missouri State Employees you will be able to:

- · View pay check details
- View leave balance summary information
- Follow links to benefits providers
 - View W2 Information
 - · Print blank W4 forms
 - · Change your password or security image
 - · View training history
- 6 Choose Log Me In To State of Missouri Deferred Compensation Plan from the list of benefit providers to be logged in to your Online Account.

