How to register for *MyTRS*

Registering for *MyTRS* is easy. Simply do the following:

1. Go to the upper right-hand side of the TRS website home page located at www.trs.state.tx.us and click on “MyTRS Login.”
2. In the middle of the next page, click on “Register now.”
3. Review the information page, and then click on “continue.”
4. Read the security agreement and, if you agree, click on that button to move forward.
5. Enter the information requested of you, and then click on “continue.”
6. Then, create your unique UserID and password. This will be the UserID and password you will use for future visits to *MyTRS*.
7. Follow the remaining instructions to complete the registration process.

When you register for *MyTRS*, you will be asked to provide TRS with your e-mail address. Shortly after you register, you will receive an e-mail message from TRS asking you to “activate” your e-mail address by clicking a link within the message and following the directions on the screen that appears. If you enroll in *MyTRS* E-mail subscriptions, TRS will then use that e-mail address to send you communications about your TRS benefits and related news.

Register to receive TRS publications, announcements electronically

The fastest way to receive the latest news about your TRS benefits, including newly enacted legislation, is by registering online through *MyTRS*.

Through *MyTRS* E-mail Subscriptions, a TRS e-mail subscription service, members may receive TRS publications and announcements by e-mail. By enrolling in *MyTRS* E-mail Subscriptions, you not only will receive TRS-related news faster, but you also will help reduce printing and mailing costs for TRS.

If you are already registered to use *MyTRS*, simply log in, select *MyTRS* E-mail Subscriptions and follow the instructions. If you are not yet a *MyTRS* registered user, all you need to do is register through the TRS website (www.trs.state.tx.us) and follow the instructions on this page.

After you enroll in *MyTRS* E-mail Subscriptions, you can select to receive any of the following publications and announcements by e-mail: TRS News, TRS Benefits Handbook, TRS announcements, Other TRS publications, New Legislation, Notice of Webcasts and Meetings, Notice of Your TRS Annual Statement, and Notice of Your 1099-R Tax Form.

This fall, TRS will publish an updated version of TRS *Benefits Handbook* containing changes in the law enacted by the 83rd Texas Legislature. Unlike past handbooks, the 2013 edition will not be automatically mailed to members and retirees. Instead, it will be made available as follows:

1. TRS will post the new handbook to the TRS website as soon as it is completed.
2. Those who enroll to receive the handbook through *MyTRS* E-mail Subscriptions will receive an e-mail message containing a link to the new handbook on the TRS website.
3. Those who prefer not to view the handbook online or receive a copy by e-mail can already request that a handbook be mailed to them through the TRS Automated Telephone System. Simply call TRS at 1-800-223-8778 and follow the prompts to “Request a Form or Brochure.” The handbook is one choice you can currently request, and this option will remain available in the future.

The new process will enable TRS to provide members and retirees with quicker access to new handbooks and at the same time save your pension fund considerable printing and mailing expenses. Watch for more details later this year.