









## First Time Users

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- 1 Click **Member Account Portal** 
  - 2 Click **MAP Member Account Portal** 
  - 3 Click "**Register for MAP**"
  - 4 Enter your **First Name**
  - 5 Enter your **Last Name**  
(make sure to include Jr, Sr, etc. that matches FPPA records)
  - 6 Enter your **Date of Birth**
  - 7 Enter the **last four digits of your Social Security Number**
  - 8 Enter your **Email Address**
  - 9 Click **Continue** 
-  **Note:** If you receive a message stating you have incorrect credentials, it is probably due to FPPA not having a valid email address on record for you. You will need to call the Retiree Payroll team at (303) 770-3772 ext. 6200.
- 10 Enter a **New Login ID**
  - 11 Enter a **Security Phrase** (a security phrase is a word or sentence that you will see each time you log in – if you do not see this, then you have been misdirected to a wrong website and will need to contact FPPA immediately)
  - 12 Click **Next** 
  - 13 A message stating "LOGIN ID CREATED! YOUR PASSWORD HAS BEEN SENT TO YOUR E-MAIL ADDRESS."

 **Tip:** The temporary password that is emailed to you is case sensitive. Either copy and paste the password into the password box or watch upper and lower case letters when you type it.

- 14 As soon as the email arrives, you can login and enter the temporary password
- 15 Click **Submit** 
- 16 Terms of Use screen – you will need to read this and click on the box "I HAVE READ AND AGREE TO THE ABOVE TERMS OF USE"
- 17 Click **Accept** 
- 18 Select and answer the three security question boxes by clicking on the arrow on the question drop down box. Enter your answer in the box to the right of the question.
- 19 Enter and answer a Custom Challenge question (This is a question you come up with yourself and provide the answer)
- 20 Click **Next** 
- 21 You will now be prompted to change the temporary password to a password of your choice
- 22 Once the password has been changed, click **OK** 

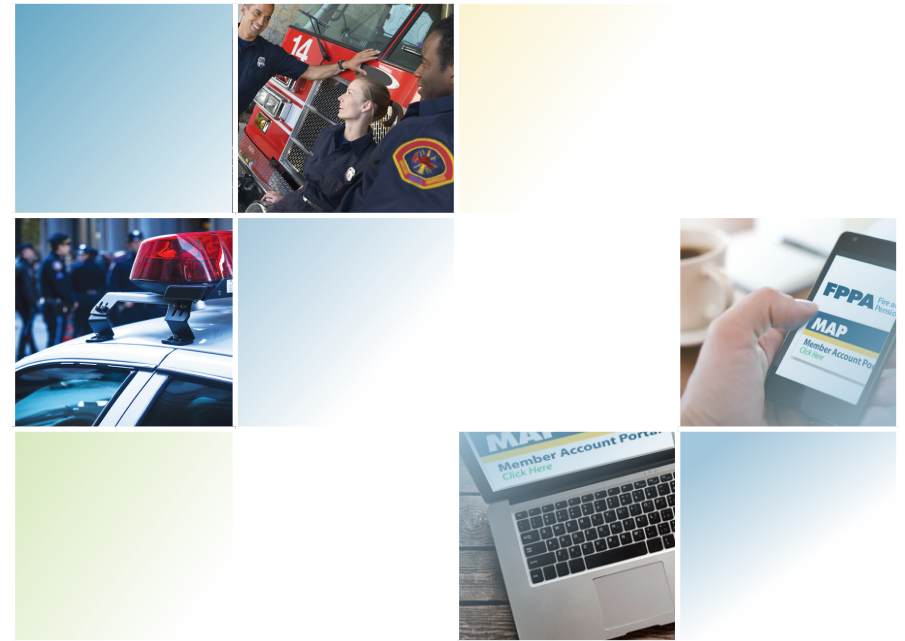
## Already Registered?

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- 1 Enter your **Login ID**
- 2 Click **Submit** 
- 3 Enter your **Password**
- 4 Click **Submit** 

## Features of Member Account Portal (MAP) for Members Currently Receiving Benefits

- ✓ View your Beneficiary designations
- ✓ View and update the Contact person you have on record with FPPA
- ✓ Change mailing options for your monthly benefit deposit advices and other correspondence
- ✓ View and print monthly deposit statements
- ✓ Download and print an Awards letter – Retirees needing to provide proof of income, e.g. as part of a loan or mortgage application, can now instantly generate a printable PDF with details about their FPPA benefit.
- ✓ View and print your 1099-R information statement.  
*Please note: This is not the actual 1099-R form that you can submit to the IRS when filing your taxes, but does include all information that is on your 1099-R. This is especially useful when you file your taxes electronically.*
- ✓ View and print your PPA Statement – This statement is provided for tax purposes if you have insurance premiums deducted from your pension check.
- ✓ View and update direct deposit information – Retirees receiving a monthly benefit are able to set up or change their banking information for their direct deposit.
- ✓ View, Estimate and Change your tax withholdings – Retirees can estimate and change their Federal and Colorado state tax withholdings.



**FPPA**

### Member Account Portal (MAP) Access Instructions

[FPPAco.org](https://www.fppaco.org)

Also Features of MAP for  
Members Currently Receiving Benefits