

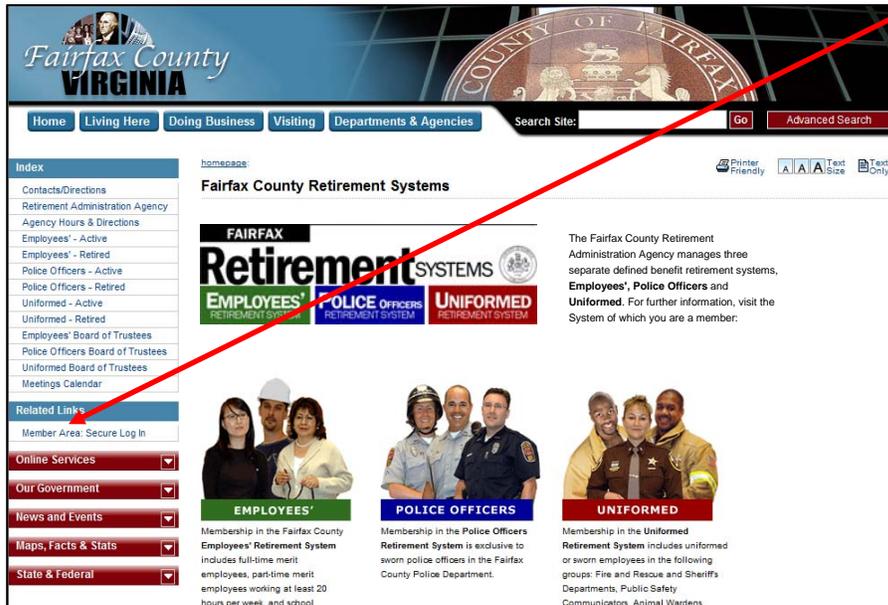
# Help Sheet

## Directions for Using the Benefit Estimator on the Retirement Systems Website

<http://www.fairfaxcounty.gov/retirement>

To use the Benefit Estimator to calculate a Normal Service, Early Service, Deferred Vested, or DROP Estimate, you must first establish an account in Web Member Services.

Visit <http://www.fairfaxcounty.gov/retirement> and click on **Member Area: Secure Log In:**



- Give the system a minute to divert to secure website outside of County network
- Establish an account with **User Name** and **Password**
- Click the **Log In** button

- From this next screen, click on the link for **Benefit Estimator** and you will see a screen similar to that shown below:

- For “Estimate Type”, in the top drop-down box, choose “**Retirement**”.
- For Projected Dates, click on the **small arrow** and you will see a list of different types of eligibility dates. In order to be eligible for a DROP benefit, you must choose the first option that says “Service Retirement” – you can only enter DROP after that date listed. If you are choosing that first eligible date, to produce your DROP estimate, the two fields below will have populated themselves correctly. If you want to choose a date AFTER your first eligibility date, you can override the date in the 3<sup>rd</sup> box “Projected Date of Separation”. If you override that date, you must also override the “Projected Payments Beginning Date” by inserting a date one day later than the date above.
- Click the **Continue** button.

- On this next screen, click the **small arrow** in the “Benefit Type” drop-down window.
- Select “**DROP Contribution**” to calculate a DROP benefit **OR**
- Select “**Service Retirement**” to calculate a normal service retirement benefit.

- Click the **Continue** button.
- From the screen below, you can make several selections – if you want to inflate your number of years of service and potential salary, taking into consideration any expected pay increases over the next few years, this is where you make those **assumptions**.
- If you want to get information and reduction factors for providing a variety of spousal options, click on the **small arrow** to make your choice.

- You are now ready to **View** your estimate.

**Please Note:** If you choose “**Single Life Annuity**” you do not need to insert any Beneficiary Information. If you select “**All Options**” or any of the J&S percentages, you must complete the **Beneficiary** information, including “**Relationship**” and “**Date of Birth**”.

*If you have any questions for how to use Web Member Services on the Fairfax County Retirement Systems website, please call 703-279-8200 and we will do our best to guide you through the process.*