

	<h2>Contra Costa Community College District</h2>
	<h3>On-line Guide to <i>Downloading CalPERS Retirement Documents to Begin the Retirement Process</i></h3>
<p>CalPERS Customer Contact Center (888) CalPERS (225-7377) Monday through Friday, 8:00 a.m. to 5:00 p.m.</p>	

Instructions

Follow the steps below in order to download CalPERS retirement documents. Once the documents are downloaded:

- ✓ Complete the employee portion of the document
- ✓ Contact Diane Bradford 925-229-1000x1241 at District Office Payroll Department to complete the employer portion.
- ✓ Have the document notarized and send it to CalPERS as directed.

Step 1: Select link to go to home page.

<http://www.calpers.ca.gov/>



Continued below

Step 2: Select “For Members” at the top of the page.

CalPERS On-Line - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://www.calpers.ca.gov/> Go Links

March 23, 2006 PRESS ROOM | SITE MAP | CONTACT US Search GO

CalPERS

FOR MEMBERS | FOR EMPLOYERS | FOR BUSINESS PARTNERS | CalPERS INVESTMENTS | ABOUT CalPERS

[View My Profile](#) | [Select District Employer](#) [Edit Your View]

QUICK LINKS

EMPLOYERS

- ▶ Employer Forms
- ▶ Contracting for CalPERS Programs
- ▶ Tips for Helping Your Employees
- ▶ Circular Letters
- ▶ Administering CalPERS Programs

More >>

ONLINE SERVICES

- ▶ Log in to ACES
- ▶ Payroll Reporting System
- ▶ Log in to Online Payment Services
- ▶ Circular Letter Search
- ▶ Sign Up for Broadcast Message Service

More >>

Important Dates & Events

- ▶ Upcoming Board Meetings Apr 14-18
- ▶ Disability Retirement Workshops Thru Jun 2006
- ▶ Education Schedule Thru Dec 2006
- ▶ Board Election Underway Thru Dec 2006

CalPERS News

2005 CalPERS Annual Reports Available Now
The CalPERS [Comprehensive Annual Financial Report](#) and the [Operations Summary](#) for the fiscal year ended June 30, 2005 are now available online. These reports provide comprehensive information on all CalPERS programs, services and benefits, including:

Log In
▶ About Log In
▶ Register Now

Forms & Publications

Home Loan Rates
With 30-Day Rate Lock

15-Year Fixed	6.000%
30-Year Fixed	6.375%
30-Year Jumbo	6.375%
5/1 ARM Jumbo	6.000%

View All Rates >>

Stay Informed
Subscribe now to:

- [CalPERS eNews](#)
- [CalPERS ePress Alerts](#)
- [CalPERS eAccounts Alerts](#)

start | Inbox - Microsoft Out... | 3 Internet Explorer | Datatel - Production - ... | OnlineGuideForRetire... | Internet | 2:52 PM

Continued below

Step 3: Select Active Member and Next.

The screenshot shows a Microsoft Internet Explorer browser window displaying the CalPERS website. The address bar shows the URL: <http://www.calpers.ca.gov/index.jsp?bc=/eip/self-id-member.jsp>. The page features a navigation menu with links for 'FOR MEMBERS', 'FOR EMPLOYERS', 'FOR BUSINESS PARTNERS', 'CalPERS INVESTMENTS', and 'ABOUT CalPERS'. A search bar is also present. The main content area is titled 'Help Us Give You The Information You Need' and contains the following text:

To provide you the most relevant information, please complete this quick, two-step process.

First, select your **current member status** from the five choices below. Interested parties, spouses of members, and beneficiaries should select the membership status for the type of information you want.

- Active Member**
Currently employed now by a covered employer.
- Inactive Member**
Not currently employed by a covered employer, but you have member contributions on account.
- Member Nearing Retirement**
Planning to retire within five years.
- Retired Member**
Currently receiving retirement benefits.
- Long-Term Care Only Member**
Participate in CalPERS Long-Term Care Program only.

At the bottom of the selection area, there are two buttons: 'Clear This Selection' and 'Next >'. The 'Next >' button is highlighted with a red box, indicating the next step in the process. The footer of the page includes the text: 'California Public Employees' Retirement System © Copyright 2006 CalPERS Privacy Policy Conditions of Use'. The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, Internet Explorer, Datatel, OnlineGuideForRe..., How to Enroll in th...), and the system clock showing 2:57 PM.

Step 4: Select School Employee and Next.

CalPERS On-Line - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address http://www.calpers.ca.gov/index.jsp?bc=%2Ffeip%2Fself-id-member-cat.jsp&pca_temp=LTCO&pst_temp=ACT&Submit.x=26&Submit.y=18 Go Links

CalPERS

ABOUT OUR SITE | SITE MAP | GLOSSARY | ASK CalPERS | CONTACT US

Search GO

FOR MEMBERS | FOR EMPLOYERS | FOR BUSINESS PARTNERS | CalPERS INVESTMENTS | ABOUT CalPERS

Log In
About Log In
Register Now

Help Us Give You The Information You Need

Step 2 of 3 -- Select Your Current Member Category

▼ **Active Member**
Currently employed now by a covered employer.

- State Agency or California State University Employee
- Public Agency Employee
- School Employee**
- Judge Elected or Appointed **Prior** to November 9, 1994
- Judge Elected or Appointed **After** November 9, 1994
- Legislator, Constitutional Officer, or Statutory Officer
- Volunteer Firefighter

Clear This Selection Next >

California Public Employees' Retirement System © Copyright 2006 CalPERS Privacy Policy Conditions of Use

start | Inbox - Microsoft ... | CalPERS On-Line ... | Datatel - Producti... | OnlineGuideForRe... | How to Enroll in th... | Internet | 3:03 PM

Step 5: Select For Members

The screenshot shows a Microsoft Internet Explorer browser window displaying the CalPERS On-Line website. The address bar shows the URL: http://www.calpers.ca.gov/index.jsp?bc=%2Ffeip%2Fself-id-member-confirm.jsp&pst_temp=ACT&pca_temp=5C&Submit.x=23&Submit.y=6. The website header features the CalPERS logo and a navigation menu with the following items: ABOUT OUR SITE, SITE MAP, GLOSSARY, ASK CalPERS, CONTACT US, FOR MEMBERS (highlighted with a red box), FOR EMPLOYERS, FOR BUSINESS PARTNERS, CalPERS INVESTMENTS, ABOUT CalPERS, Log In, About Log In, and Register Now. The main content area displays the heading "Help U For Members In The Information You Need" and "Step 3 of 3 - Confirm Your Member View". Below this, it states "You have selected: Active Member - School Employee" and includes a checked checkbox for "Recognize my Member View for future visits to CalPERS On-Line.". There are also links for "Privacy Policy" and "Conditions of Use", and buttons for "Clear This Selection" and "Confirm". The footer of the page reads "California Public Employees' Retirement System © Copyright 2006 CalPERS Privacy Policy Conditions of Use". The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft..., CalPERS On-Line..., Datatel - Producti..., OnlineGuideForRe..., How to Enroll in th...), and the system clock showing 3:08 PM on 3/8 PM.

Step 6: Select Forms and Publication Center.

You have selected:
- Active Member
- School Employee
[Edit Your Selection](#)

Member Information

Please select the information area you're interested in from the choices below.

Pension Reform Debate Information - Sources & Resources
Members will find information here on the pension reform debate, including fact sheets, studies, and articles.

Service Credit
Find out information on how you earn service credit, service credit purchase options, Second Tier Conversion, and your Annual Member Statement.

Retirement Benefits
Learn about planning your retirement, applying for retirement, refund of member contributions, and more.

Deferred Compensation & Other Supplemental Savings Programs
CalPERS offers a 457 Deferred Compensation Plan for our public agency and school members. See how this Program can help you reach your retirement goals.

Death Benefits
CalPERS knows that the loss of a loved one is a difficult time. Find out how CalPERS can assist you with determining what benefits are available.

Health Benefits Program
You'll find the information and tools you need here to make the right health plan choice for you and your family. There is also information on our PERSCare and PERSCchoice plans, moving into retirement,

Forms & Publications Center

What's New

- Pension Debate Information Center
- 2006 Health Plan Rates
- 2005 Long-Term Care Application Period
- 2005 Member-At-Large Board Election
- Disability or Industrial Disability Determinations

[View All >>](#)

Shortcuts

- Health Plan Chooser
- Understanding Domestic Partner Benefits
- Additional Retirement Service Credit
- View Your Annual Member Statement
- Online Services Menu

[View All >>](#)

Life Events

- Getting Married
- Registering a Domestic Partnership
- Birth or Adoption of

Continued below

Step 7: Select Planning Retirement

https://www.calpers.ca.gov - CalPERS Forms and Publications Center - Microsoft Internet Explorer

Start Over | Online Services Menu | Site Requirements | Contact Us | CalPERS Home

WELCOME TO THE
CalPERS
Forms and Publications
CENTER

What You Can Do ...

- Order up to two copies of available CalPERS forms and publications.
- Download materials.
- Check the status of your order at any time.

How To Order ...

- Choose a category below.
- Visit the Library to see all the items available.

This program "times-out" if there is no activity for 15 minutes. You will need to close your browser and start over on your order.

Selection Categories ...

- ▶ [Still Working ...](#)
(Your Benefits / Your Future) member booklets, Benefit information, retirement planning, leaving CalPERS, Second Tier, service credit, financial planning, and more! Also, items for LRS, JRS I, and JRS II members.
- ▶ [Planning Retirement ...](#)
Estimates, planning tips, service and disability retirement applications, community property, taxes, CalPERS seminars, and more!
- ▶ [Already Retired ...](#)
Employment after retirement, reinstatement, death benefits, retiree organizations, CalPERS seminars, Power of Attorney, and more!
- ▶ [Health Program ...](#)
Benefit and health plan information, enrolling or changing coverage, and more!

Quick Tips

Using the CalPERS Forms and Publications Center

Not all CalPERS forms are available on-line, so if you don't find what you need, please [Contact Us](#) for assistance.

If you want more than two copies, or request mailing to an **address outside the U.S.**, Please contact us at (888) CalPERS (225-7377) or write us at P.O. Box 942715, Sacramento, CA 94229-2715.

CalPERS employers and others wanting bulk orders should [e-mail our Supply Unit](#) or call (916) 795-1493 to place an order.

start | Datatel - Productio... | Member Informatio... | http://www.4cd.n... | https://www.calpe... | PERSAccessYourRe... | Internet | 12:45 PM

Continued below

Step 8: Select Applying for Service Credit.

The screenshot shows a web browser window displaying the CalPERS Forms and Publications Center. The page title is "CalPERS Forms and Publications CENTER". The navigation menu includes "CHECK ORDER STATUS", "VISIT THE LIBRARY", "SEARCH", and "DOWNLOAD HELP". Below the navigation menu, there are links for "Start Over", "Online Services Menu", "Site Requirements", "Contact Us", and "CalPERS Home".

The main content area is titled "Planning Retirement ..." and contains the following instructions:

- First, choose the **Subject Area** you are interested in.
- You will see a listing of available forms and publications that you can **Download** or **Add to Order**.
- Use the **Back** button to return to this **Subject Area** list, or the links in Quick Tips to choose another **Selection Category**.

Below the instructions is a section titled "Choose Your Subject Area" with a list of links:

- [Planning for Retirement](#)
- [Requesting an Estimate](#)
- [Service Credit Purchase](#)
- [Applying for Service Retirement](#) (highlighted with a red box)
- [Applying for Disability Retirement](#)
- [Choosing or Changing Direct Deposit](#)
- [Changing Your Address](#)
- [Community Property Issues](#)

On the right side of the page, there is a "Quick Tips" section titled "Need Something Else?" with the following text:

Choose another Selection Category to see more available forms and publications.

- [Still Working](#)
- [Planning Retirement](#)
- [Already Retired](#)
- [Health Program](#)
- [General Information](#)
- [CalPERS Videos](#)
- [Visit the Library](#)

Below this is a section titled "Your Order So Far..." with the text:

- Nothing on order.

The browser's address bar shows the URL "https://www.calpers.ca.gov - CalPERS Forms and Publications Center - Microsoft Internet Explorer". The taskbar at the bottom shows the Start button and several open applications, including "Datatel - Productio...", "Member Informatio...", "http://www.4cd.n...", "https://www.calpe...", and "PERSAccessYourRe...". The system clock shows "12:46 PM".

Continued below

Step 9: Download and follow directions for Service Retirement Election Application Form.

The screenshot shows the CalPERS Forms and Publications Center website. The page title is "CalPERS Forms and Publications CENTER". The navigation menu includes "CHECK ORDER STATUS", "VISIT THE LIBRARY", "SEARCH", and "DOWNLOAD HELP". Below the navigation menu, there are links for "Start Over", "Online Services Menu", "Site Requirements", "Contact Us", and "CalPERS Home".

The main content area is titled "Planning Retirement ..." and contains a list of instructions:

- Choose **Download** or **Add to Order**.
- To find out **more about a form or publication**, use the link on the name of each item.
- Use links in Quick Tips to choose **another Selection Category**.
- Use the **Back** button to return to the **Subject Area** list.

Below the instructions is a section titled "Applying for Service Retirement" which contains a table of forms:

Form Name	Download	Add to Order
Stepping Into Retirement ... Your Service Retirement Application Booklet (July 2005)	Download	Add to Order
Service Retirement Election Application Form	Download	Available for Download Only
Retirement Allowance Estimate Request Form	Download	Available for Download Only
Justification for Absence of Spouse's or Domestic Partner's Signature Form	Download	Available for Download Only
Direct Deposit Authorization Form	Download	Available for Download Only

The "Service Retirement Election Application Form" row is highlighted with a red box. To the right of the table is a "Quick Tips" section titled "Need Something Else?" which lists several categories: "Still Working", "Planning Retirement", "Already Retired", "Health Program", "General Information", "CalPERS Videos", and "Visit the Library". Below this is a "Your Order So Far..." section which shows "Nothing on order."

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft..., Member Informati..., https://www.calp..., Datatel - Producti..., OnlineGuideForRe...), and the system clock showing 3:17 PM on 3/17/05.

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