

# Accessing your OP&F on-line account

## www.op-f.org

It is easy to access your account on-line through the Ohio Police & Fire Pension Fund secure website. To view or print your account information, go to [www.op-f.org](http://www.op-f.org) and follow these steps:

### First time users

1. Click "Log in" located at the top of the OP&F home page: [www-op-f.org](http://www-op-f.org)
2. In the Members box, click on "register"
3. Enter your Social Security number (no dashes)
4. Enter your OP&F Registration ID (person code)
5. Click "validate"
6. Enter a username of your choice (case sensitive)
7. Enter a password of your choice (case sensitive)
8. Confirm password by entering it again
9. Select a security question by clicking on the arrow on the drop down box
10. Enter the answer to the security question on the next line and click "submit" (You should receive a "registration successful" message)
11. Enter your username and password again
12. Click "log-in"

### Menu

- Home
  - Update Member Address
- Personal Information
- Member Demographics
  - Update Member Address
- My Account
  - Pre-Retirement Contributions (click "Details" to view)

- DROP (click "Details" to view)
- Re-Employed (click "Details" to view)

- Dependent Demographics
- Member Documents
  - Monthly Benefit Statements
  - 1099s for the most recent tax year

### Already Registered?

1. Click "Log In"
2. Enter your username and password

### Forgot your username?

1. Click on Register
2. Enter your Social Security #
3. Enter the registration id #
4. View the original user name you created & click yes to merge the accounts
5. Enter your user name and password to log in

### Help

If you forget your password, simply click on "Forgot password." After entering your username, your security question will appear. When it is answered correctly you are able to create a new password.

If you need assistance with viewing your on-line account, contact OP&F Customer Service Monday through Friday from 8 a.m. to 4:30 p.m. EST by calling: 888-864-8363, or email us at [questions@op-f.org](mailto:questions@op-f.org).