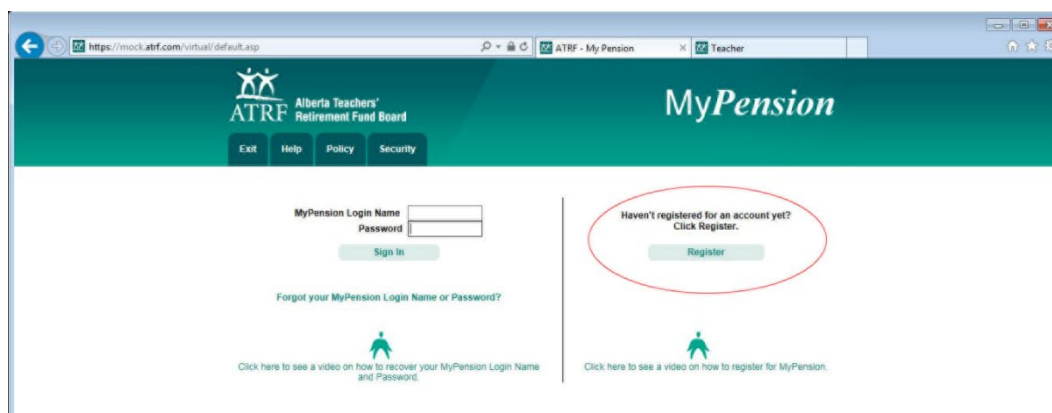


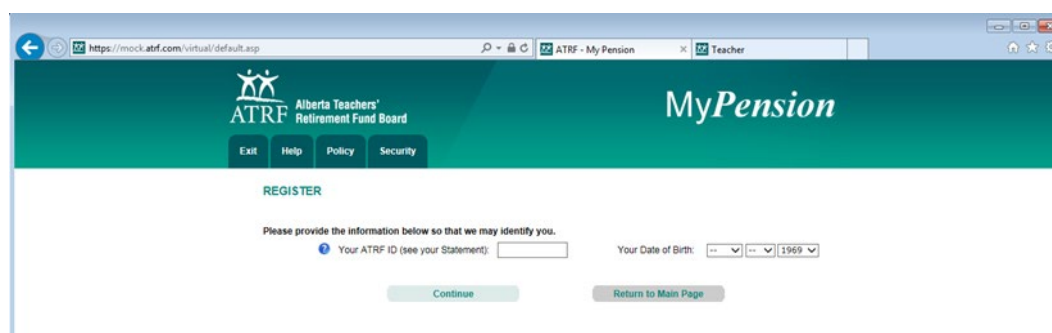
Once you're registered for MyPension, logging in and updating your information is easy. But members sometime need a little help registering the first time, so we've developed this guide explaining how to register and the personal information we require.

To start, you will need to have your ATRF ID number handy.

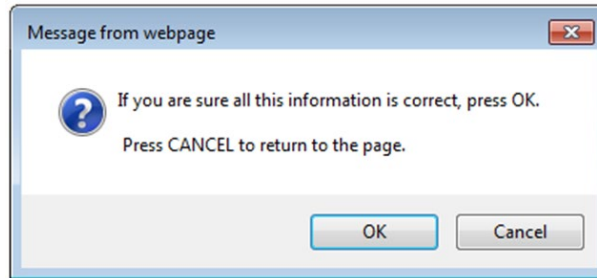
1. In your web browser, go to: <https://mypension.atrf.com>
2. When registering for the first time, select 'Register'.



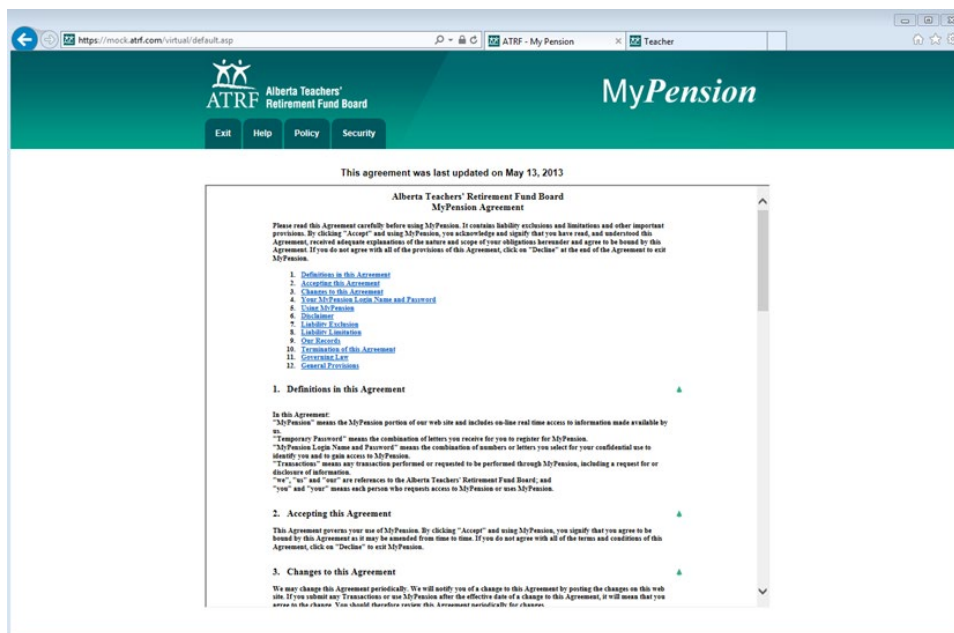
3. Enter your ATRF ID number (**without the dash**) and date of birth. Select 'Continue'.
NOTE: Your ATRF ID can be found on page 1 of your Annual Plan Member Statement.
For Retired Members: Your pension number and your ATRF ID number are the same number.



- This confirmation message will appear asking if the information you have entered is correct. Press 'OK' to continue.



- The MyPension Agreement will then appear.



- Scroll to the bottom and click 'Accept' if you agree with the terms. After you accept the terms, you will be required to fill out additional information.

REGISTER (Step 1 of 3)

Please provide the information below so that we may identify you.

Your ATRF ID (see your Statement):

Your Social Insurance Number:

Your Date of Birth: -- -- 1972

Province/State of Residence:

Country of Residence: CANADA

Your Email Address:

Confirm Your Email Address:

An email will be sent to you to continue your registration. Please follow the instructions therein carefully. Please add MyPension@atrf.com to your address book or safe email list to ensure that you receive this important message.

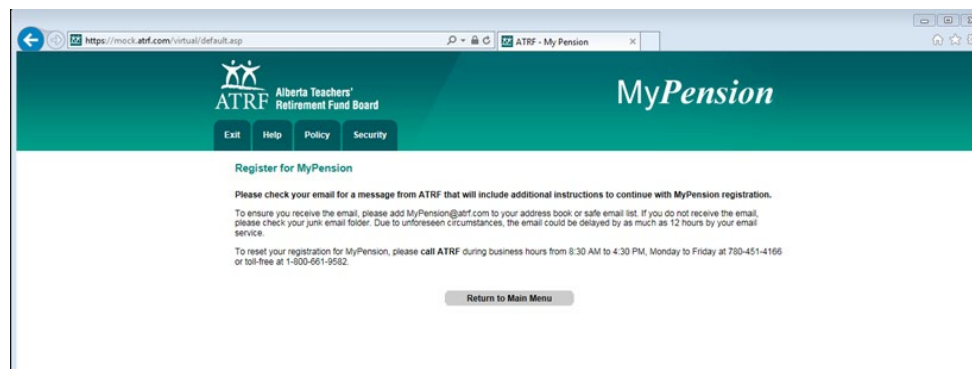
Continue

Cancel Registration



Reggie is here to help! Give him a tap to view a video tutorial.

7. You will be asked to provide the following information and then hit 'Continue':
 - a. Social insurance number
 - b. Province/State of Residence
 - c. Email Address
8. A message will appear regarding adding MyPension@atrf.com to your safe email list. Click 'OK' to continue.
9. The following message will appear. Select 'Return to Main Menu'.



10. Please check your email to retrieve the registration email coming from MyPension@atrf.com with

your temporary password. **You must click on the link in this email to complete the registration process.** It's safe to click on this link coming from the MyPension@atrf.com email.

11. Enter your ATRF ID again, along with your temporary password from the email and select 'Continue to Next Step'.
12. Now you will be asked to create a login name for MyPension, permanent password, and three challenge questions and answers. Select 'Complete Registration' when you're finished. (useful tip: create a login name that you will easily remember – it can be your ATRF ID for example or even your name)

Welcome to ATRF MyPension. Please provide the information below to complete your registration. (Step 3 of 3)
Click here for "MyPension Login Name/Password Hints"

1. Create a MyPension Login Name

Your MyPension Login Name is not case-sensitive and must:

- be between 6 and 12 characters long
- not be the same as your Password
- use only alphabetic letters or numbers
- not use spaces or special characters (@#5%^& etc.)

Enter your new MyPension Login Name:

Confirm your new MyPension Login Name:

2. Create a Permanent Password

Your Password is not case-sensitive and must:

- be different from the Temporary Password issued by ATRF
- be between 6 and 12 characters long
- not be the same as your MyPension Login Name
- use only alphabetic letters or numbers
- not use spaces or special characters (@#5%^& etc.)

Enter a Password:

Confirm Password:

You may change your MyPension Login Name and password later from within MyPension.

3. Choose your Challenge Questions.

You must select 3 challenge questions and provide your answer. You will be required to answer your challenge question if you forget your Login Name and/or Password and to activate **Additional Sign In Protection**.

Your questions and answers must consist of only alphabetic or numeric characters such as A-Z, a-z, 0-9 or the following symbols only: .!@&?,(and).


Your Questions

PLEASE SELECT A QUESTION

PLEASE SELECT A QUESTION

PLEASE SELECT A QUESTION

Your Answers (Maximum 25 characters)

 Reggie is here to help! Give him a tap to view a video tutorial.

13. You will see a confirmation message on MyPension, and will also receive a welcome email.

14. Your registration is complete!

You now have access to several services and functionalities inside *MyPension* including:

- View/update your personal information
- View/update your spouse/pension partner's information
- View/update your beneficiary information
- View/update your security profile
- Join/update our email list (note: this is where you can select or update your communication preferences between paper and electronic for certain types of documents that ATRF is sending you such as your annual statements)
- Print statements
- See your contribution and service statement details per year
- Calculate pension, purchase or termination benefit estimates
- Apply for benefits online
- Access your secure message centre

Your Security Matters to Us.

ATRF ensures the highest standards of security are used for our online tools to make sure your personal information is always safe and secure.

