

## How to Create an Online Account

### Step 1: Go to the website

<https://retirement.arlingtonva.us/PGMemberservices/PGWebMember.exe>

Click on "Create Account"

### Step 2: Fill out the information and create a username and password.

Enter your Last Name as it appears on your payslip. (Include any hyphens or suffixes such as "Jr." or "III".)

Please make sure to enter your Birth Date in full format.

You can enter any e-mail address that you frequent.

Then click "Create Account".



**Caution:** The information you enter must match the information in our system as well as be in the correct format or you will receive an ERROR SCREEN indicating "Unable to verify identity". Please double check the information. If you have any questions about using the site, please call us at [703-228-3500](tel:703-228-3500), Option 1 or email us at [benefits@arlingtonva.us](mailto:benefits@arlingtonva.us).

### Step 3: Sign-in to your created account on the left side of the screen and click 'Login'.