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Welcome! This document is to help guide new users through our registration and login process on the new Arkansas Teacher Retirement System website.

- To begin open your web browser and navigate to <u>www.artrs.gov</u>, and you will arrive at our home page.
- Once you have arrived at our home page select the "Login" link in the top right portion of the page, under the contact numbers for ATRS. This will take you to the login page.

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	General Topics	WELCOME TO OUR NEW WEBSITE!	
	Our New Website> Featured News Free Special	IMPROVED SEARCH Using the Search menu option, you will have access to advanced searches of specific areas of our website, such as	
	Announcements	Read more	
	Executive Director Updates	FEATURED NEWS	
	Board of Trustees		
	Office Hours and Holidays	Welcome to our new website!	
	Administrative Staff	Cash and Sauinne Halo (CASH) Drogram for Inactive Vested Noncontributory Members - TIME HAS BEEN	
	Board Minutes	Cash and Savings help (CASh) Program for mactive, vested, noncontributory members - time has been EXTENDED FOR THIS PROGRAM	
	Investments	SIGN UP to receive Executive Director Undates	
	Legislation		
	Calendar	About the Arkansas Teacher Retirement System	
	ATRS Policies, Rules and Regulations		
	Disclaimer on Benefits and Rights	Since 1937, the Arkansas Teacher Retrement. System (ARTRS) has been providing retrement: benefits to Arkansas's public school and education employees. ARTRS pursues excellence in managing the pension fund and strives to deliver exemplary service to its members and stakeholders.	
	Employment Opportunities	ATRS is a defined benefit plan for public school and other public education employees. It is administered as a "qualified" retirement plan under the provisions of IRS § 401(a). The state statutes contain the benefit provisions for our members at	0

• You should now be at the login page, as a new user select the "Click Here to Register" link in the bottom right corner

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	Akanaas Teacher Reisennent System		5011 682-1517 local 5011 682-2359 fax 800-666-277 toll-free mail us at: <u>info@artrs.gov</u> <u>Directions to ATRS</u> <u>orgin</u>			
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	the terms & conditions	New to the ATRS websi	te?			
	Login here:	Registering is easy. Registration on our webs your subscription to the Executive Director	site is required to sign up and manage r Update newsletter.			
	Username or email Password	Registered users who are also verified ATRS limited membership information and an updat application. Employers have access to mont applications through our ATRS Employer Port this website, you may create one by using th	members wil be able to access ted version of the Benefit Estimator hy and quarterly processing ial. If you do not have an account on e Register Now link on this page.			
	Logn • Forgot your Username or Password?	Non-ATRS members who wish to calculate an use the "Worksheet For Estimating ATRS Ben our <u>Retirement Forms</u> page. Verified ATRS worksheet but have special access to the Be available on the "Wy Account" menu after log	n estimate of retirement benefits may nefits' PDF file available on is members may also use this enefit Estimator application which is ging in.			
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• You will now see the registration form, please take a moment to read the instructions carefully, once done select the 'Next' button to continue the registration process.

Registration - Picalia Hierox				
 The provider specification 	Alexandre Redirement System		(501) 682-1517 local (501) 682-2350 fax 1-800-666-2877 toll-free Email us at: <u>Info®artrs.gov</u> Directions to ATRS Login	
	Home Registration Projectation	rm		
	Registration Instructions Step 1: Create Your Profile Step 2:	Newsletter Signup Step 3: Member Verification		
	How To Request Website Registration - Please Read Carefully			
	In order to submit your registration request, you must complete all three (3)	steps in this form.		
	In Step 1, you will enter information that will be used to create your user pr	ofile for the ATRS website.		
	In Step 2, you have the option of signing up to receive the Executive Direct	or Newsletter.		
	In Step 3, you will be able to indicate whether you are an ATRS member or membership. When we have reviewed your registration request and verifie from your profile. Please allow up to one hour for your membership st	retiree and provide some identifying information that we w d your ATR'S membership, you will be able to view some of atus to be verified.	ill use to verify your ATRS ' your membership information	
	If the steps above contain $\mathbf{required}$ fields (indicated with a \ref{main}), you must	complete all of them before going to the next step.		
	If additional information exists for a field, it will be identified by the following field.	icon: 🚯 Positioning your mouse over this icon will display	additional information about the	
	If you wish to review or change information on any completed step, you ma	y revisit the step by clicking on the corresponding tab.		
	Please select the next button below to get started.			
	Next			
	Privacy Policy Security Policy Publications Proposed Rule	Revisions ATRS Litigation of Public Policy Significa	ince Contact Us	
	Arkansas Teacher Retirement System Email us at: <u>info≇artrs.gov</u> toll free: (800) 66	1400 West Third Street, Little Rock, AR 72201 <u>Directi</u> 6-2877 local: (501) 682-1517 fax: (501) 682-2359	ons F 🔊 🛛	

• On the 'Create Your Profile' tab you will need to complete the profile information in the blank profile fields. If you are an ATRS member or retiree, enter your first and last name as it appears in our system. After your information is entered, select the 'Next' button to proceed.

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Registration Instructions Step 1: Create Your Profile Step 2: Newsletter Signup Step 3: Member Verification	Π
First Name:	
Middle Name (optional):	
Last Name: ¥	
Email: *	
Verify Email:	
Username (min. 4 characters, no spaces): 💦 🔆	
Password: 🛛 😽 🔒	
Verify Password:	
Password Strength:	
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Privacy Policy Security Policy Publications Proposed Rule Revisions ATRS Litigation of Public Policy Significance Contact Us	
Arkansas Teacher Retirement System 1400 West Third Street. Lttle Rock. AR 72201 <u>Directions</u>	
Email us at: info@attrs.gov toli free: (800) 666-2877 local: (501) 682-3517 fax: (501) 682-2359 🦉 🔊 🔤	
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 On the "Newsletter Signup" tab you will be able subscribe to our periodic newsletter, that will be sent to the e-mail address you are registering with, to continue select the next button.

Registration	
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(501) 682-1517 local (501) 682	
General* Members* Retirees* Life Events* FAQs* Links Forms* Employers* Search*	
Home > Registration > Registration	
ATRS Website Registration Reguest Form	
Registration Instructions Step 1: Create Your Profile Step 2: Newsletter Signup Step 1: Member Verification	
Select Newsletter: Arkanzas Teacher Retirement System newsletter	
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Privacy Policy Security Policy Publications Proposed Rule Revisions ATRS Litigation of Public Policy Significance Contact Us	
Arkansas Teacher Retirement System 1400 West Third Street. Little Rock, AR 72201 Directions	
Email us at: <u>info@artrs.gov </u> toli free: (800) 666-2877 local: (501) 682-1517 fax: (501) 682-2359 👔 <u>S</u> 👱	
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- The last tab in the registration form is the "Member Verification" tab. This tab contains the information that we will use to verify you as a member with ATRS.
 - The first field on this tab is called "Are you an ATRS Member/Retiree." It allows you to indicate whether you are a member or retiree of ATRS.
 - If you are *not* a member or retiree, please set this field to 'no.'
 - If you are a member or retiree, please set this field to 'yes' "Are you an ATRS Member/Retiree" field to 'yes'
 - Carefully fill in the last 4 digits of your social security number, your date of birth, and the zip code that we have on file for you in the fields that are displayed. If you are unsure of what we have file for you, this information can be found on most correspondence that you have received from ATRS.
 - Read and agree to the Privacy and Security Policies.
 - After verifying the information you have entered is accurate, select the 'Register' button to proceed.



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Regit	istration Instructions Step 1: Create Your Profile Step 2: Newsletter Signup Step 3: Member Verification	
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The	we read and agree to the ATRS Privacy and Security Policies: 👘 💥 🕢	
Plea Whe	ase review all information in Skep 1, Skep 2, and Skep 3 for accuracy. In you are ready to submit your registration request, click the Register button below.	
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• Once you have completed these steps successfully you will see the following screen. At this point we will send you a verification e-mail to your registered e-mail address. To proceed you will need to check your e-mail.

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Registration Submitted!	
An email with further instructions on how to finalize your registration on the ATR's website has been sent to the email address you provided.	
Please check your email (including your spambox) to complete your registration.	

To have the email sent again, simply try logging in with the username and password of your registration



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- To activate your user, check your e-mail for a message from ATRS, with the subject: Arkansas Teacher Retirement System Your Registration is Pending Approval. A sample of this e-mail is shown below.
- To activate your user, click on the indicated link. This will verify your e-mail address in your default web browser and activate your account.

From ATRS 😭
Subject Arkansas Teacher Retirement System - Your Registration is Pending Approval
To Me <joeu@artrs.gov> û</joeu@artrs.gov>
Greetings Joe User, Thank you for applying for registration with us. We have received your request and we will process it as soon as you confirm your email address by clicking on the following hyperlink: https://ww.artrs.gov/index.php?option=com_comprofiler&task=confirm&confirmcode=reg520064d644bc977cb6675571b155b45f0ea2e2da Once your email address is confirmed, you will be notified to continue the activation process. You will be notified by email of the progress of your registration process. Email : joeumartrs.gov Username (min. 4 characters, no spaces) : joeu
Kind Regards, Arkansas Teacher Retirement System (SOI) 682-1517 local (SOI) 682-2359 fax 1-800-666-2877 toll-free Email us at: <u>info@artrs.gov</u>
NOTE: This email was automatically generated from Arkansas Teacher Retirement System (<u>https://www.artrs.gov</u>).

- The registration process is now complete and you may login with the username and password you provided during registration. For help with logging in or verifying your membership with ATRS, please see our other tutorial documents or contact us locally at (501) 682-1517, or toll free at 800-666-2877
- To discover more about our new website and how it works you can visit <u>www.artrs.gov/welcome</u>.