

Midcareer checklist

For PERS members who are more than five years into their public service careers

10 action items to guide you on the path to retirement

1. **Get connected** — If you have not already done so, explore your PERS accounts online. You will need to sign into your accounts separately: [pension](#) (through Online Member Services, also known as OMS) and [Individual Account Program](#) (IAP). If you have an [Oregon Savings and Growth Plan](#) (OSGP) account, you also can [access it](#) online. Sign up for [PERS email and text updates](#) to receive news and information from PERS, including details about any legislative changes to PERS benefits and policies.
2. **Keep your information up to date** — Check your pension, IAP, and OSGP accounts regularly to ensure your name, date of birth, address, and contact details are accurate. While you are working, you will need to contact your employer for necessary changes. [Contact PERS](#) Member Services when you experience major life changes, such as [marriage](#), [divorce](#), parenthood, [disability](#), or a [death](#) in the family.
3. **Keep an eye on your benefit details** — Review your PERS [member annual statement](#), which includes pension and IAP information. PERS mails statements each spring.
4. **Name your beneficiaries** — Designate beneficiaries for your [IAP](#) and [OSGP](#) accounts and update them as needed. [Tier One/Tier Two members](#) also should designate a pension beneficiary. OPSRP members' pension beneficiaries are set by law; for more information, [contact PERS](#).
5. **Check your vesting and create an online benefit estimate** — As a member with five or more years of qualifying service, you should be vested in both your IAP and pension. Check your vesting status by [signing into your pension account](#) in OMS. Also while in OMS, you can generate online benefits estimates to see what your PERS-related income could be in retirement.
6. **Find ways to save more** — You can save more for retirement by enrolling in [OSGP](#) or pursuing other retirement savings options. Don't forget to increase the amount you save over time. (Note: The amount contributed to your IAP is set by law and cannot be increased.)
7. **Use PERS educational resources** — Learn more about your PERS benefits and retirement processes by periodically attending PERS workshops ([Tier One/Tier Two](#) or [OPSRP](#)).

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- Familiarize yourself with the [resources available](#) for your membership type, including reading the preretirement guide that is applicable to you ([Tier One/Tier Two](#) or [OPSRP](#)).
- 8. **Get education and support from OSGP** — Attend [OSGP workshops](#), and watch OSGP videos, such as [Introduction to Oregon Savings Growth Plan](#), [Basic Investment Concepts](#), or [Retirement Strategies With OSGP](#). Contact your [local OSGP representative](#) for help with your saving and planning needs. Take advantage of OSGP’s other [educational resources and tools](#), including information about financial wellness and [investment advice services](#).
 - 9. **Learn how job changes or losses can affect your retirement** — If you [change, lose, or quit](#) your PERS-qualifying job, your PERS benefits may be impacted. [Contact PERS](#) with questions when you leave PERS-qualifying positions. If you are just changing from one qualifying position to another, typically your PERS benefits will be portable, as there are more than 900 public employers in Oregon that participate in PERS.
 - 10. **Prepare for the retirement process ahead of time** — When you are about two years from retirement, do these two things: Read the PERS “steps to retire” webpage for your membership type ([Tier One/Tier Two](#) or [OPSRP](#)) to familiarize yourself with the required and voluntary actions that you will need to take to get your benefit payments, and request a [written benefit estimate](#).