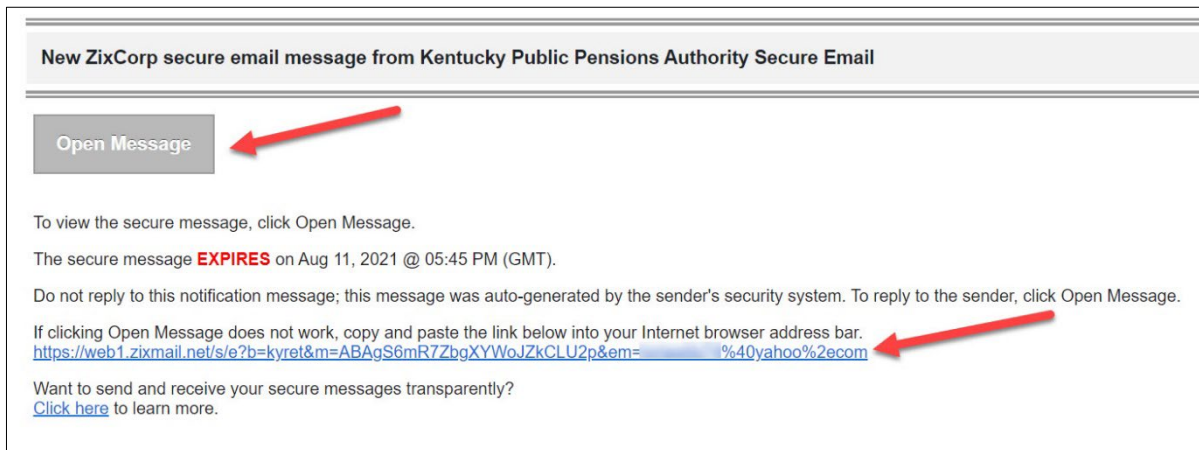
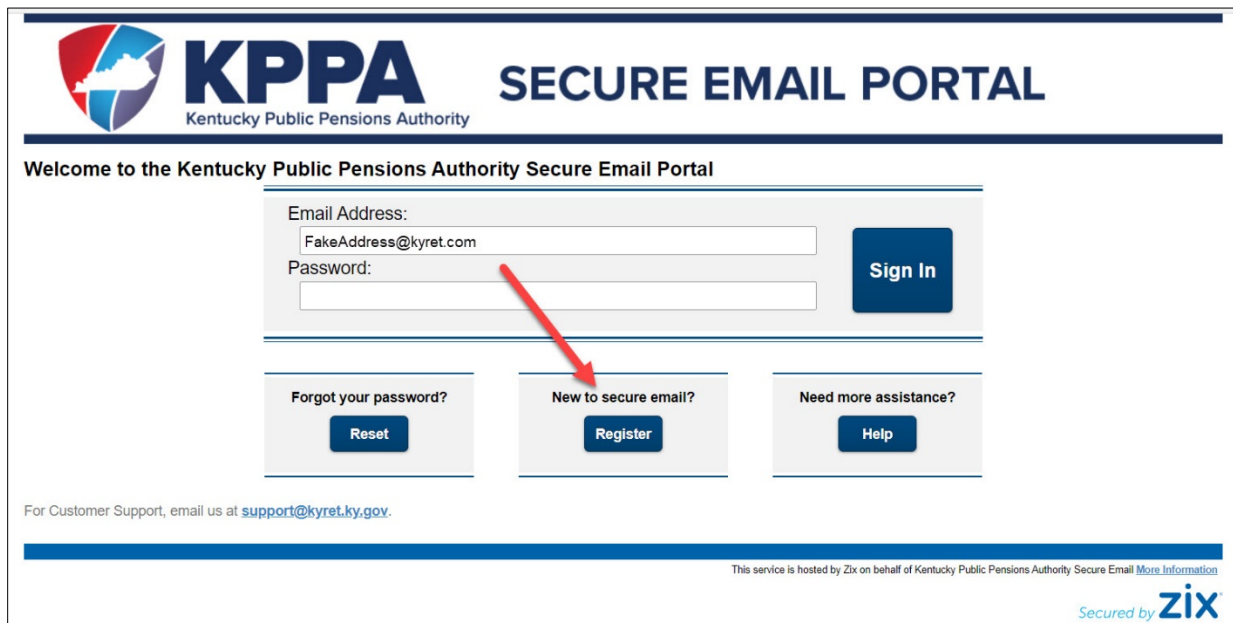


## First Time Log In to Employer Self Service

- 1) Once the Employer Administrator at your agency sets you up as a User, you will receive 3 secure emails from the email address "DoNotReply@kyret.ky.gov" with the subject line "Secure: ESS Account Information". If you do not receive these emails within a few minutes, check your spam and junk email folders.
- 2) Open one of these emails.
- 3) Click the Open Message button or click the link to our secure email portal.



- 4) At the secure email portal, you will need to register for an account, if you have not done so previously. If you have already registered, please skip to step 9.
- 5) Click Register.



- 6) Enter your email address and create a password that abides by the Password Rules at the bottom of the screen. Click Register.

The screenshot shows the 'Register Account' page for the KPPA Secure Email Portal. At the top left is the KPPA logo (Kentucky Public Pensions Authority) and the text 'KPPA SECURE EMAIL PORTAL'. Below the header, the page title is 'Register Account' with the instruction 'Register below for your mailbox to send and receive secure messages.' The registration form includes fields for 'Email Address' (containing 'FakeAddress@kyret.com'), 'Password' (masked with dots), and 'Re-enter Password' (also masked). Below these fields are 'Password Rules' which state: 'Passwords must be at least 8 characters in length, and meet 2 of the following conditions: • Contain both alphabetic and numeric characters • Contain both uppercase and lowercase characters • Contain at least one special character, such as: ~!@#\$\$%^&'. A note below the rules says 'Passwords cannot match email address.' At the bottom right of the form are 'Cancel' and 'Register' buttons. Below the form, a footer note says 'For Customer Support, email us at [support@kyret.ky.gov](mailto:support@kyret.ky.gov).' At the very bottom right, it says 'This service is hosted by Zix on behalf of Kentucky Public Pensions Authority Secure Email [More Information](#)' and 'Secured by ZIX'.

- 7) You will receive an email from [kyret.notification@zixmessagecenter.com](mailto:kyret.notification@zixmessagecenter.com).
- 8) Click the Activate link. This will return you to the sign in page for the secure email portal.
- 9) Sign In.
- 10) Once logged into your secure email Inbox, you will see 3 emails.
- 11) Open one of those emails by double-clicking the subject line.
- 12) In each email there will be an attachment titled HtmlBody.html.

The screenshot shows the header and attachment list of an email. The header information is: 'Received: Jul 28, 2021 1:45 PM', 'Expires: Aug 11, 2021 1:45 PM', 'From: donotreply@kyret.ky.gov', 'To: FakeEmail@yahoo.com', 'Cc:', and 'Subject: Secure: ESS Account Information'. Below the header, the 'Attachments' section lists 'htmlBody.html' with a red arrow pointing to it. At the bottom of the email content area, it says 'Images in this message have been disabled. [Show Images](#)'. At the very bottom, a blue bar contains the text 'This message was sent securely using Zix®'.

- 13) Open the attachment by double clicking it.

14) It will have one of the following: a User ID, a temporary password, a temporary PIN.

Your request for an Employer Self Service (ESS) password has been processed.  
Your ESS temporary password is: hTNdG73S

Please login to [myretirement.ky.gov](https://myretirement.ky.gov) using this temporary password within the next 24 hours. You will be prompted to change your password immediately.

To safeguard sensitive personal and financial information, please keep your User ID, password, and PIN in a safe, secure place and do not share them with anyone.

If you have questions about your user account information, please contact your ESS administrator. If you did not request a password, please notify your ESS administrator immediately.

If you have questions about our ESS website, please contact us at 1-888-696-8810 or [EmployerReporting@kvret.ky.gov](mailto:EmployerReporting@kvret.ky.gov).

Sincerely,  
Kentucky Public Pensions Authority

Confidentiality Notice: This e-mail message, including any attachment, is for the sole use of the intended recipient(s) and may contain confidential or privileged information. Any unauthorized review, use, disclosure or distribution is strictly prohibited. If you are not the intended recipient, please contact KPPA, by e-mail, and destroy all copies of the original message.

Please do not reply to this email. This is an automatically generated message.

15) Return to the secure Inbox and repeat steps 11- 14 for the remaining 2 emails. These are your login credentials for Employer Self Service at <https://myretirement.ky.gov>.

**Note:** *The temporary password and PIN will only be active for 24 hours. If you do not use these within the 24 hours period, your Employer Administrator will have to reset them.*