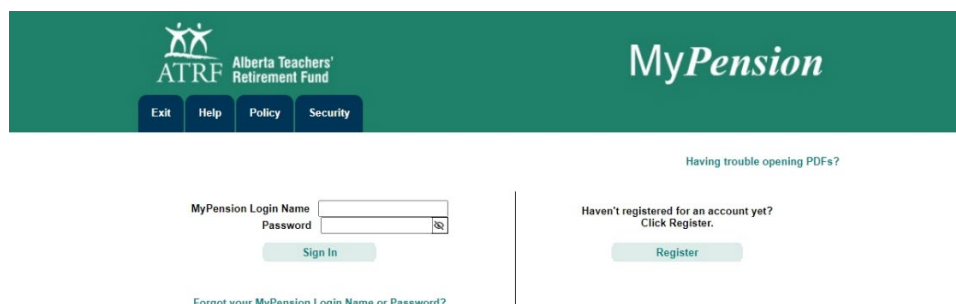


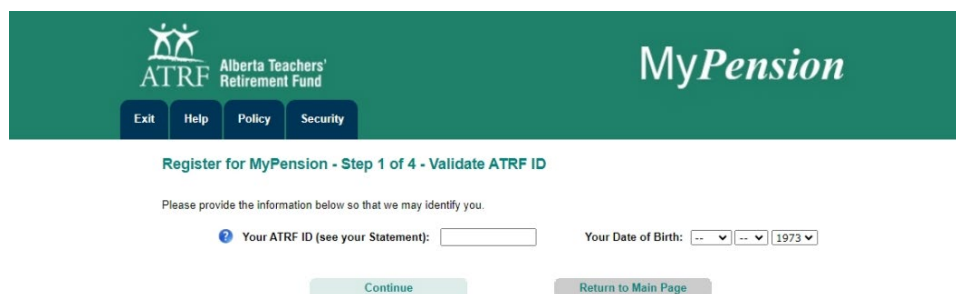
Once you're registered for MyPension, logging in and updating your information is easy, but members sometimes need a little help registering for the first time. This simple guide explains how to register and the personal information we require.

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

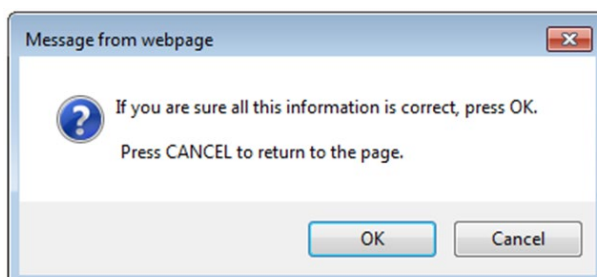
1. In your web browser, go to: <https://mypension.atrf.com>
2. When registering for the first time, select 'Register'.



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.



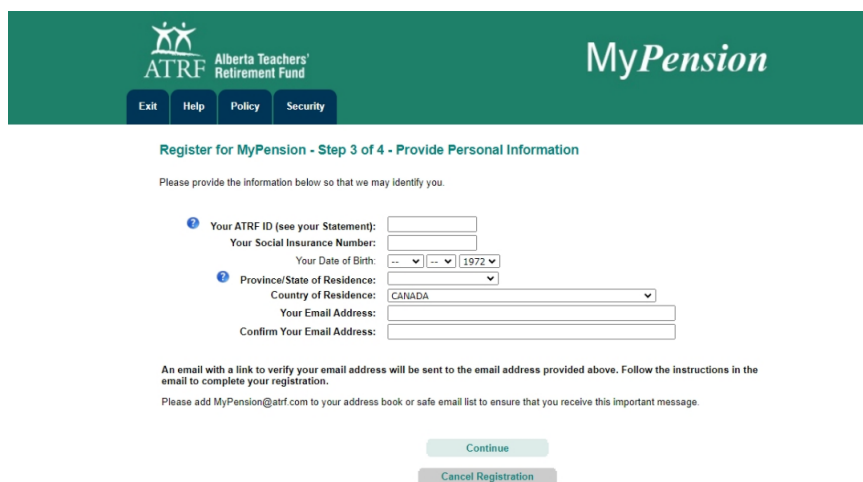
4. This confirmation message will appear asking if the information you have entered is correct. Press 'OK' to continue.



5. The MyPension Agreement will then appear.

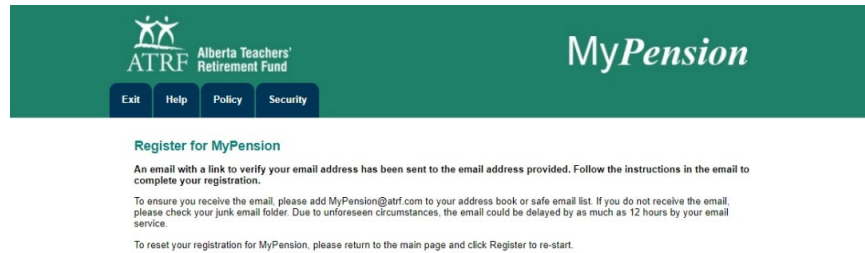


6. Scroll to the bottom and click 'Accept' if you agree with the terms. After you accept the terms, you will be required to fill out additional information.



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'.



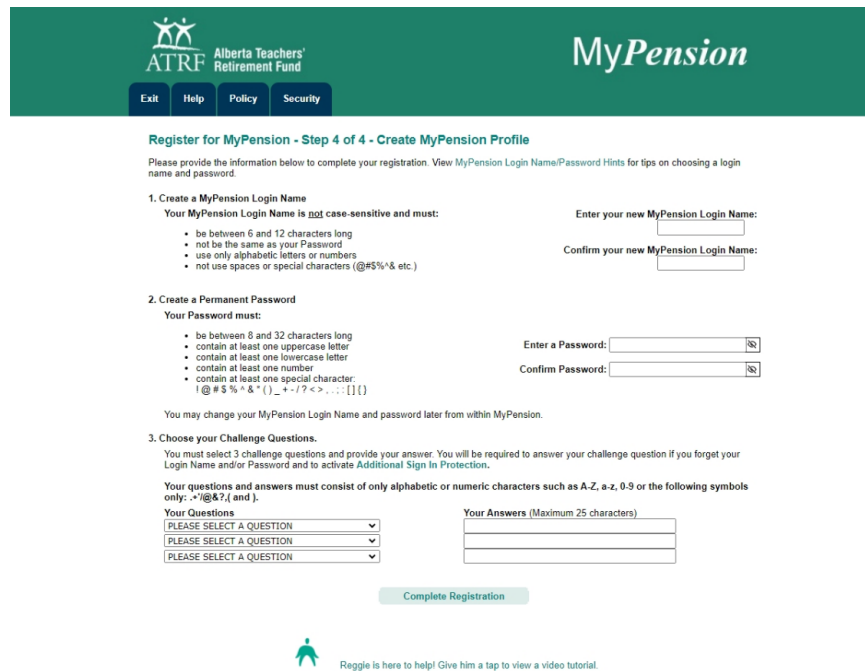
Register for MyPension

An email with a link to verify your email address has been sent to the email address provided. Follow the instructions in the email to complete your registration.

To ensure you receive the email, please add MyPension@atrf.com to your address book or safe email list. If you do not receive the email, please check your junk email folder. Due to unforeseen circumstances, the email could be delayed by as much as 12 hours by your email service.

To reset your registration for MyPension, please return to the main page and click Register to re-start.

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)



Register for MyPension - Step 4 of 4 - Create MyPension Profile

Please provide the information below to complete your registration. View MyPension Login Name/Password Hints for tips on choosing a login name and password.

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 (@#%&' etc.)

Enter your new MyPension Login Name:

Confirm your new MyPension Login Name:

2. Create a Permanent Password
Your Password must:

- be between 8 and 32 characters long
- contain at least one uppercase letter
- contain at least one lowercase letter
- contain at least one number
- contain at least one special character: !@#\$%^&*()_+~/?<>.,:;[]{}

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

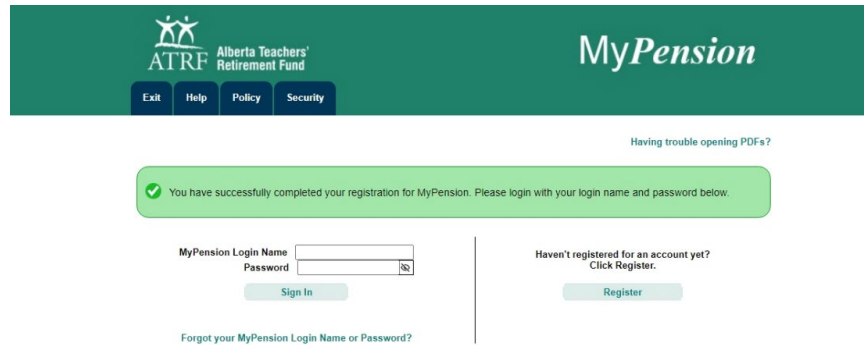
PLEASE SELECT A QUESTION

Your Answers (Maximum 25 characters)

Complete Registration

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

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



The screenshot shows the MyPension login interface. At the top, there is a green header with the ATRF logo and the text "MyPension". Below the header, there are links for "Exit", "Help", "Policy", and "Security". 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, there are two columns. The left column contains fields for "MyPension Login Name" and "Password", a "Sign In" button, and a link for "Forgot your MyPension Login Name or Password?". The right column contains a link for "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.

