

Welcome! This document is to help guide new users through our registration and login process on the new Arkansas Teacher Retirement System website.

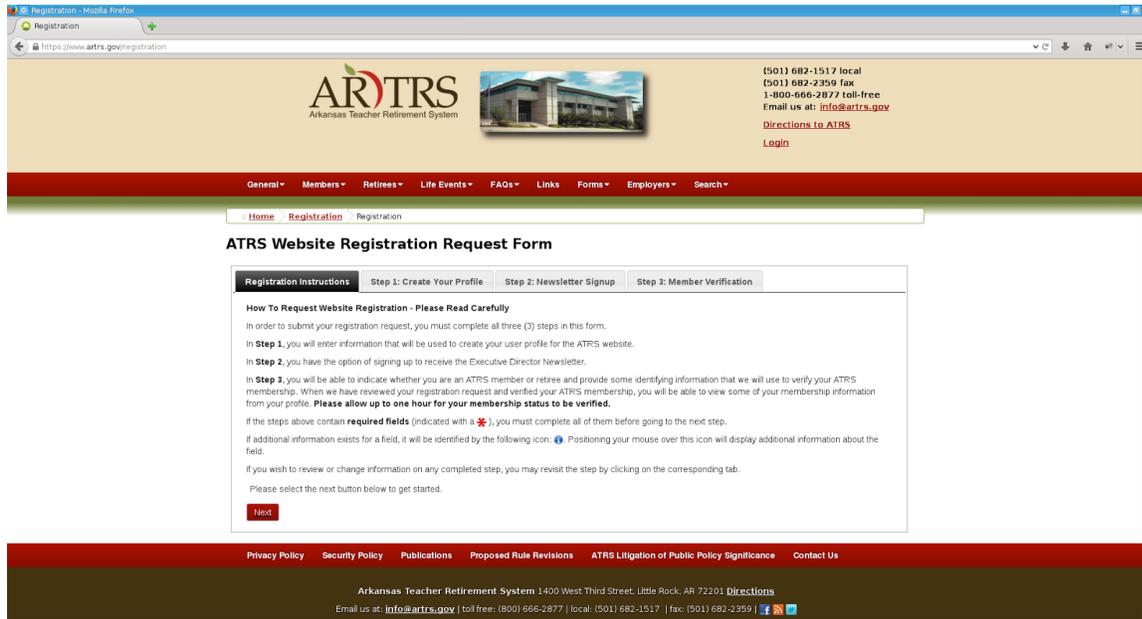
- To begin open your web browser and navigate to www.artrs.gov, and you will arrive at our home page.
- Once you have arrived at our home page select the “Login” link in the top right portion of the page, under the contact numbers for ATRS. This will take you to the login page.



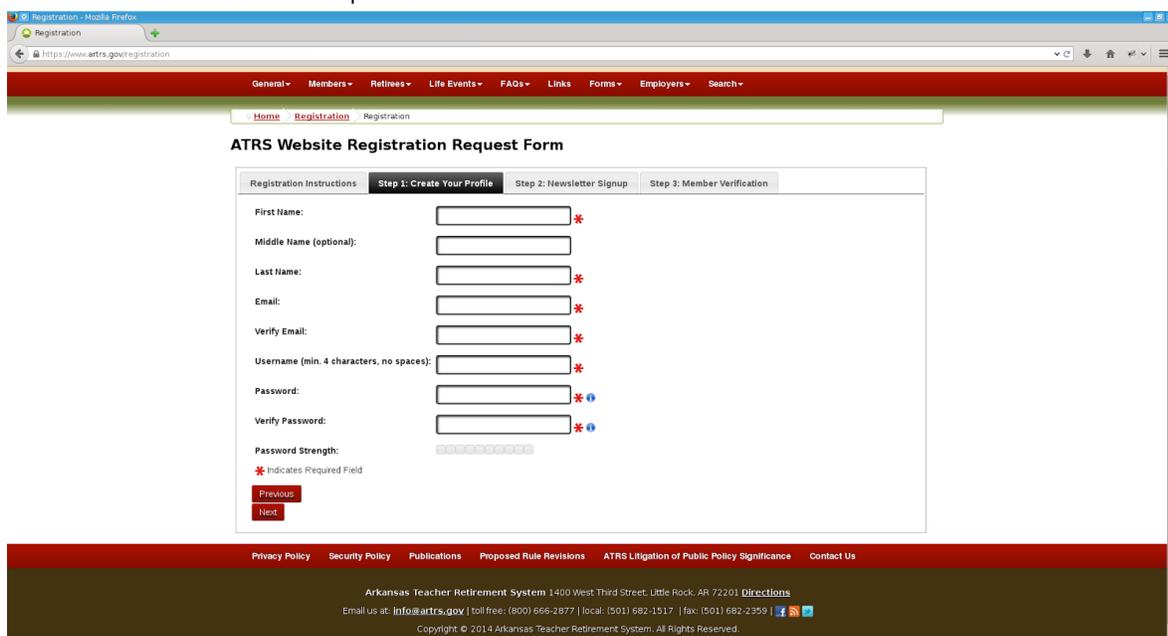
- You should now be at the login page, as a new user select the “Click Here to Register” link in the bottom right corner



- You will now see the registration form, please take a moment to read the instructions carefully, once done select the 'Next' button to continue the registration process.



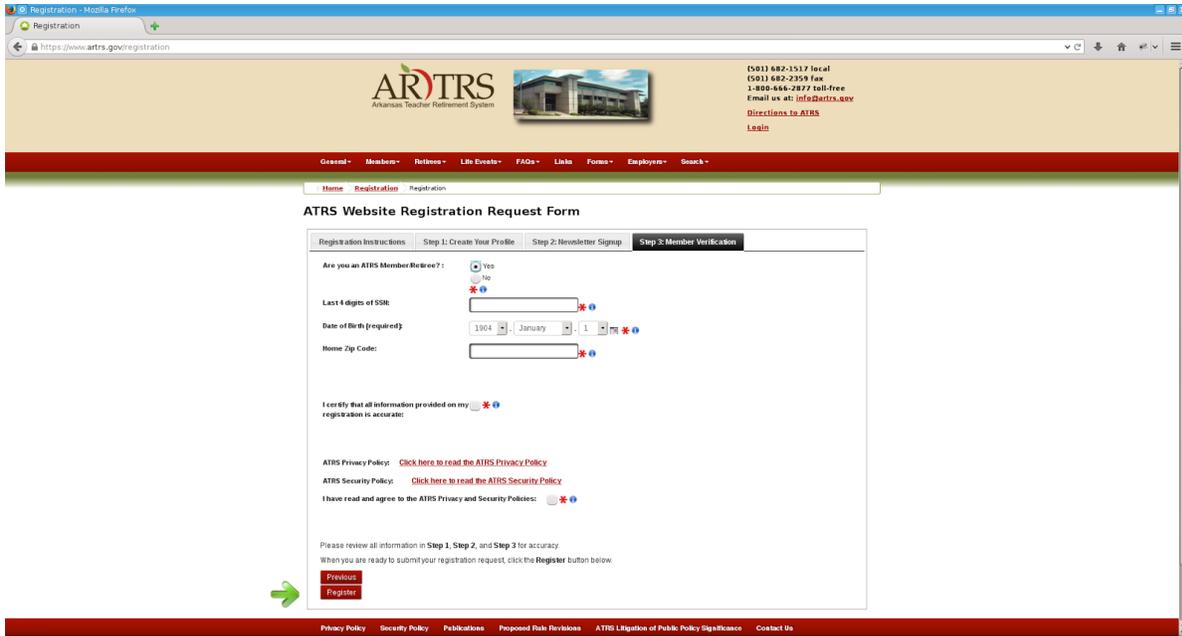
- On the 'Create Your Profile' tab you will need to complete the profile information in the blank profile fields. If you are an ATRS member or retiree, enter your first and last name as it appears in our system. After your information is entered, select the 'Next' button to proceed.



- On the “Newsletter Signup” tab you will be able subscribe to our periodic newsletter, that will be sent to the e-mail address you are registering with, to continue select the next button.



- The last tab in the registration form is the “Member Verification” tab. This tab contains the information that we will use to verify you as a member with ATRS.
 - The first field on this tab is called “Are you an ATRS Member/Retiree.” It allows you to indicate whether you are a member or retiree of ATRS.
 - If you are **not** a member or retiree, please set this field to ‘no.’
 - If you are a member or retiree, please set this field to ‘yes’ “Are you an ATRS Member/Retiree” field to ‘yes’
 - Carefully fill in the last 4 digits of your social security number, your date of birth, and the zip code that we have on file for you in the fields that are displayed. If you are unsure of what we have file for you, this information can be found on most correspondence that you have received from ATRS.
 - Read and agree to the Privacy and Security Policies.
 - After verifying the information you have entered is accurate, select the ‘Register’ button to proceed.



The screenshot shows the 'Registration - Mozilla Firefox' browser window. The address bar displays 'https://www.artrs.gov/registration'. The page header includes the ARTRS logo, a building image, and contact information: (501) 682-1517 local, (501) 682-2359 fax, 1-800-666-2877 toll-free, Email us at: info@artrs.gov, Directions to ARTS, and Login. A navigation menu contains: General, Members, Retirees, Life Events, FAQs, Links, Forms, Employers, Search. The main content area is titled 'ATRS Website Registration Request Form' and includes a progress bar with steps: Registration Instructions, Step 1: Create Your Profile, Step 2: Newsletter Signup, and Step 3: Member Verification. The form fields are: 'Are you an ARTS Member Retiree?' (radio buttons for yes/no), 'Last 4 digits of SSN' (text input), 'Date of Birth (required)' (dropdown for year, month, day), and 'Home Zip Code' (text input). Below the fields is a checkbox for 'I certify that all information provided on my registration is accurate.' and links for 'ATRS Privacy Policy' and 'ATRS Security Policy'. At the bottom of the form are 'Previous' and 'Register' buttons. A green arrow points to the 'Register' button. The footer contains: Privacy Policy, Security Policy, Publications, Proposed Rule Revisions, ATRS Litigation of Public Policy Significance, Contact Us.

- Once you have completed these steps successfully you will see the following screen. At this point we will send you a verification e-mail to your registered e-mail address. To proceed you will need to check your e-mail.



The screenshot shows the 'Registration - Google Chrome' browser window. The address bar displays 'https://www.artrs.gov/registration'. The page header is identical to the previous screenshot. The main content area displays a confirmation message: 'Registration Submitted! An email with further instructions on how to finalize your registration on the ARTS website has been sent to the email address you provided. Please check your email (including your spambox) to complete your registration. To have the email sent again, simply try logging in with the username and password of your registration.' The footer contains: Privacy Policy, Security Policy, Publications, Proposed Rule Revisions, ATRS Litigation of Public Policy Significance, Contact Us, and contact information for the Arkansas Teacher Retirement System: 1400 West Third Street, Little Rock, AR 72201, Directions, Email us at: info@artrs.gov | toll free: (800) 666-2877 | local: (501) 682-1517 | fax: (501) 682-2359, and Copyright © 2014 Arkansas Teacher Retirement System. All Rights Reserved.

- To activate your user, check your e-mail for a message from ATRS, with the subject: Arkansas Teacher Retirement System - Your Registration is Pending Approval. A sample of this e-mail is shown below.
- To activate your user, click on the indicated link. This will verify your e-mail address in your default web browser and activate your account.

From ATRS ✨
Subject **Arkansas Teacher Retirement System - Your Registration is Pending Approval**
To Me <joeu@artrs.gov> ✨

Greetings Joe User,
Thank you for applying for registration with us. We have received your request and we will process it as soon as you confirm your email address by clicking on the following hyperlink:

https://www.artrs.gov/index.php?option=com_comprofiler&task=confirm&confirmcode=reg520064d644bc977cb6675571b155b45f0ea2e2da



Once your email address is confirmed, you will be notified to continue the activation process. You will be notified by email of the progress of your registration process.
Email : joeu@artrs.gov
Username (min. 4 characters, no spaces) : joeu

Kind Regards,
Arkansas Teacher Retirement System
(501) 682-1517 local
(501) 682-2359 fax
1-800-666-2877 toll-free
Email us at: info@artrs.gov

NOTE: This email was automatically generated from Arkansas Teacher Retirement System (<https://www.artrs.gov>).

- The registration process is now complete and you may login with the username and password you provided during registration. For help with logging in or verifying your membership with ATRS, please see our other tutorial documents or contact us locally at (501) 682-1517, or toll free at 800-666-2877
- To discover more about our new website and how it works you can visit www.artrs.gov/welcome.