Upload Your Documents to the Member Self-Service Portal

To upload documents, log in to the Member Self Service (MSS) Portal at bcers.org under 'Member Services.' If you do not already have an account, self-registration is required.

City of Baltimore Employees' Retirement System	Login Forgot Password Self Registration
Welcome to the City of Baltimore Employee's and Elected Official's Retirement Systems web portal. If you do not have a Username or Password, please Self Register . To sign on to our web portal, just use your username and password that you selected during your self-registration. If you have forgotten your password, follow the instructions under the "forgot Password" link. If you have forgotten your username, you will have to call the retirement office to have us assist you. Username Password link and the second seco	
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1. Log in on the initial log-in screen.



2. Click on the 'Docs' tab located on the menu bar.

This page allows you to securely upload documents to the administration of the secure	nistration office. Administrators in the office will be not File Type	ified when you upload a document. Please be Upload Document	sure to give your documents descriptive names an	d select the correct document type.
No ESS Docs have been uploaded				
To return to the home page, click on the following link: [Return	To Home Page]			
. Click 'Choose File,' Fin	d the file on your con	nputer. Once sele	cted, the file name	will appear on the

3. Click 'Choose File.' Find the file on your computer. Once selected, the file name will appear on the screen. If the file name is wrong, repeat the selection process.

*NOTE: Only files ending with "PDF" "JPG" "JPEG" "TIF" "PNG" "BMP" and "GIF" may be uploaded.



4. Select 'File Type.' Click 'Upload Document.'

5. Once uploaded, the document will be available in 'Your Uploaded Documents' for 90 days. Click the drop down icon to the right of the box to see all uploaded documents.



6. The document you select will download for you to open. A window may pop up with the option to 'Open file'. Click to open the file. The file will also be in your 'Download' folder on your computer.



7. Click the homepage link to return to the homepage.

To return to the home page, click on the following link: [Return To Home Page]

QUESTIONS? CONTACT US AT 443-984-3200 OR AT CONTACTERS@BCERS.ORG