

## HOW TO UPDATE YOUR TDA CONTRIBUTION RATE

**Step 1:** Navigate to the login page on the BERS

website: <https://www.bers.nyc.gov/site/bers/register-log-in/register-log-in.page>

The screenshot shows the BERS website's login page. At the top, there is a navigation bar with the BERS logo, the text 'Board of Education Retirement System', and links for 'Italiano', 'Translate', and 'Text-Size'. Below the navigation bar is a menu with 'Home', 'About', 'Member Services', 'Plan Information', 'Notices', and 'Log In'. A search bar is also present. The main heading is 'Log In'. Below this, there is a 'Log In' link and a 'CyberSecurity Tips' section. A prominent announcement box states: '2024 TDA CONTRIBUTION LIMITS \$23,000 \$30,500\* \*participants age 50 and over. THE TDA PROGRAM NOW OFFERS A ROTH CONTRIBUTION OPTION. You can make changes online in your MSS portal or submit a 2024 TDA Investment Change form. Changes submitted by Nov. 30th will be in effect on January 1, 2024.' Below the announcement is a 'Member Account Login' section with a 'Log in >' button.

**Step 2:** Click the login button. You will be redirected to the Sign In page. Enter your username and password and click the Sign in button. *Important Note: If you do not remember your username or password, please send an email to [brespon@bers.nyc.gov](mailto:brespon@bers.nyc.gov).*

The screenshot shows the BERS Sign In page. It features the BERS logo and 'Board of Education Retirement System' at the top. Below this are two input fields: 'Username' and 'Password'. Both fields have a red underline and the text 'Username is required' and 'Password is required' respectively. There is a toggle icon for the password field. At the bottom, there is a blue 'Sign In' button.

**Step 3:** To receive your Two Factor Authentication code, select one of the options in the drop-down menu and click Next.

The screenshot shows a web form titled "Two-Factor Authentication". At the top, the title is repeated. Below it, a progress indicator shows two steps: "1 Choose Delivery Method" (active) and "2 Enter Verification Code" (inactive). The main instruction reads: "Please select a delivery method to receive a verification code". Below this is a dropdown menu labeled "Delivery Method\*" with a downward arrow. At the bottom, there are two buttons: "Cancel" on the left and "Next" on the right.

**Step 4:** Enter the verification code and click confirm. Once you have successfully logged in you will see the Home page.

The screenshot shows the "Two-Factor Authentication" screen at a later stage. The progress indicator now shows "1 Choose Delivery Method" as completed with a checkmark, and "2 Enter Verification Code" as the current step. Below the progress bar, a message states: "A verification code has been sent to the selected delivery method which will be valid for 15 minutes. Please enter the code below." There is a text input field labeled "Verification Code". At the bottom, there are three buttons: "Cancel" on the left, "Previous" in the middle, and "Confirm" on the right.

**Step 5:** On the left side click the TDA Applications button.

**BERS** Board of Education Retirement System

SALLY  
Last Login: 1:20 pm 09/22/2023

Home  
My Profile  
My Documents  
Secure Messages  
Service/Account Info  
Service Purchase  
Loans  
QPP Applications  
TDA Applications  
Payment Information  
Contact Us

Welcome to BERS Member Self Service

You can use this Member Self Service portal to review and/or make updates to your account information. If you think there is an error or have a question about the information provided, please contact BERS at (929) 305-3800 or 1-800-843-5575 (Outside New York). You may also communicate with us via the Secure Messages tab.

**Quick Access**

- [Contact Info](#) > View contact preferences, phone, or email
- [Beneficiaries](#) > View beneficiary designations

**News**

- [Calling all Members! Your Summer Newsletter is Here!](#) > 05/18/2023  
Ready to catch up on the latest BERS News? Come check out our Summer Newsletter! You can find it here!

**Step 6:** Then click the Add/Update TDA Election link in the upper right corner.

TDA Investment Election Request	Request Election 
No data found	

**Step 7:** Click in the circle to the left of Process TDA Investment/Conversion Election Change. Then click Next at the bottom.

### Add Request ✕

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1 ————— 2 ————— 3  
Request Request Details Review and Confirm

Please select the request you would like to create :

Process TDA Investment/Conversion Election Change

CancelNext

**Step 8:** Enter the contribution rate you would like to have deducted from your payroll check. Then click the next button. *Important Note: The maximum percentage you can enter is 85%.*

### Add Request ✕

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✓ — 2 — 3  
Request — Request Details — Review and Confirm

Request: **Process TDA Investment/Conversion Election Change**

Please specify information regarding this request:

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Request TDA Investment Election Parameters

Request Date  
11/20/2023

Contribution Rate\*

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CancelPreviousNext


**Step 9:** Review the Contribution percentage to make sure it is what you would like to have deducted. If you need to make an edit click the Previous button. If the details are correct, click the Confirm button to finalize the update. The new contribution rate will be reflected in the TDA Investment Election Request widget.

### Add Request ✕

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Request

  
Request Details

  
Review and Confirm

Request: **Process TDA Investment/Conversion Election Change**

Please review the follow request parameters before confirming your request:

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Request TDA Investment Election Parameters

Request Date	Contribution Rate
11/20/2023	10

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CancelPreviousConfirm