OKLAHOMA Teachers' Retirement System

# How to **Register & Use** MyTRS

## Step 1: Prepare the Information You Will Need to Register

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| **Last 4 digits** of your **Social Security Number**. |
| Your **Date of Birth**. |
| Your **phone number** (the one you use the most). This information is optional but will help us more easily verify your identity. |
| Your **mailing address**. |
| Your **personal email address** (this will be your username). |
| A strong **password**. We recommend using a **phrase** that is easy for you to remember, and hard for others to guess (or machines to hack). *Example*: Chickenforlunchagain2day. Your password must be between 8 and 64 characters and must contain at least 3 of the following:<br>▪ a lowercase letter<br>▪ an uppercase letter<br>▪ a number<br>▪ a symbol |
| The **answers to a few identity verification questions** about your personal information. |

## Step 2. Go to the MyTRS Website

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| Click this link to open MyTRS: mytrs.trs.ok.gov | Click **Register** |

## Step 3: Complete Your Registration

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| Enter your **Personal Email Address**. | Click **Send verification code** |
| You will receive a **verification code email** with the subject "OMESB2CProd000 account email verification code" from "Microsoft on behalf of OMES." Go back to the MyTRS website and enter your **verification code**. | Click **Verify code** |
| Create a **password** meeting the requirements in Step 1 in the New Password field. Enter that password again in the Confirm New Password field. | Click **Create** |
| Enter your **First Name.** | Proceed to **next** field |
| Enter your **Last Name** (include hyphen if applicable). | Proceed to **next** field |
| Enter your **Date of Birth**: (MMDDYYYY). You can click the eyeball icon to unmask what you've entered if you're not sure. | Proceed to **next** field |
| Enter only the last **4 digits** of your **Social Security Number**. You can click the eyeball icon to unmask what you've entered if you're not sure. | Proceed to **next** field |
| Enter your **phone number** (this is optional). | Proceed to **next** field |

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|---|---|
| Enter your **address** in the search field. If your address appears in the autocomplete suggestions, select it from the list. If not, click the "Enter address manually" link to proceed. | Click **Next** |
| A new page will be displayed. To verify your identity, please provide the requested information by answering all 3 questions. | Click **Submit Quiz** |

## Congratulations: You are registered!

**Do you have more than one account?**

If so, you'll see "cards" for each of your user profiles. Click on the card for the profile you want to access.

## Once you're on the home page...

You'll see multiple **feature cards** on this page. Each card allows you to view information and, in some cases, to update information. How many and which cards you see depends on your member status. Here are the feature cards available in MyTRS:

- **My Information:** review and update your personal, contact, and account related information
- **My Membership:** review your membership information, account balance, contribution history, service and salary information, and employment history
- **My Beneficiaries:** view or update your beneficiary designations
- **My Retirement**: estimate your retirement benefit, or start retirement process (if applicable)
- **My Benefit Account:** view a summary of your benefit, benefit changes, payment history, and verification of your monthly benefit
- **My Taxes:** view and update your federal and/or Oklahoma tax withholdings, view and print 1099s, and elect to receive 1099s electronically

You can click on any of those to get more info.

You can also click on one of the links at the top to access these features:

- **My Resources**: quick access to the member handbook, FAQs, retirement seminars, health insurance for retirees, newsletters, brochures, and TRS forms
- **Messages**: exchange secure messages with us

## Done?

Just click the person icon at the top right of your screen and select **Logout**.

## Questions? Need help?

Click on the **Messages** link to send us a message.

Call us toll-free at (877) 738-6365 or in Oklahoma City at (405) 521-2387.

Email us at mail@trs.ok.gov.