



County Employees' Retirement Fund

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Clerk Bulletin

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County Portal and Multifactor Authentication

The County Portal and Member Self-Service portal are moving to a multifactor authentication process. Multifactor authentication is a multi-step account login process that requires users to enter more information than just a password. For example, along with the password, users will be asked to enter a code sent to their cell phone. For registered users, there will be a one-time registration email sent in June with further instructions. **At this time, we anticipate this conversion will occur on June 15th.**

If multiple individuals within your office use the same email address to access the County Portal, each user will be **required** to provide a unique email address as part of the multifactor authentication implementation.

If you have any issues completing the registration process when the time comes, please contact the CERF Administrative Office.

Clerk Training Videos

If you were unable to attend the Clerk Training offered in March and April, we have now uploaded the videos on the CERF website under the Employer/Training tab. There are separate videos for the CERF Overview, Benefits Overview, Accounts Overview, and Empower presentation.

Job Title Changes

If an employee's job title changes, please submit a change form through CARS. It's important we keep job titles current. We appreciate your help in maintaining these records.

Forms Reminder

When participants terminate their employment with the county, please submit the appropriate forms in a timely manner.

Form 2N (for non-vested participants) and Form 2V (for vested participants who are future retirees and not commencing the pension benefit) should be submitted within 15 days of termination.

2023 Pre-Retirement Seminars

CERF and Empower will host Pre-Retirement Webinars on the following dates:

August 8th 9:00 – 11:00 AM

November 14th 9:00 – 11:00 AM

Empower will distribute registration information to counties prior to each webinar.

Members who are two to three years from retirement may want to attend. The webinar covers the basics of the CERF Pension and CERF Savings.

2023 Benefits Overview Seminars

CERF and Empower will host a Benefits Overview Webinar on October 2nd from 2:00 - 3:00 PM.

Empower will distribute registration information to counties prior to each webinar.

New employees or current participants who would like to learn more about CERF are encouraged to attend. The webinar covers the basics of the CERF Pension and CERF Savings.