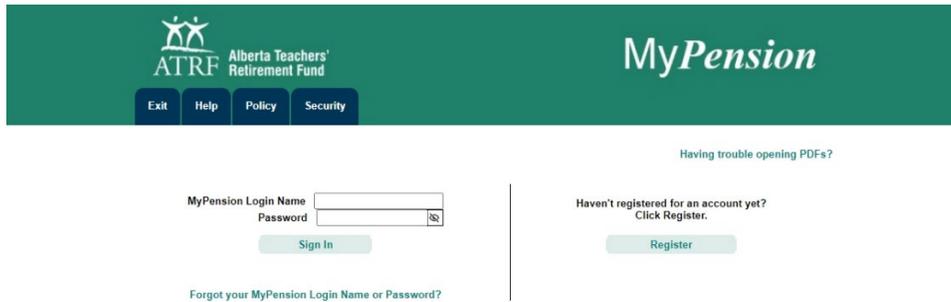


Once you're registered for MyPension, logging in and updating your information is easy, but members sometimes need a little help registering for the first time. This simple guide explains how to register and the personal information we require.

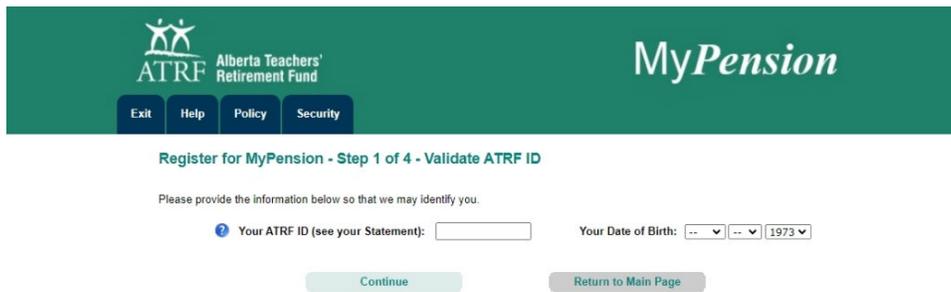
To start, you will need to have your ATRF ID number handy.

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



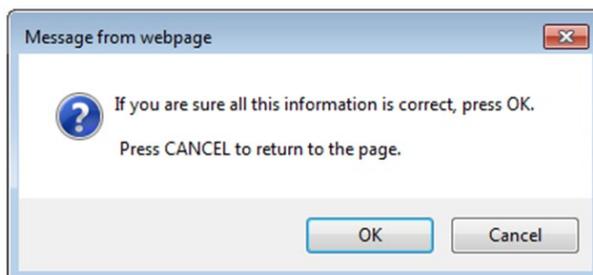
The screenshot shows the MyPension login interface. At the top left is the ATRF logo and navigation buttons for Exit, Help, Policy, and Security. The main heading is "MyPension". Below the heading, there are two columns of input fields. The left column has "MyPension Login Name" and "Password" fields, a "Sign In" button, and a link for "Forgot your MyPension Login Name or Password?". The right column has a "Register" button and a link for "Haven't registered for an account yet? Click Register." There is also a small link "Having trouble opening PDFs?" at the top right.

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.



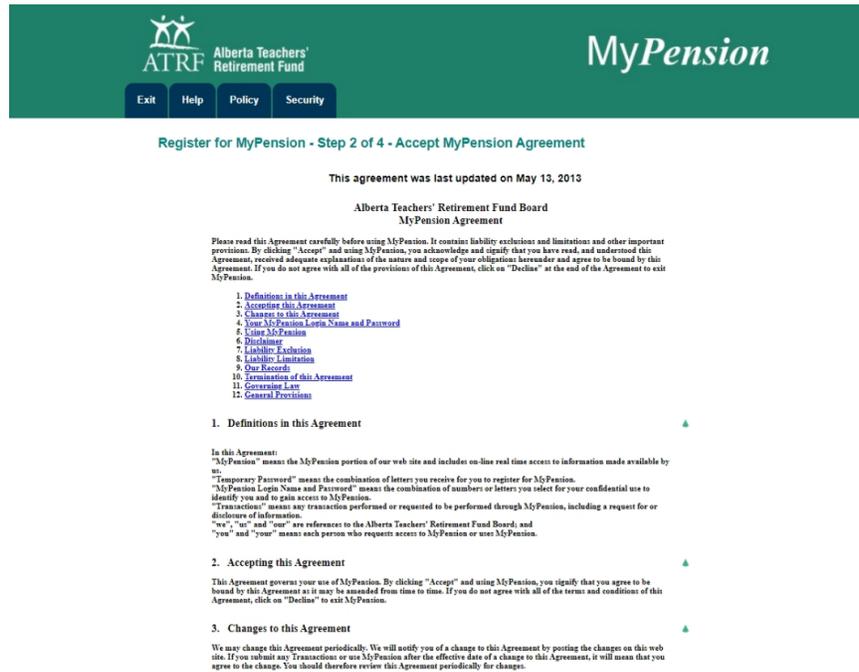
The screenshot shows the "Register for MyPension - Step 1 of 4 - Validate ATRF ID" page. It asks the user to provide information for identification. There are two input fields: "Your ATRF ID (see your Statement):" and "Your Date of Birth:" with a dropdown menu showing "1973". Below the fields are "Continue" and "Return to Main Page" buttons.

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

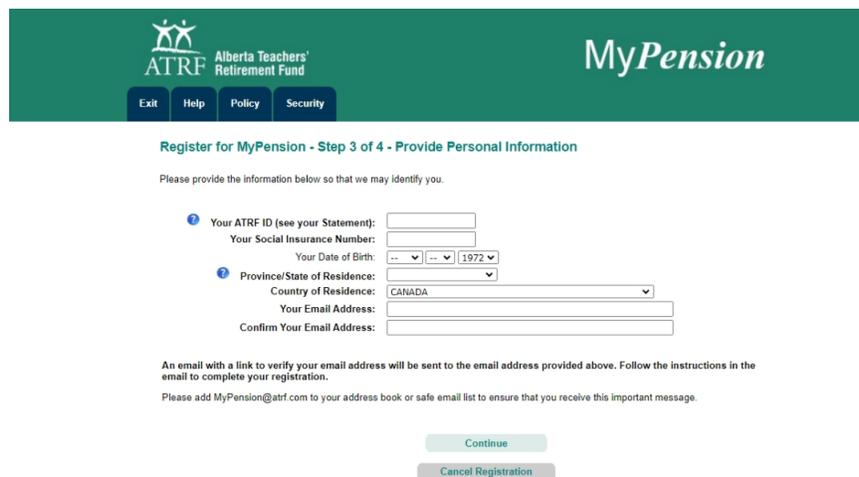


The screenshot shows a "Message from webpage" dialog box. It contains a question mark icon and the text: "If you are sure all this information is correct, press OK. Press CANCEL to return to the page." At the bottom are "OK" and "Cancel" buttons.

5. The MyPension Agreement will then appear.



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.

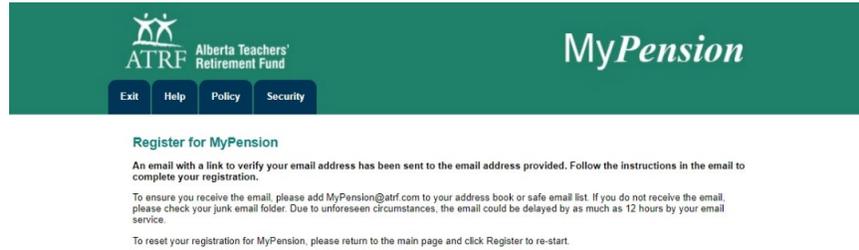


7. You will be asked to provide the following information and then hit 'Continue':

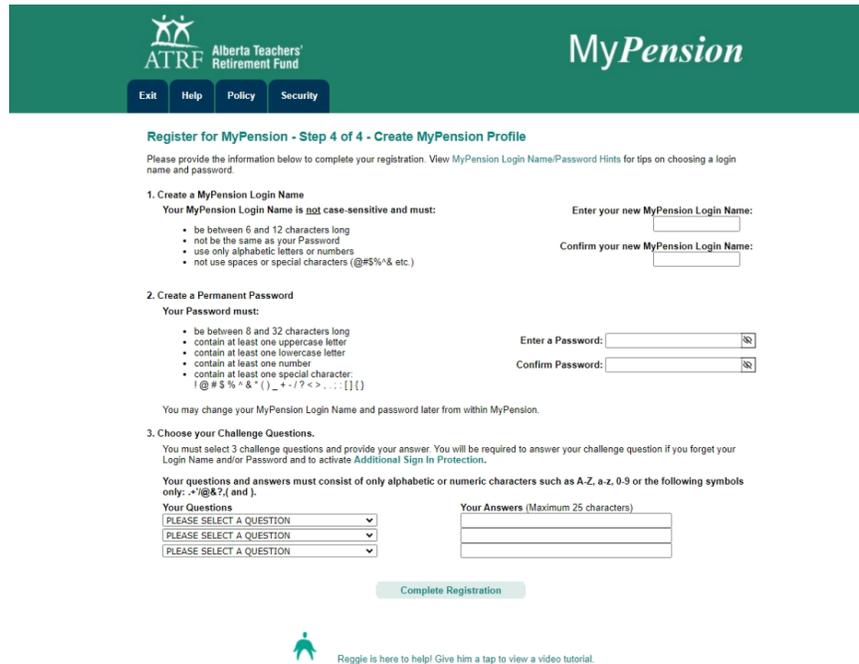
- a. Social insurance number
- b. Province/State of Residence
- c. Country of Residence
- d. Email Address

8. A message will appear regarding adding MyPension@atrf.com to your safe email list. Click 'OK' to continue.

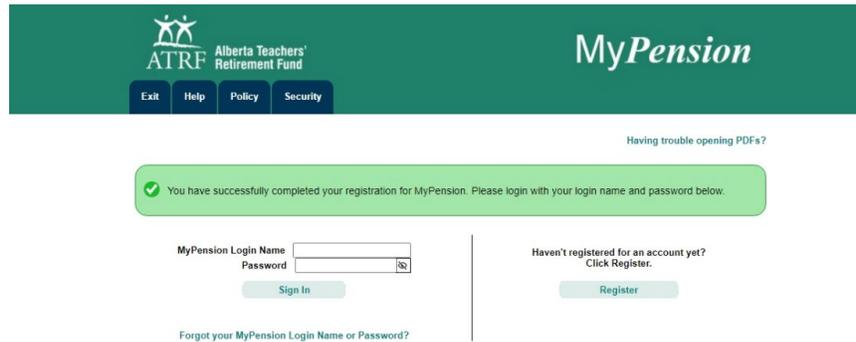
9. The following message will appear. Select 'Return to Main Menu'.



10. Please check your email to retrieve the registration email coming from MyPension@atrf.com 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 MyPension@atrf.com email.
11. Now you will be asked to create a login name for MyPension, 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)



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



The screenshot shows the MyPension website interface. At the top, there is a green header with the ATRF logo and the text "Alberta Teachers' Retirement Fund" on the left, and "MyPension" on the right. Below the header are navigation buttons for "Exit", "Help", "Policy", and "Security". A link "Having trouble opening PDFs?" is visible. A green confirmation message states: "You have successfully completed your registration for MyPension. Please login with your login name and password below." Below this message are two columns. The left column contains input fields for "MyPension Login Name" and "Password", a "Sign In" button, and a link "Forgot your MyPension Login Name or Password?". The right column contains the text "Haven't registered for an account yet? Click Register." and a "Register" button.

13. Your registration is complete!

You now have access to several services and functionalities inside MyPension 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.

