



ESS Login – Two Factor Identification

Two Factor Login Authentication has been added to Employer Self Service. Once a user has self-registered through the Portal they will be required to provide two-factor authentication to gain access to the portal each time they login.

1. Enter Username and Password. Click Login To System.



Welcome to the PTG QA Retirement System Member/Retiree web site!

If you have forgotten your password, follow the instructions under the "Forgot Password" link. If you have forgotten your username, you you.

New User? Registering is easy with [Self Registration](#)

Username:
Password:

Remember Username

[Login To System](#)

Please log out when you are done. For your security, we also recommend that you close all of your browser windows after you log out.

2. The E-Mail Address Verification screen will pop up.
3. Click Send Verification Email.

E-Mail Address Verification

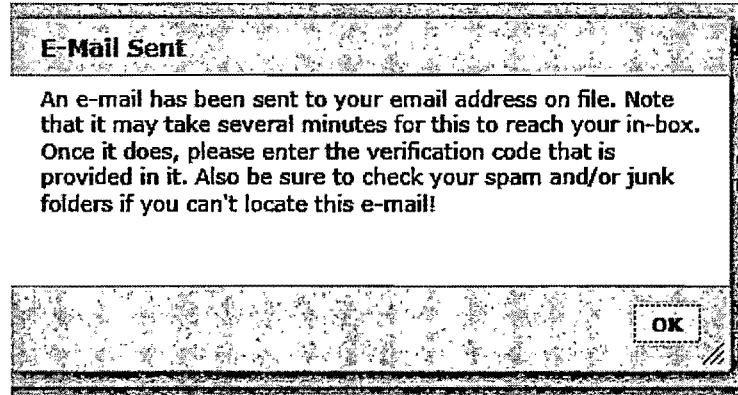
You have successfully entered your username and password. To complete the login process you must verify your e-mail address. To do this:

- Click Send Verification E-Mail below to send an e-mail to the address we have on file.
- Once you receive this e-mail, enter the verification code that was provided in it.
- Then click Submit Code to gain access to the site.

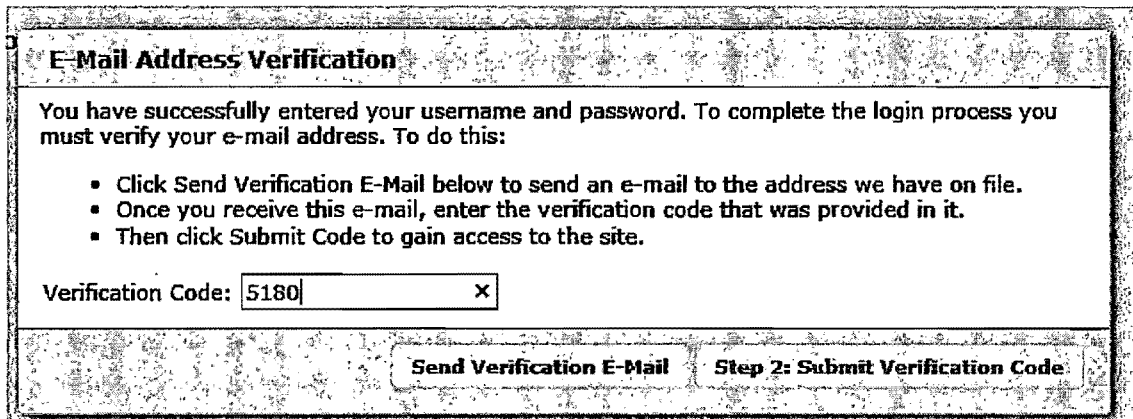
Verification Code:

[Send Verification E-Mail](#) [Step 2: Submit Verification Code](#)

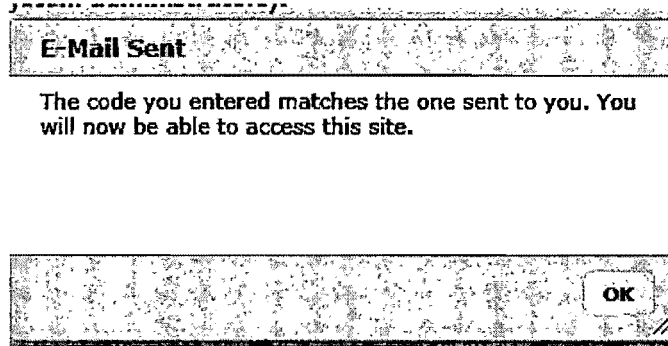
4. You will receive a pop up message that an email has been sent to your email address on file with the retirement board.



5. You will receive an email at the E-mail address on file in PensionPro. The email will contain a 4-digit code.
6. Enter the code into the Verification Code box on E-Mail Address Verification Screen and click Submit Verification Code



7. A pop-up box will pop up letting you know that the code matches. Click OK.



8. You now have access to the ESS Portal.