



Enrolling in MyTRS

December 03, 2021

For Members—this guided practice explains how to complete your online enrollment in MyTRS, the MTRS' member self-service portal.

For additional information and troubleshooting please contact enrollmentsupport@trb.state.ma.us

V. 1.0

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1. Navigate to: <https://mtrsprodms.v3locity.com/login>
2. **If you do not have an account**, click on **New to MyTRS? Create and Account** to go to the account creation wizard. Once complete continue to page 4 of this guide.
3. **If you have an account**, enter your **Username** and **Password** and click on **Sign In**.

The *Two Factor Authentication* wizard will display.

4. On **step 1**, select **Email, Text, or Phone** from the delivery methods and click **Next**.

Note: If your contact information listed in the delivery method drop-down is incorrect, please contact the MTRS at **617-679-6877**, or geninfo@trb.state.ma.us.

- On step 2, enter the **Verification Code** you received and click **Confirm**. The Verification Code is valid for 15 minutes.

MyTRS

Two Factor Authentication

1 Choose Delivery Method 2 Enter Verification Code

A verification code has been sent to the selected delivery method which will be valid for 15 minutes. Please enter the code below.

Verification Code
731739

Cancel Previous **5 Confirm**

A confirmation message and the *MTRS Online Agreement* pop-up will display.

- Scroll through to read the online agreement and click **Accept**.

MTRS Welcome MICHELE | MD

MTRS ONLINE AGREEMENT

Performed Two Factor Authentication successfully

dispute you have relating to the services offered herein, or to this agreement. The laws of the Commonwealth of Massachusetts (except its conflict of laws rules) will be applied to any dispute, regardless of where it is heard, and these terms and conditions and the interpretation thereof are governed by the laws of the Commonwealth of Massachusetts.

3.18 CONSTRUCTION:
If any portion of this agreement is ruled invalid or otherwise unenforceable, it shall be deemed amended in order to achieve as closely as possible the same effect as originally drafted. Any invalid or unenforceable portion shall be construed as narrowly as possible in order to give effect to as much of the agreement as possible. The headings used in this Agreement are intended solely for convenience of reference and are not intended to explain, modify, or place any construction or limitation upon any of the provisions of the Agreement.

It is recommended that you print this document for future reference.

DECLINE **6 ACCEPT**

The *MTRS Enrollment* wizard will automatically display.

Please note: You are not done until you click the Submit button on the Summary page of the Enrollment wizard.

This process is **mandatory** and must be completed **within 30 days of hire**. This also applies if you have completed an enrollment in a **former** school district and have since been **hired in a new school district**. You will not be able to view any account information until you complete this process.

- 7. On Step 1, verify your personal information (modify or add any as needed) and click **Next**.

The screenshot shows the 'Additional Information' step of the MyTRS enrollment wizard. The header includes the MyTRS logo and user information: 'Welcome Bonnie', 'Last Login: 11:58 am today', and links for 'Profile' and 'Logout'. The form fields are as follows:

If married, Spouse's date of birth	Number of dependent children *
Educational certification status *	Veteran Status (pursuant to MGL ch.32) *
Certificate has been issued	Non-Veteran
Certification number	Your former/maiden last name, if any
Certified by	
Certification issue date	

* Denotes Required Field

Buttons: Cancel, Next (with a red circle containing the number 7).

- 8. On Step 2, verify your address information (modify or add any as needed) and click **Next**.

The screenshot shows the address information step of the MyTRS enrollment wizard. The header includes the MyTRS logo and user information: 'BT', 'Profile', and 'Logout'. The form fields are as follows:

Zip *	02129
State	Massachusetts
County *	SUFFOLK
Country *	UNITED STATES

* Denotes Required Field

Buttons: Cancel, Previous, Next (with a red circle containing the number 8).

- On Step 3, verify phone and email information (modify or add as needed) and click **Next**.

Welcome Bonnie
Last Login: 11:58 am today

BT Profile Logout

Personal Information Address Information **3** Phone and Email Information Employment Information History with Other MA Systems Summary

You are not done until you click the Submit button on the Summary page.

This process is mandatory and must be completed within 30 days of hire. This also applies if you have completed an enrollment in a former school district and have since been hired in a new school district. You will not be able to view any account information if you do not complete this process.

If we have phone and email information for you, it is displayed below. If any information is missing or incorrect, please update it as necessary and click Next.

Note: When the Primary Phone or Primary Email selector is blue, that indicates this is your primary phone number and email address.

Phone and Email Information

Country Home Phone * Ext Primary Phone

UNITED STATES (617) 679-6877

Primary Email * Primary Email

bonnie.teddie@fake.com

* Denotes Required Field

Cancel Previous **9** Next

*Note: Please use your **personal email address** in the event the MTRS needs to contact you if you leave employment at your current school district.*

- On Step 4, review your employment information and select either **Yes** or **No** from the **Confirmed** drop-down. If you select **No**, please enter the reason you are unable to confirm employment.
- Click **Next**.

Welcome Bonnie
Last Login: 11:58 am today

BT Profile Logout

MTRS Enrollment

Personal Information Address Information Phone and Email Information **4** Employment Information History with Other MA Systems Summary

You are not done until you click the Submit button on the Summary page.

This process is mandatory and must be completed within 30 days of hire. This also applies if you have completed an enrollment in a former school district and have since been hired in a new school district. You will not be able to view any account information if you do not complete this process.

Review and confirm your employment information
Your employer(s) have reported your employment as listed below. If this information is:

- correct, please select Yes under Confirmed.
- incorrect, please select No under Confirmed, and enter the reason you believe the information is incorrect.

Note: You will not see all of your MTRS service history on this page. If multiple employers are listed below, it is because your enrollment record for that employment is incomplete. To complete your enrollment record for prior employers, please select Yes or No under Confirmed.

Start Date	Employer Code	Employer Name	Confirmed	Reason you are unable to confirm
09/01/2021	9005	GOTHAM PUBLIC SCHOOLS	Yes 10	N/A

Cancel Previous **11** Next

12. Step 5 is an **extremely important** part of your enrollment process. Please take time to read and follow the instructions on this page carefully. Confirming whether you have prior service with another Massachusetts contributory retirement system (e.g., prior municipal service) can have a **major effect on your contribution rate and potential future benefits**, so it is important to have this information accurately recorded in our system as near to your date of hire as possible. For more information about service with other MA contributory retirement systems, see our website.
- a. Click **Add** to add prior service, if applicable.
 - b. Click **Next** when done.

Note to members that have not had their funds transferred yet: As a member transferring in service from another MA contributory retirement system you may have the opportunity to elect into our enhanced retirement benefit called RetirementPlus (R+). Please note: If your school is currently deducting 11% you are not automatically enrolled in RetirementPlus (R+). In addition, the contribution rate of a flat 9% + 2% on any earnings over \$30,000 means that you are not participating in RetirementPlus(R+). Once your funds have transferred, you will receive a one-time election in the mail. You will have 180 days to make an election. If you do not respond, you will lose out on this one-time opportunity. This election will determine the amount that is deducted from your pay and deposited in your annuity savings account with the MTRS.

If you were ever employed by the Boston Public Schools as a Teacher, you may be already mandated into RetirementPlus.

Please Note: If you were ever employed by the Boston Public Schools you would have been a member of the Boston Retirement System. Not the MTRS. Please list this service below.

- If you had a city/town/state job and contributed to a MA retirement system, please click the **Add** button and completely fill out the row below and click **Next** below.
- If you have never contributed to a MA retirement system, please click **Next** below.

Actions	Retirement System	Employer	Position	Apprx. Start Date	Apprx. Stop Date	Status of Funds ↑
Delete	CAMBRIDGE RETIREMENT BOARD	Cambridge Public Schools	Teacher's Aide	09/01/2020	06/30/2021	I currently have funds on account

Buttons: **Add** (circled in red 'a'), **Next** (circled in red 'b'), **Previous**, **Cancel**.

13. On Step 6, review your summary information. If you need to make any changes, click on **Previous** to navigate back to any step of the Enrollment process. Once you have fully reviewed your information, click **Submit**.

Employment Information

Start Date	Employer Code	Employer Name	Confirmed	Reason you are unable to confirm
09/01/2021	9005	GOTHAM PUBLIC SCHOOLS	Yes	N/A

History with Other MA Systems

Retirement System	Employer	Position	Apprx. Start Date	Apprx. Stop Date	Status of Funds
CAMBRIDGE RETIREMENT BOARD	Cambridge Public Schools	Teacher's Aide	09/01/2020	06/30/2021	I currently have funds on account

Please review the information above. If any of it is incorrect, return to previous tabs to make changes. In order to complete the Enrollment process, please click on the **Submit** button.

Buttons: **Submit** (circled in red '13'), **Previous**, **Cancel**.

You will be directed to a Confirmation page.

Thank you for completing your Enrollment!

14. You may access your **MTRS Enrollment Confirmation** form by clicking on the link from this confirmation page (which is also available on the **Documents** section of MyTRS). Click **Close** to access the Home page of Member Self Service.

The screenshot shows the MyTRS MTRS Enrollment Confirmation page. At the top left is the MyTRS logo. At the top right, it says "Welcome Bonnie" and "Last Login: 11:58 am today", with links for "Profile" and "Logout". The main heading is "MTRS Enrollment". Below this is a progress bar with six steps, each marked with a blue checkmark: "Personal Information", "Address Information", "Phone and Email Information", "Employment Information", "History with Other MA Systems", and "Summary". Below the progress bar, the text reads: "You have successfully completed your MTRS Enrollment! We greatly appreciate your cooperation and assistance in submitting this necessary information." It then provides a link to the website: "For additional information about your retirement plan, please visit our website at <http://www.mass.gov/mtrs>." It also says: "Please click this [MTRS Enrollment Confirmation](#) link to open the document." At the bottom, there is a red instruction: "In order to access the full menu of options available through Member Self Service, please click the Close button." In the bottom right corner, there is a red circle with the number "14" and a "Close" button.