Alberta Teachers' Retirement Fund
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Edmonton, AB T5N 2R1
780-451-4166
1-800-661-9582
780-452-3547
www.atrf.com

My*Pension* Registration Guide

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.

Before You Begin

Have the following information ready:

1. ATRF ID or Pension Number

Active and inactive members can find their ATRF ID on their Plan Member Statement.

Retired members can find their Pension Number on their Pension Information Statement.

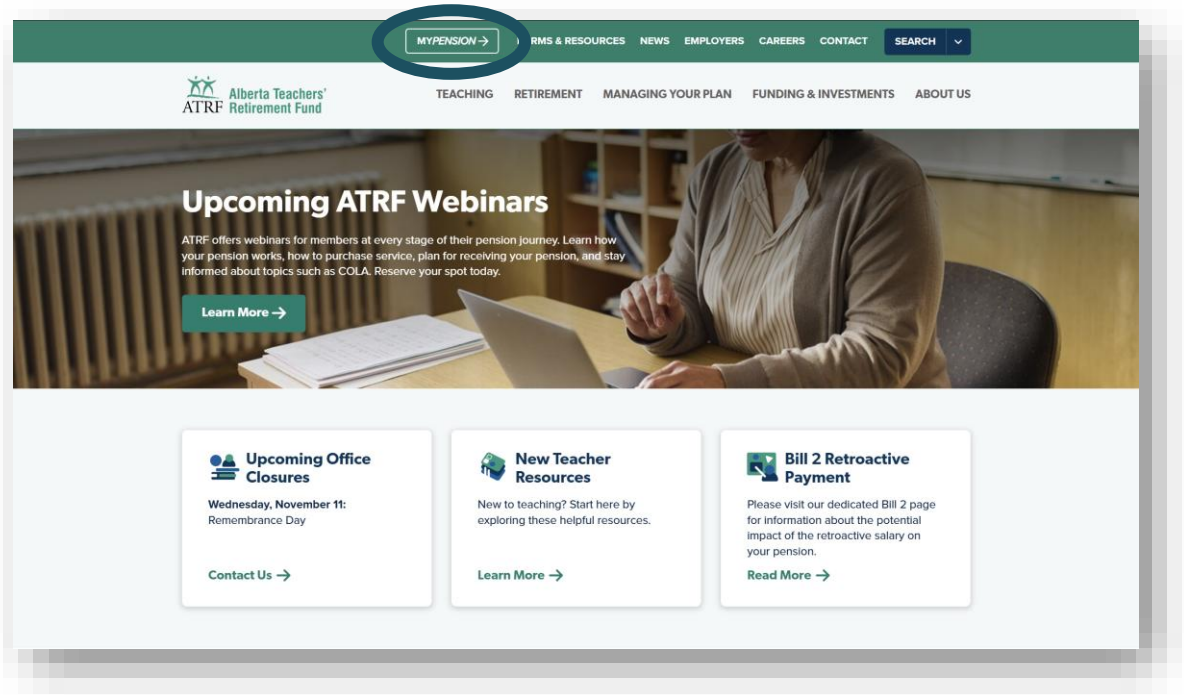
2. Date of birth

3. Last five digits of your Social Insurance Number (SIN)

Register for My*Pension*

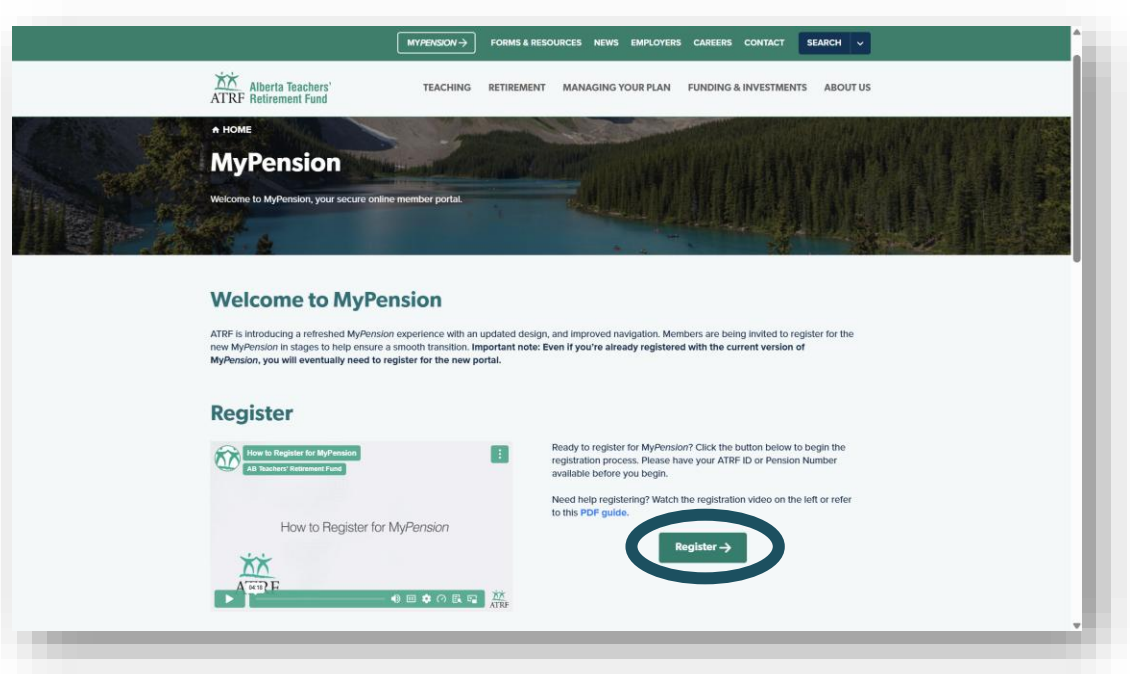
Open My*Pension* and Start Your Registration

From the ATRF website, select My*Pension*.



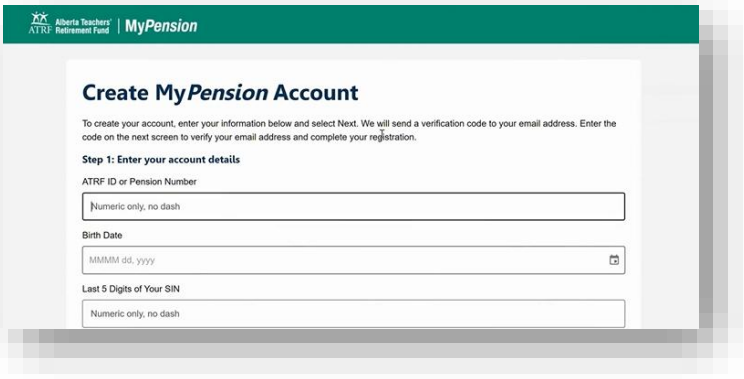
Connect with us.

Your web browser will open the My*Pension* page; select **Register**.



Step 1 – Enter Your Account Details

Enter the information requested to confirm your identity.



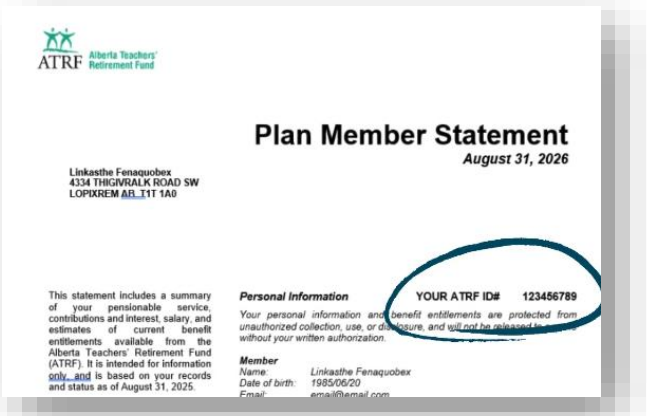
Connect with us.

Enter your ATRF ID or Pension Number

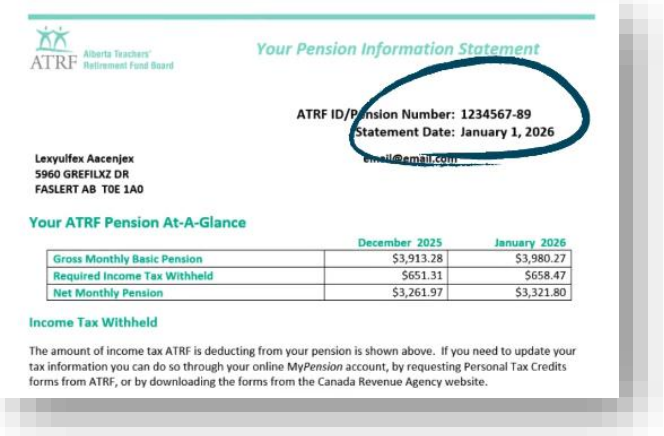


Having trouble finding Your ATRF ID or Pension Number?

Active and inactive members can find their ATRF ID on their Plan Member Statement.



Retired members can find their Pension Number on their Pension Information Statement.



Enter your date of birth in the format shown below. If you prefer, you can also click the calendar icon to select your date of birth using a calendar.

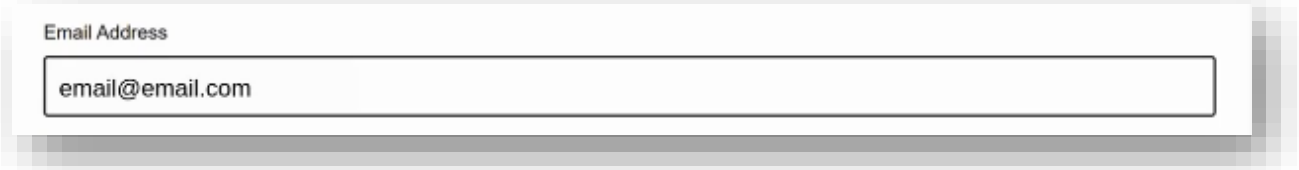


Connect with us.

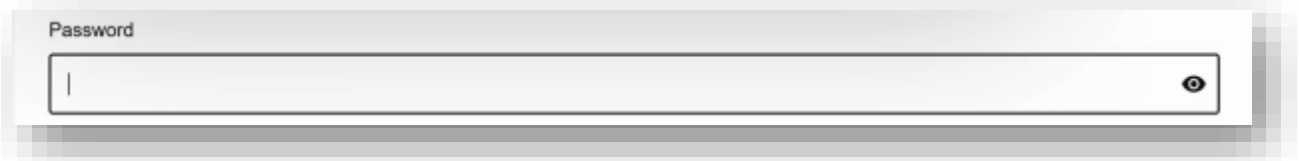
Enter the last five digits of your Social Insurance Number (SIN).



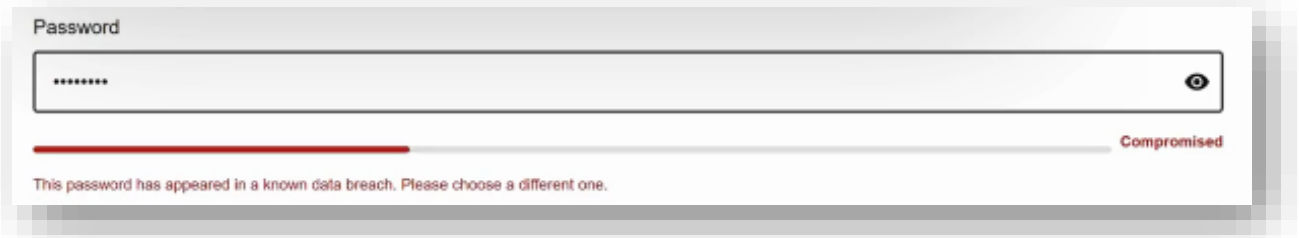
Enter your email address. Each My*Pension* account requires a unique email address. The same email cannot be used for another member's My*Pension* account.



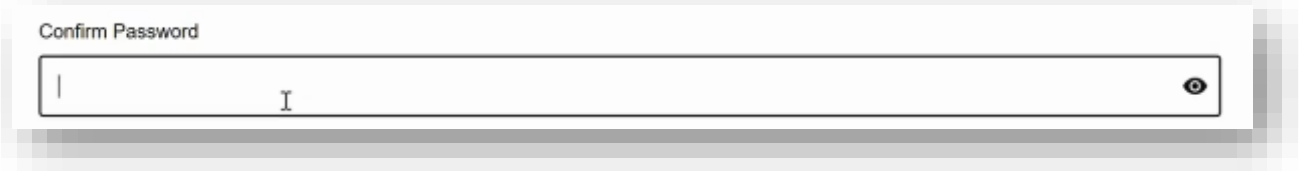
You will now need to create a password.



Your password must have at least eight characters and include at least three of these four character types: lowercase letters, uppercase letters, numbers, and special characters (for example, @, #, $, !, or _). The system
will also check whether the password that you selected has appeared in lists of passwords exposed in known data breaches. If it has, you'll be asked to choose a different one.



Once your password is accepted, enter it again to confirm as an added security check.



Complete the on-screen human verification check, then select **Next**.

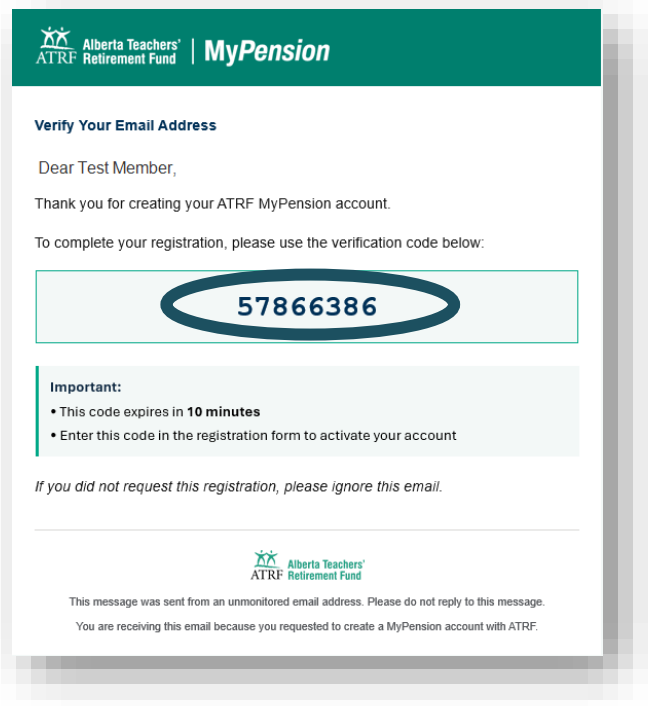
Connect with us.



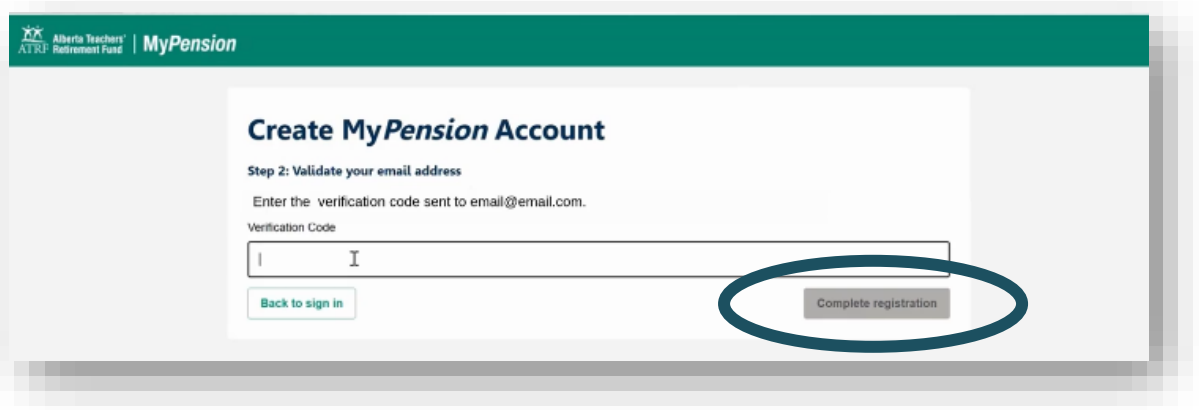
Step 2 – Validate Your Email Address

We will now need to validate the email address that you provided to create your account in step 1. A verification code will be sent to your email from no-reply@atrf.com.

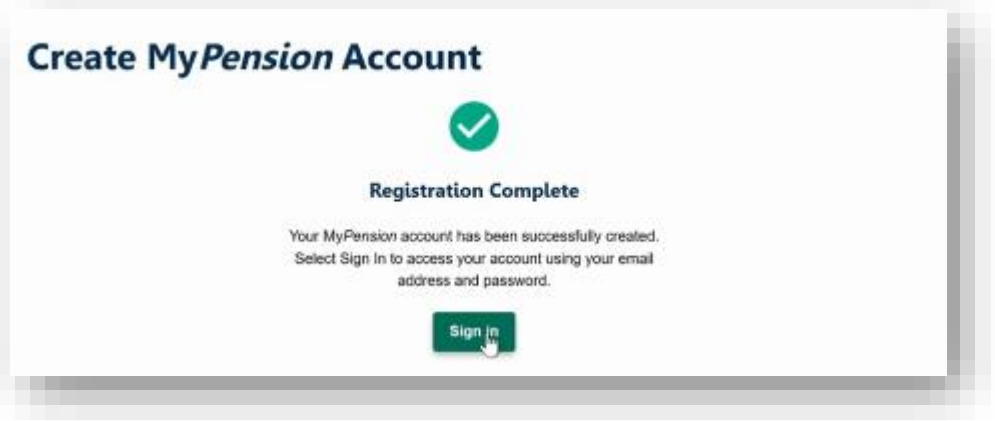
From: no-reply@atrf.com



If you don't see the email, check your spam or junk folders. Once you have the email, enter the code from your email and click **Complete Registration**.



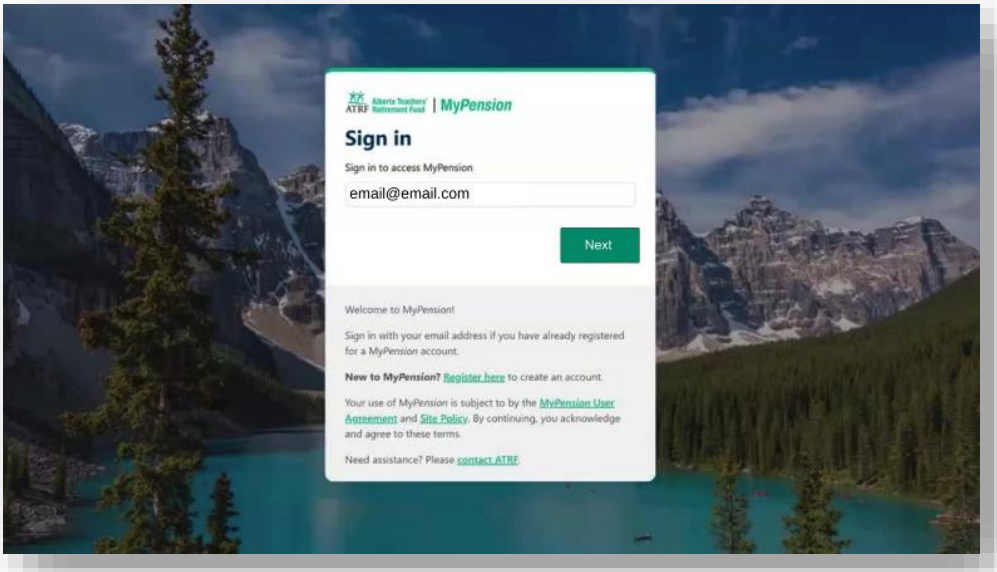
Your account registration is now complete. Select **Sign in** to access your account for the first time, and continue with your account setup.



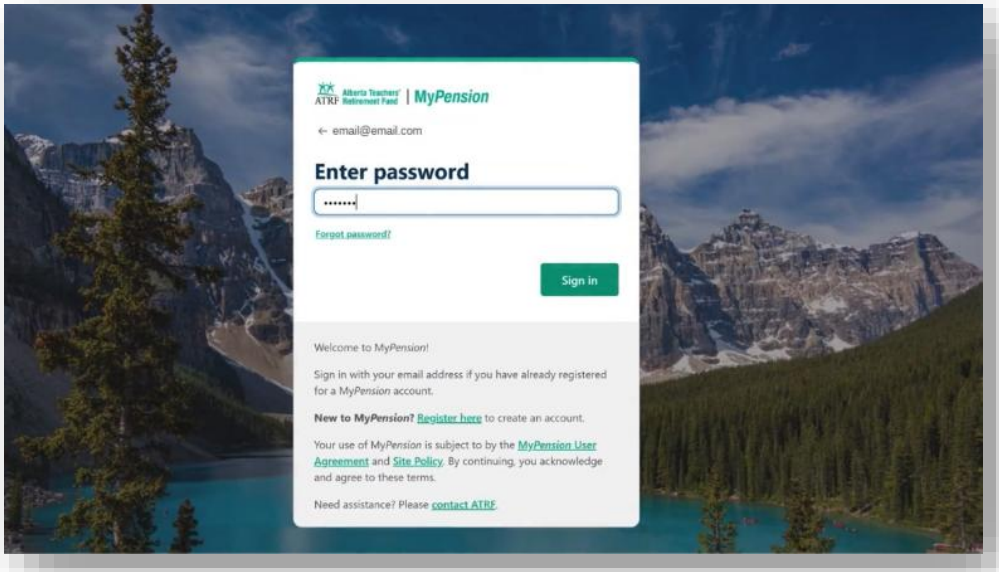
Connect with us.

Step 3 – Set Up Multi-factor Authentication (MFA)

When you sign in for the first time, you will set up multi-factor authentication, which adds an additional layer of security to help protect your account.



Sign in to My*Pension* using the email address and password that you used to create your account.



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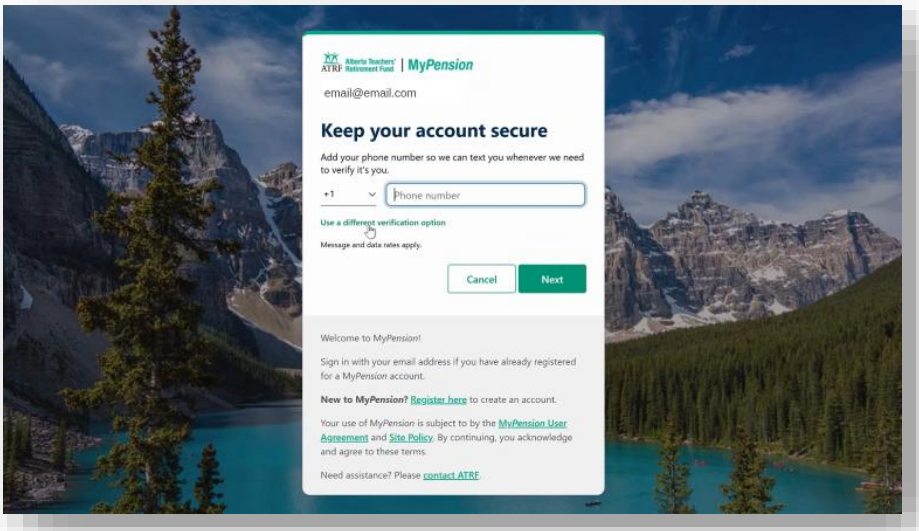
Choose Your Preferred Verification Method

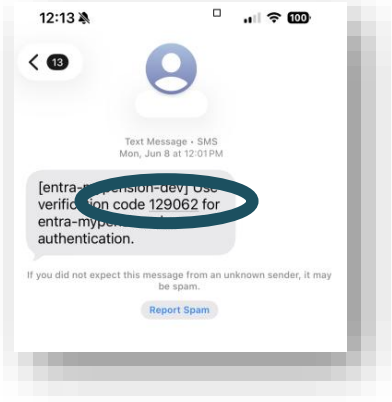
You can receive your MFA verification codes by text message or email. If you would like to use text message verification, follow the steps below. If you prefer email verification, skip ahead to the Email Verification section.

Option 1 - Use Text for Multi-factor Authentication

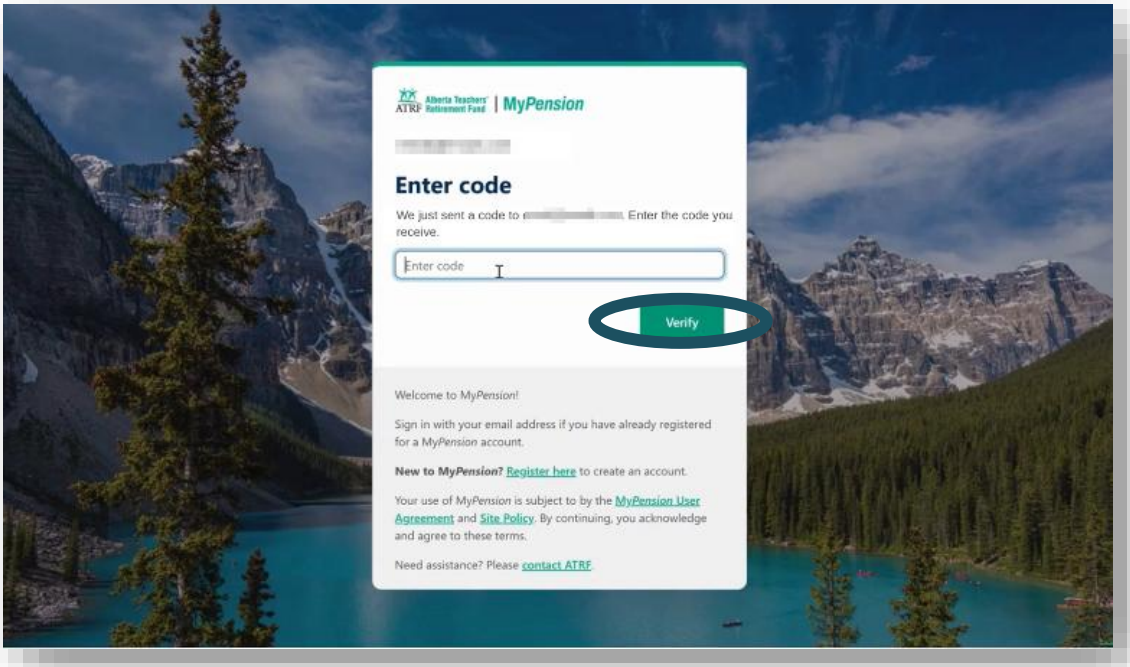
The first time you sign in, the system will ask you to enter a **mobile** phone number to allow you to complete the MFA process using a text message. Enter your **mobile** phone number and select **Next**.



You should receive a text message with a verification code from Microsoft, ATRF's MFA partner.

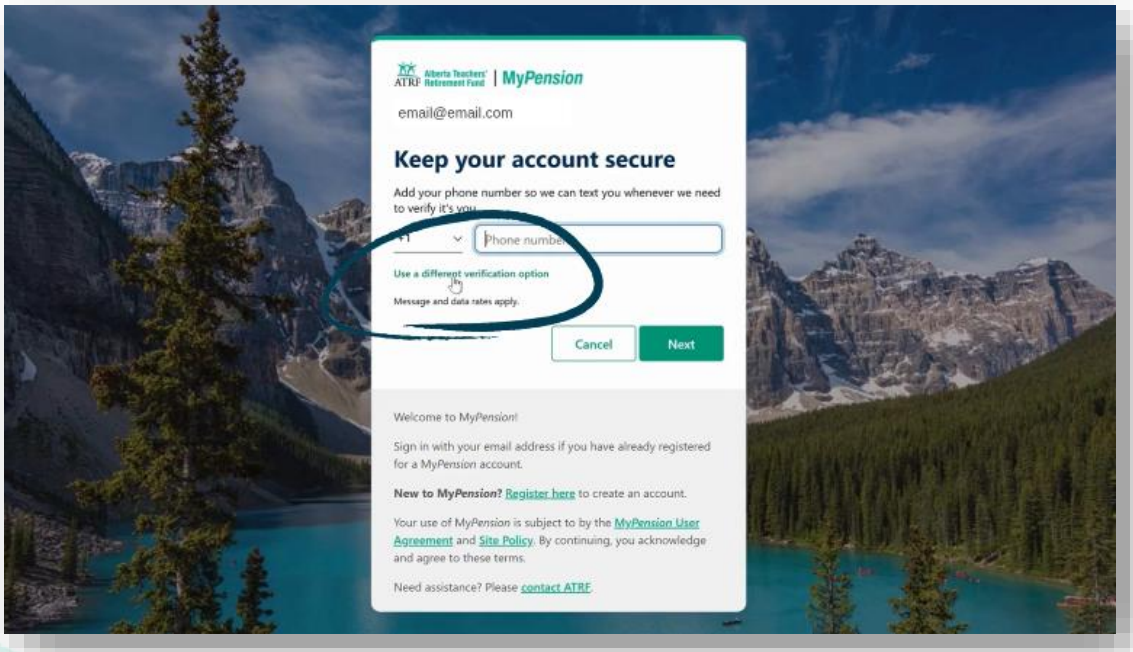


Enter the verification code that you received from your mobile phone and select **Verify**.

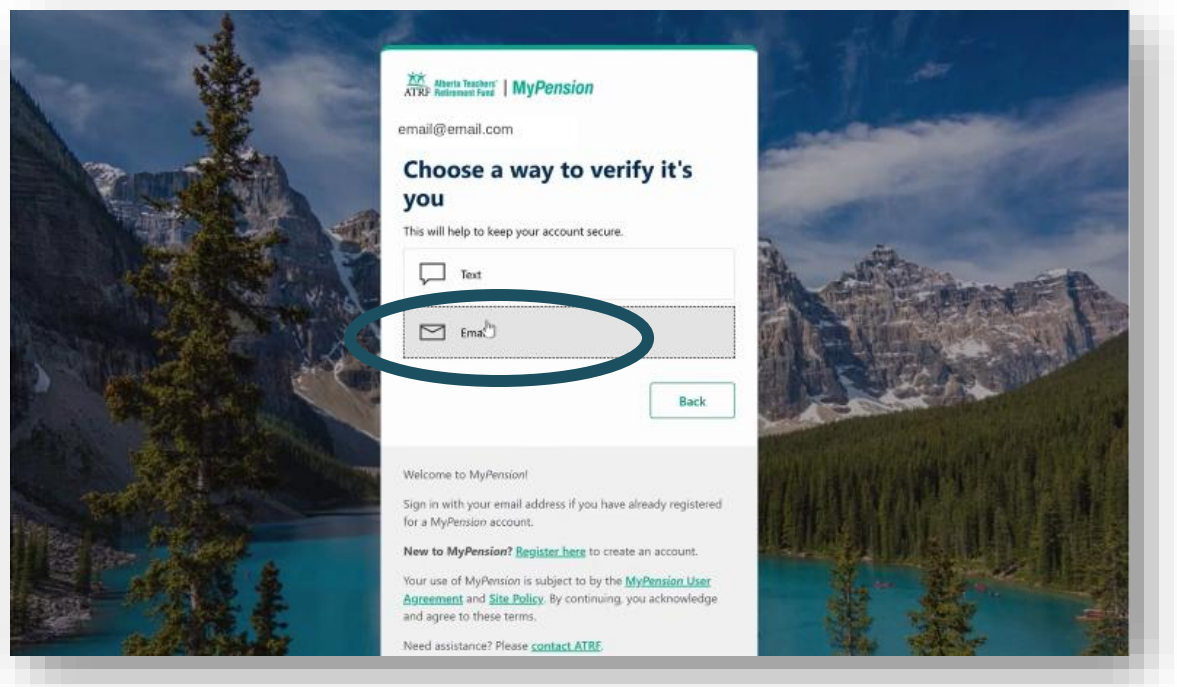


Option 2 - Use Your Email for Multi-factor Authentication

On the sign in screen, select **Use a different verification option**.

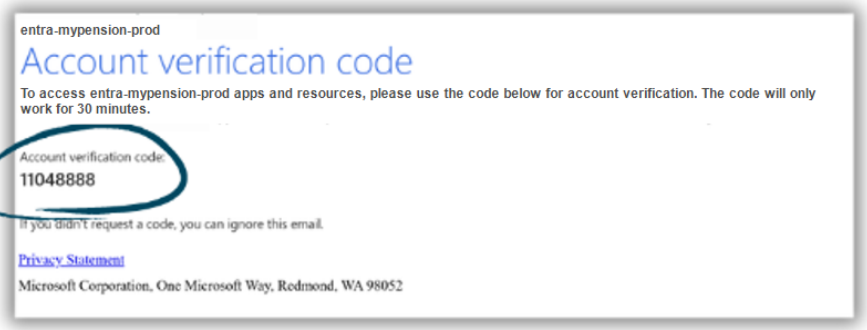


Select **Email.**



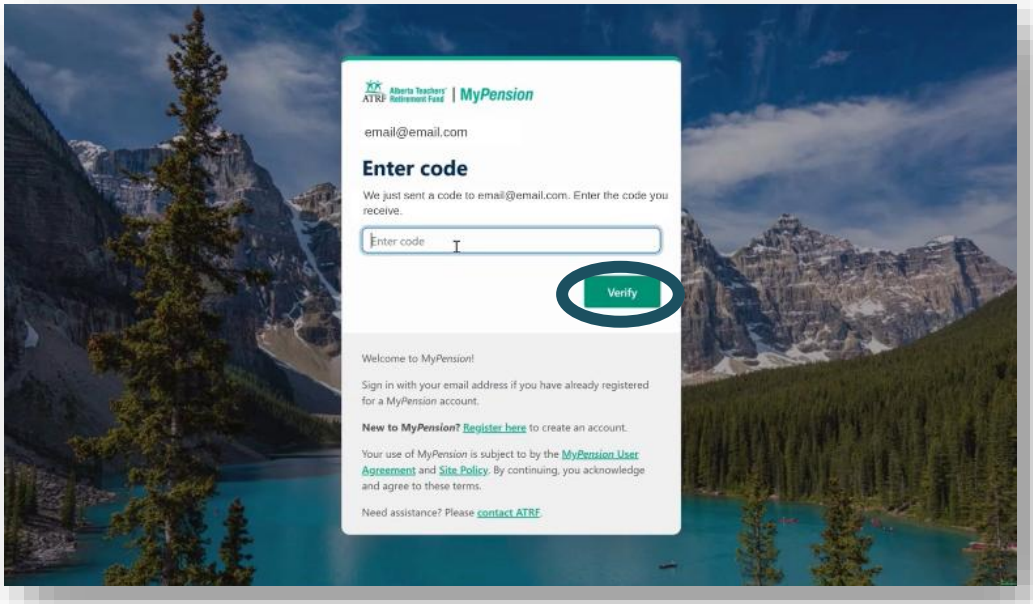
You should receive an email with a verification code from Microsoft, ATRF's MFA partner.

From: account-security-noreply@accountprotection.microsoft.com



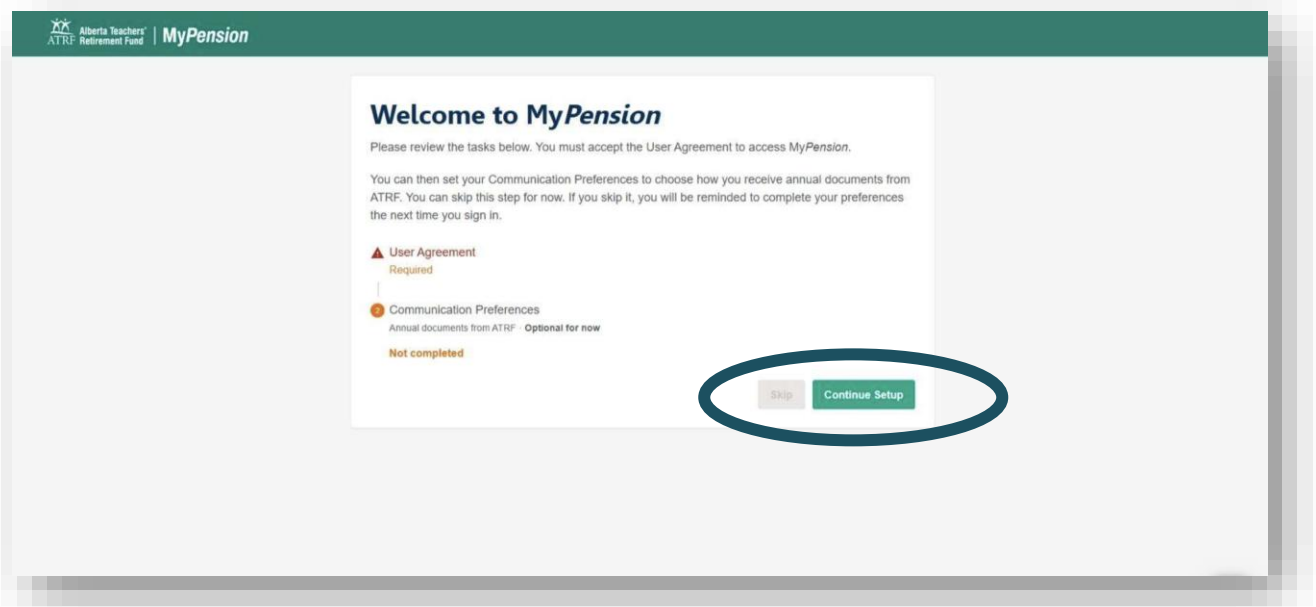
If you don't see the email, check your spam or junk folders.

Once you have the email, enter the code from your email and click **Verify**.

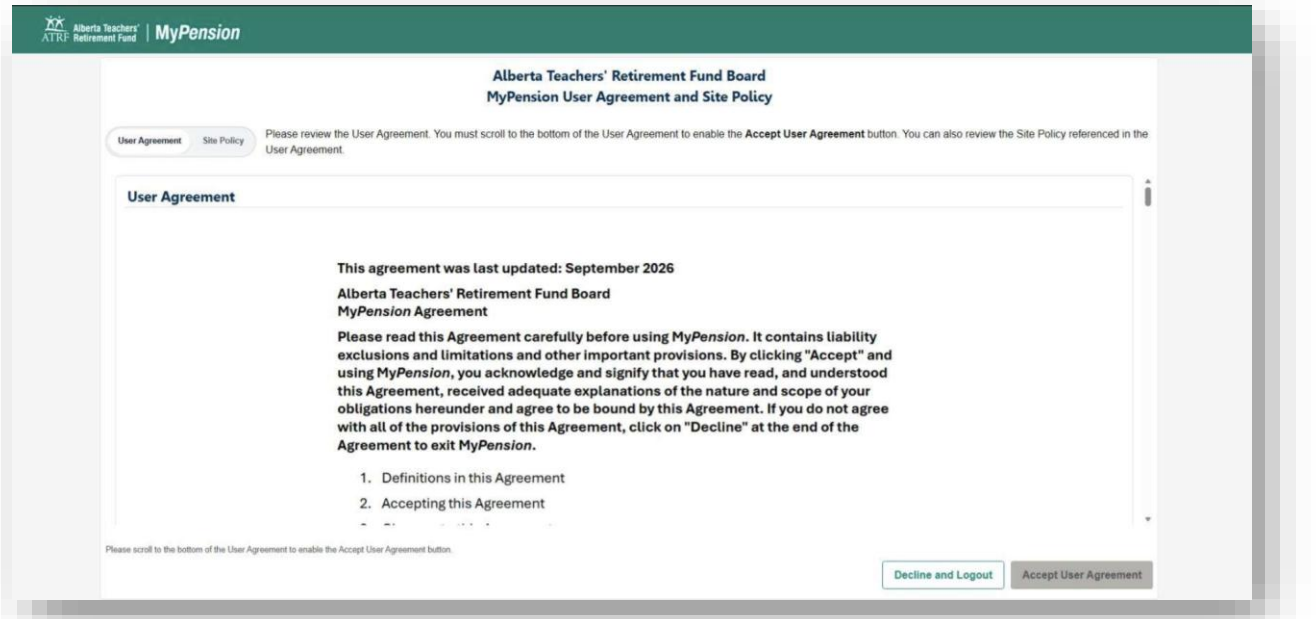

Alberta Teachers' Retirement Fund | MyPension
email@email.com
Enter code
We just sent a code to email@email.com. Enter the code you receive.
Enter code
Verify
Welcome to MyPension!
Sign in with your email address if you have already registered for a MyPension account.
New to MyPension? Register here to create an account.
Your use of MyPension is subject to by the MyPension User Agreement and Site Policy. By continuing, you acknowledge and agree to these terms.
Need assistance? Please contact ATRF.

Step 4 – Complete Your Initial Sign in Setup

The final step is to complete some initial setup in your account, including the review and acceptance of the My*Pension* User Agreement and confirming your communication preferences. Select **Continue Setup** to proceed.



The system will prompt you to review and accept the My*Pension* User Agreement.



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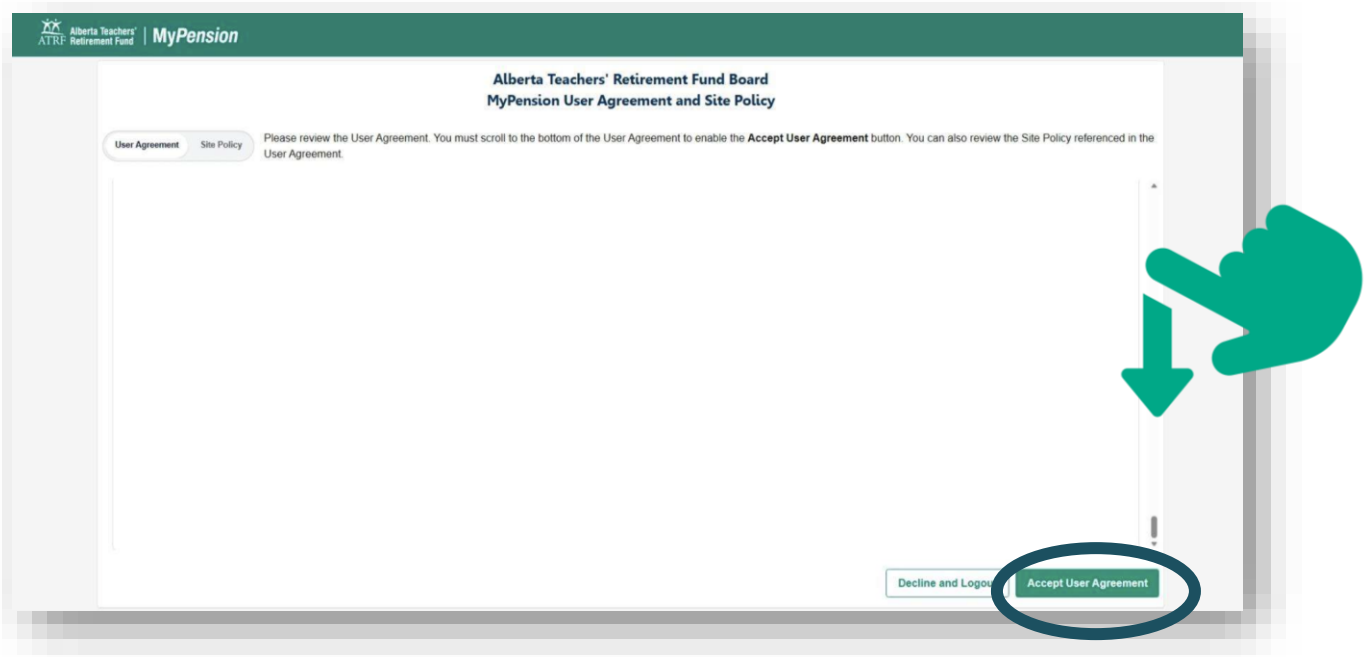
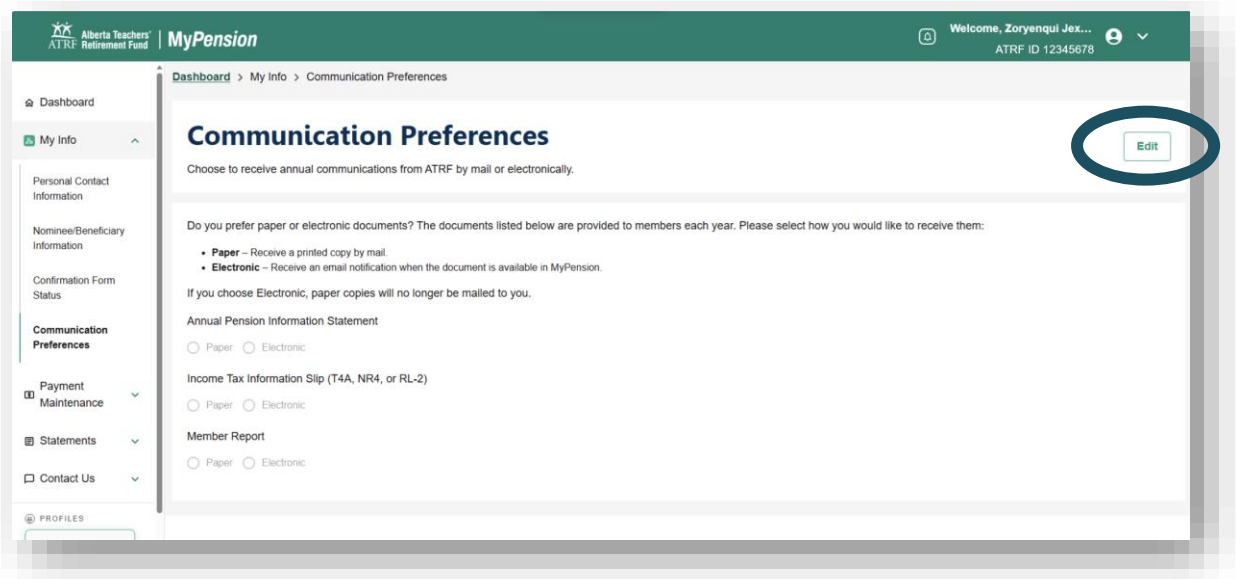
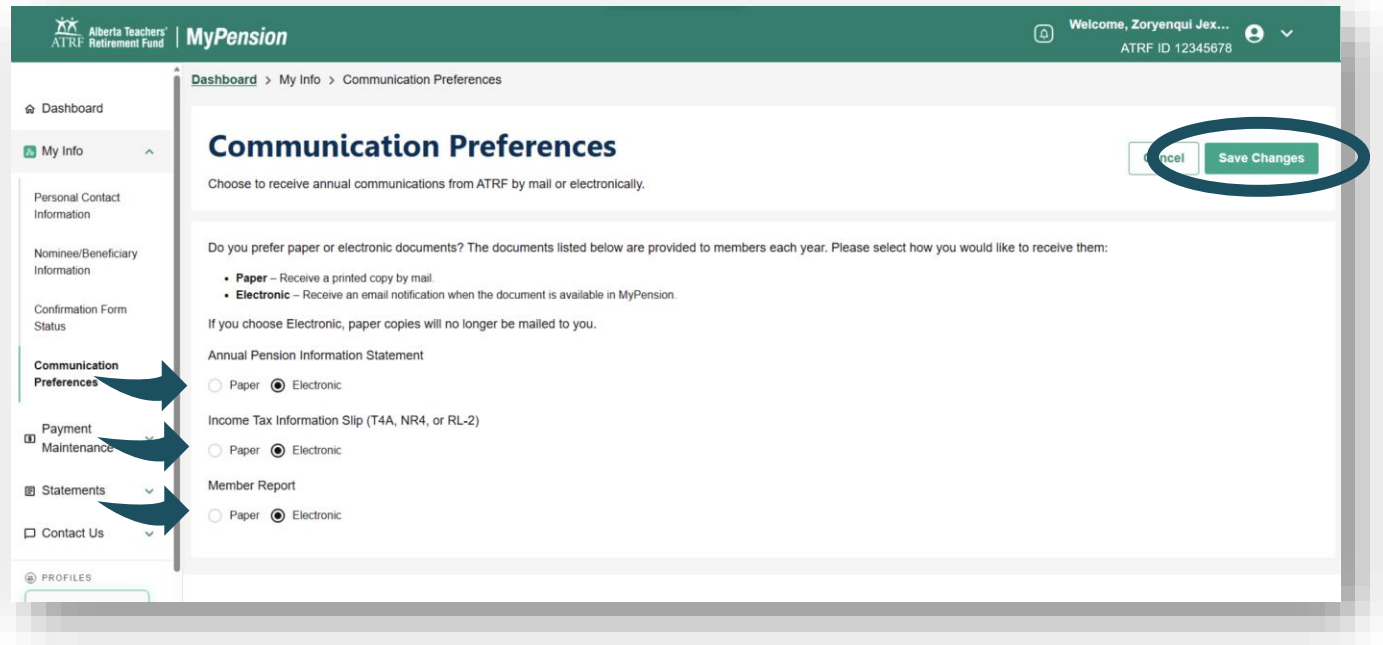
Scroll down to Review and accept the user agreement.



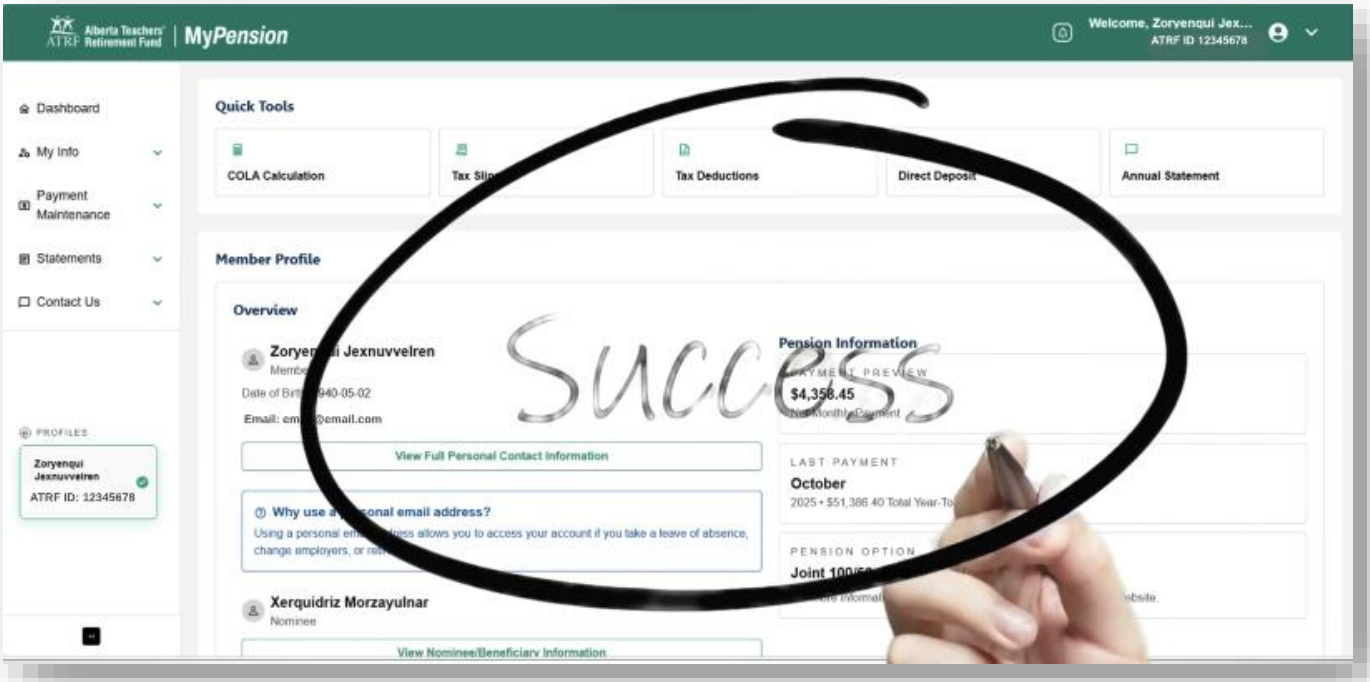
The system will now prompt you to confirm your communication preferences. Select **Edit** to continue and select your communication preferences.



You can select different communication methods for different types of annual documents. To modify your selections, use the radio buttons. When you have made your selections, click **Save Changes**. Please note, you can modify your communication preferences at any time in your My*Pension* account.



You have now successfully registered and logged in to the My*Pension* site and should see your dashboard.



Connect with us.