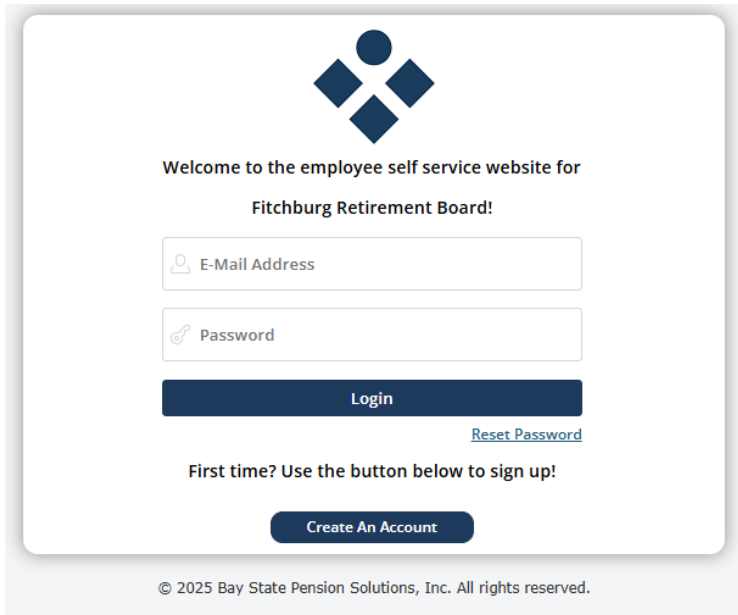


# Self Service Registration

Bay State Pension Solutions, Inc.

1. Click the 'Create an Account' button



The image shows a web interface for the Fitchburg Retirement Board's employee self-service website. At the top is a logo consisting of four dark blue diamonds arranged in a cross pattern with a solid dark blue circle in the center. Below the logo, the text reads "Welcome to the employee self service website for Fitchburg Retirement Board!". There are two input fields: the first is labeled "E-Mail Address" with a person icon, and the second is labeled "Password" with a key icon. Below these fields is a dark blue "Login" button. To the right of the "Login" button is a blue link that says "Reset Password". Below the "Login" button, the text says "First time? Use the button below to sign up!". At the bottom of the form area is a dark blue button labeled "Create An Account". At the very bottom of the page, there is a copyright notice: "© 2025 Bay State Pension Solutions, Inc. All rights reserved."

Welcome to the employee self service website for  
Fitchburg Retirement Board!

E-Mail Address

Password

Login

[Reset Password](#)

First time? Use the button below to sign up!

Create An Account

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## 2. Review the Terms of Use. Scroll to the bottom of the page to accept or decline

**Entire Agreement and Changes to the Terms**

These Terms and our Privacy Policy constitute the sole and entire agreement between you and Fitchburg Retirement Board with respect to the Service and supersede all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to the Service.

We may revise and update these Terms from time to time in our sole discretion. All changes are effective immediately when we post them and apply to all access to and use of the Service thereafter. However, any changes to the dispute resolution provisions set forth in Governing Law and Jurisdiction will not apply to any disputes for which the parties have actual notice on or prior to the date the change is posted on the Service.

Your continued use of the Service following the posting of revised Terms means that you accept and agree to the changes. You are expected to check this page from time to time so you are aware of any changes, as they are binding on you.

**Waiver and Severability**

No waiver of these Terms by Fitchburg Retirement Board shall be deemed a further or continuing waiver of such term or condition or any other term or condition, and any failure of Fitchburg Retirement Board to assert a right or provision under these Terms shall not constitute a waiver of such right or provision.

If any provision of these Terms is held by a court or other tribunal of competent jurisdiction to be invalid, illegal, or unenforceable for any reason, such provision shall be eliminated or limited to the minimum extent such that the remaining provisions of the Terms will continue in full force and effect.

**Assignment and Entire Agreement**

We may assign or transfer these Terms, in whole or in part, without restriction. You may not assign or transfer these Terms or your rights or obligations under these Terms, without our prior written consent.

These Terms, together with the Privacy Policy and any other agreements expressly incorporated by reference herein, constitute the entire agreement between you and Fitchburg Retirement Board with respect to the Service and supersede all prior or contemporaneous communications and proposals, whether oral or written, between you and Fitchburg Retirement Board with respect to the Service.

**Contact Information**


If you have any questions about these Terms, please contact us at [Retirement@FitchburgMA.gov](mailto:Retirement@FitchburgMA.gov).

Decline

Accept

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## 3. Enter your name, birth date and the last 4 of your SSN



This page is for first time users of the system! Here you can answer a few simple questions and the system will search its database to locate the information provided. If your information is found, then system will direct you to an Account Setup page where you can set up a permanent username and password.

Note that if you have done this once already, then this self-registration page will not grant you access to the system again.

First Name

Last Name

Birth Date (MM/DD/YYYY)

Last 4 Digits of SSN

Locate Information

Return to Login

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4. Enter your contact information to validate your identity

**Identity Verification**

Please fill in the information below and click the 'Verify' button to verify your identity

<b>First Name</b>	<input type="text"/>
<b>Last Name</b>	<input type="text"/>
<b>Birth Date</b>	<input type="text"/>
<b>SSN Last Four</b>	<input type="text"/>
<b>Street Address</b>	<input type="text"/>
<b>City</b>	<input type="text"/>
<b>State</b>	<input type="text" value="Alabama"/>
<b>Zip Code</b>	<input type="text"/>
<b>Email Address</b>	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>

5. You may be asked a series of questions which only you should know the answer to.

**Identity Verification Questions**

**What type of residence is 222333 PEACHTREE PLACE?**

☐ Single Family Residence  
☐ Condominium  
☐ Apartment  
☒ None of the above

**In which county have you lived?**

☐ ATLANTA  
☒ CULPEPER  
☐ FULTON  
☐ None of the above

**Between 1979 and 1980, in which State did you live?**

☐ MICHIGAN  
☒ NEW YORK  
☐ MISSISSIPPI  
☐ None of the above

**From whom did you purchase the property at 222333 PEACHTREE PLACE?**

☐ A VIRAY  
☐ JOE ANDERSON  
☒ ANDREW SCHWARZ  
☐ None of the above

6. If you get the questions wrong, you will be required to submit photo

**Unable to verify identity.**

### Document Verification

We were unable to verify your identity. To continue, you will need to provide us with photos of your ID. You can upload photos from your computer to this browser or take the photos with your cell phone. Please make a selection below

Web Browser

Cell Phone

Close