

Once you're registered for My*Pension*, logging in and updating your information is easy, but members sometimes need a little help registering for the first time. This simple guide explains 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'.

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Exit	Help	Policy	Security	
	MyPensi Forgot y	ion Login Na Passw rour MyPens	me ord Sign In ion Login Nar	Having trouble opening PDFs? Haven't registered for an account yet? Click Register. Register ne or Password?

 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.

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Exit	Help	Policy	Security	
F	Register	for MyPe	ension - St	ep 1 of 4 - Validate ATRF ID
F	lease prov	ide the inform	nation below se	o that we may identify you.
	0	Your AT	RF ID (see yo	ur Statement): Your Date of Birth: v] v] [1973 v
				Continue Return to Main Page

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





5. The MyPension Agreement will then appear.

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LAIL	ncip	Toney	Jocumy					
R	egister	for MyPe	nsion - Ste	p 2 of 4 - Accept MyPension Agreement				
			т	his agreement was last updated on May 13, 2013				
				Alberta Teachers' Retirement Fund Board MyPension Agreement				
		Please read this A provisions. By cli Agreement, receit Agreement. If you MyPension.	Agreement carefull icking "Accept" ar ved adequate expl u do not agree with	y before using McPension. It contains liability exclusions and limitations and other important d using McPension, you acknowledge and signify that you have read, and understood this manufass of the astructure and recope of your obligations heremeder and agree to be bound by this a all of the provisions of this Agreement, click on "Decline" at the end of the Agreement to exist				
		 Dafiniti Accepti Change Your M Using A Dinclaim Liability Liability Our Res Termina General General 	ons in this Agreem ng this Agreement a to this Agreemen yPension Login Ni AyPension ner y Exclusion y Limitation cordi tation of this Agreen ing Law I Provisions	ni 4 ma ni Patword maa				
		1. Definition	is in this Agree	ement	*			
		In this Agreemen "MyPention" me us. "Temporary Pat: "MyPention Log identify you and "Transactions" in disclosure of info "we", "us" and "your "you" and "your	t: isans the MyPension sword" means the in Name and Passy to gain access to M neans any transact mation. 'our" are reference " means each per	a perform of our web site and includer on line real time secons to information and a svaliable by combination as I forcer you rearies for you to registure from Mo Pension. cost ²¹ means the combination of numbers or interest you model for successful that use to SPension. Spension. The state of the spectrament of the state of the spectra of the state of the site of the spectra of the spectrament Fund Storely and as the request means of MyPension are used MyPension.				
		2. Accepting	this Agreeme	nt	*			
		This Agreement g bound by this Ag Agreement, click	governs your use o reement as it may on "Decline" to es	(MyPension. By clicking "Accept" and using MyPension, you signify that you agree to be be amended from time to time. If you do not agree with all of the terms and conditions of this cit MyPension.				
		3. Changes (to this Agreem	ent	*			
		We may change t site. If you submi	his Agreement per it any Transactions	iodically. We will notify you of a change to this Agreement by posting the changes on this web or use MyPension after the effective date of a change to this Agreement, it will mean that you refore avaies this Agreement particidically for changes				

6. 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.

ATRF Alberta Teachers' ATRF Retirement Fund	MyPension
Register for MyPension - Step 3 of 4 Please provide the information below so that we ma	Provide Personal Information y identify you.
 Your ATRF ID (see your Statement): Your Social Insurance Number: Your Date of Birh: Province/State of Residence: Country of Residence: Your Email Address: Confirm Your Email Address: 	
An email with a link to verify your email address email to complete your registration. Please add MyPension@atrf.com to your address b	will be sent to the email address provided above. Follow the instructions in the ook or safe email list to ensure that you receive this important message.

- 7. You will be asked to provide the following information and then hit 'Continue':
 - a. Social insurance number
 - b. Province/State of Residence
 - c. Country of Residence
 - d. 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'.

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E	xit	Help	Policy	Security			
	Regi An em compl To ens please service To rese	ster fo ail with a lete your ure you r check yo a at your re	a link to ver registration receive the e our junk ema	sion ify your email mail, please at il folder. Due to r MyPension, p	laddress has been sent to the email address provided. Follow the instructions in the email to dd MyPension@atri.com to your addess book or safe email lat. If you do not receive the email ounforessen circumstances, the email could be delayed by as much as 12 hours by your email lease return to the main page and click Register to re-start.		

- 10. Please check your email to retrieve the registration email coming from <u>MyPension@atrf.com</u> with your registration email verification. 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 <u>MyPension@atrf.com</u> email.
- 11. Now you will be asked to create a login name for My*Pension*, a 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)

ATRF Alberta Teacher	s' I	MyPension
Exit Help Policy Sec	urity	
Register for MyPension -	Step 4 of 4 - Create MyP	ension Profile
Please provide the information belo name and password.	w to complete your registration. View	v MyPension Login Name/Password Hints for tips on choosing a login
1. Create a MyPension Login Nam	10	
Your MyPension Login Name	is not case-sensitive and must:	Enter your new MyPension Login Name:
 be between 6 and 12 ch not be the same as your use only alphabetic lette not use spaces or special 	aracters long Password rs or numbers il characters (@#\$%^& etc.)	Confirm your new MyPension Login Name:
2. Create a Permanent Password		
Your Password must:		
 be between 8 and 32 ch contain at least one low contain at least one low contain at least one now contain at least one spectrum contain at least one spectrum l @ # \$ % ^ & () _ + - 	aracters long arcase letter arcase letter ber fal character: ? < > : : [] { }	Enter a Password: 00 Confirm Password: 00
You may change your MyPensio	n Login Name and password later f	rom within MyPension.
3. Choose your Challenge Questi	ons.	
You must select 3 challenge que Login Name and/or Password a	stions and provide your answer. Yo nd to activate Additional Sign In P	u will be required to answer your challenge question if you forget your rotection.
Your questions and answers r only: .*'/@&?,(and).	nust consist of only alphabetic o	r numeric characters such as A-Z, a-z, 0-9 or the following symbols
Your Questions		Your Answers (Maximum 25 characters)
PLEASE SELECT A QUESTION	~	
PLEASE SELECT A QUESTION	•	
PLEASE SELECT A QUESTION	Complete	Registration
	Reggie is here to help! Gi	ve him a tap to view a video tutorial.



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

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Exit	Help	Policy	Security		
					Having trouble opening PDFs?
0	ou have	successfully	completed you	r registration for MyPension.	Please login with your login name and password below.
	MyPens	ion Login Na Passw	rord	8	Haven't registered for an account yet? Click Register.
			Sign In		Register
	Foract	vour MyPens	ion Login Nam	or Password?	

13. Your registration is complete!

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

- View/update your contact information
- View/update your pension partner information
- View/update your beneficiary information
- Update your communication preferences
- Print statements
- 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.