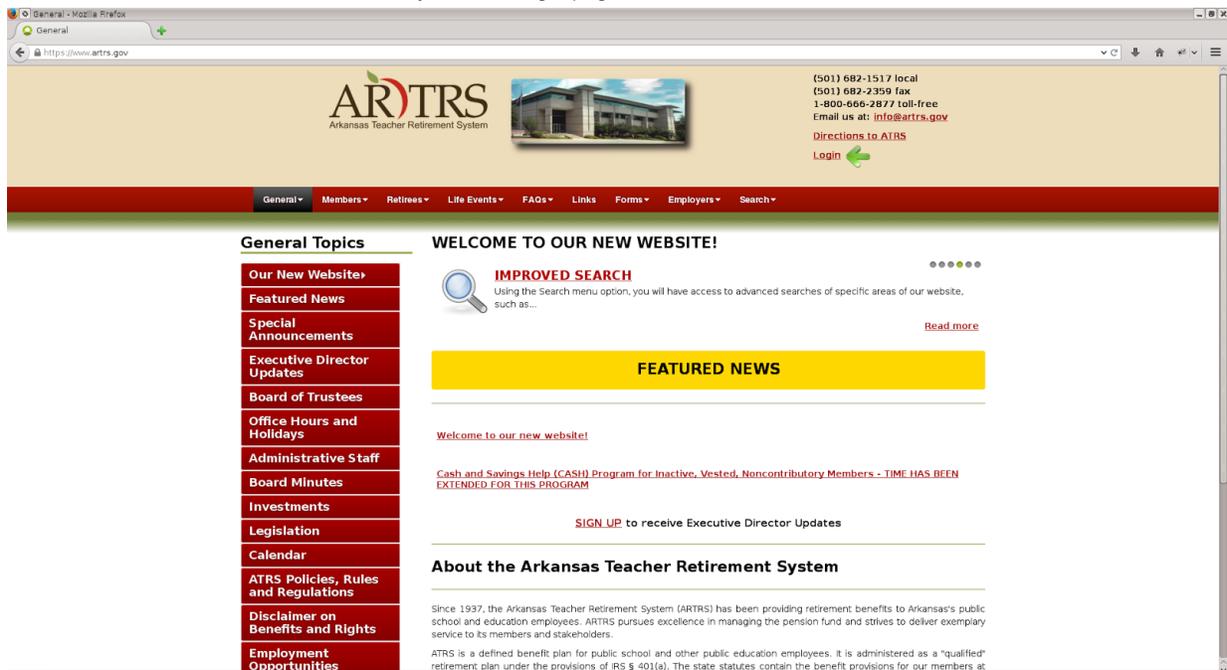
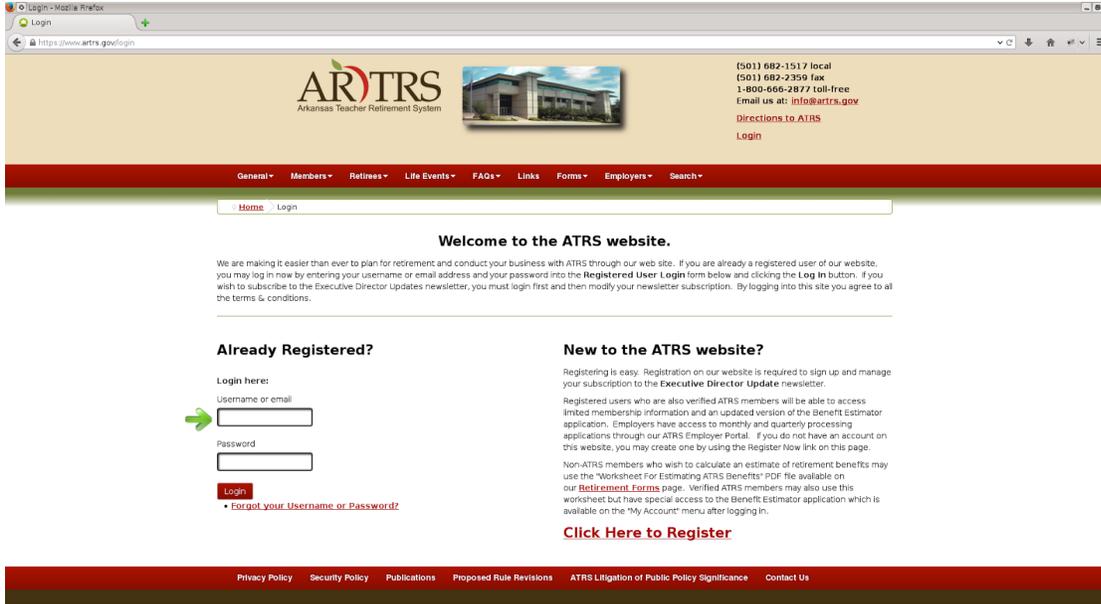


Welcome! This document is to help instruct existing users how to login and view their member data on the new Arkansas Teacher Retirement System website.

- 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 ARTS. This will take you to the login page.



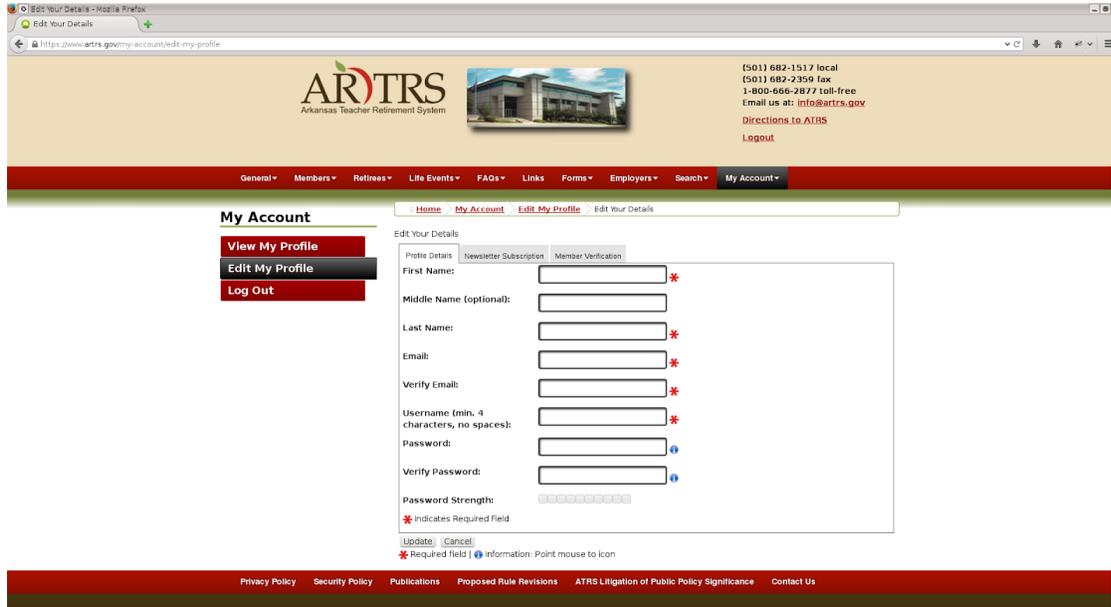
- You should now be at the login page, if you know your login information you may enter it now to login.



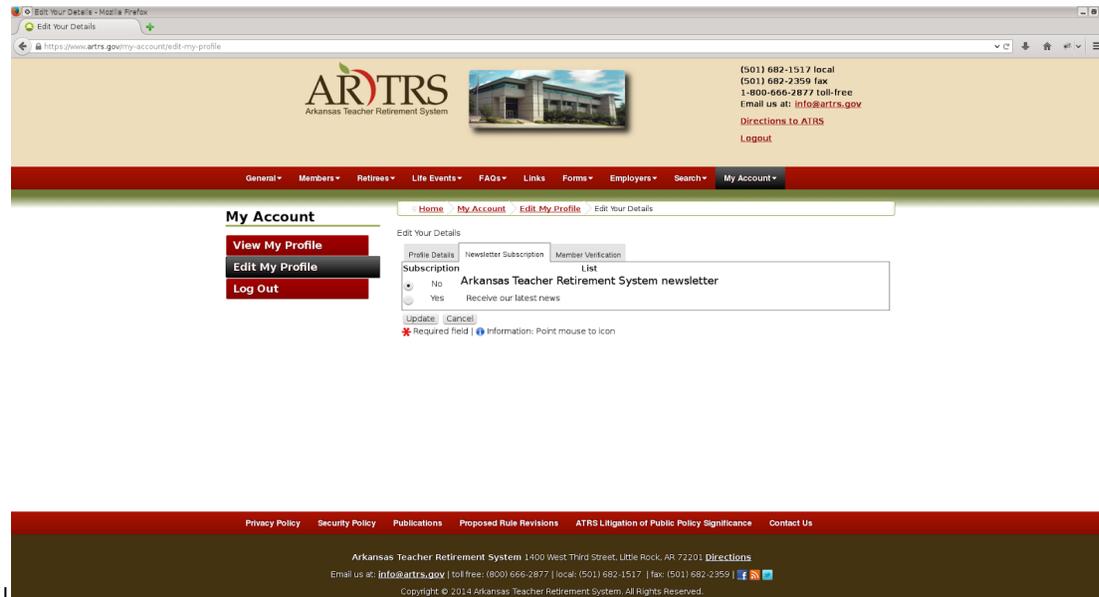
- If you have forgotten your login information then you may select the “Forgot your Username or Password?” link and follow the directions to recover your username and password.
 - Once you have recovered your username and password return to this screen and login
- Once logged in, you will see our welcome page for members:



- You will need to select the “Edit My Profile” item from the menu on the left and complete/verify 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.



- Once the profile fields are complete select the “Newsletter Subscription” tab, from here you may subscribe to our periodic newsletter that will be sent to your registered e-mail



- Next select the “Member Verification”, this tab contains the information that we will use to verify you as a member.
 - Set the “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 (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.
 - Select update at the bottom of the screen to save your changes.

The screenshot shows the 'My Account' page in a web browser. The page title is 'My Account' and the URL is 'https://www.artrs.gov/my-account/edit-my-profile'. The page has a navigation menu on the left with 'View My Profile', 'Edit My Profile', and 'Log Out'. The main content area has tabs for 'Profile Details', 'Newsletter Subscription', and 'Member Verification'. The 'Member Verification' tab is active, showing a form with the following fields and options:

- ATRS Verification Status: [Dropdown menu]
- Are you an ATRS Member/Retiree?: [Yes/No radio buttons]
- Last 4 digits of SSN: [Text input field]
- Date of Birth (required): [Date picker showing 1904, January, 1]
- Home Zip Code: [Text input field]
- I certify that all information provided on my registration is accurate: [Checkbox]
- ATRS Privacy Policy: [Click here to read the ATRS Privacy Policy](#)
- ATRS Security Policy: [Click here to read the ATRS Security Policy](#)
- I have read and agree to the ATRS Privacy and Security Policies: [Checkbox]

At the bottom of the form are 'Update' and 'Cancel' buttons. A legend at the bottom indicates that a red asterisk (*) denotes a required field and a blue 'i' icon denotes information. The footer of the page contains links for Privacy Policy, Security Policy, Publications, Proposed Rule Revisions, ATRS Litigation of Public Policy Significance, and Contact Us.

- Once you have completed these steps it will take up to an hour for us to verify your membership. After you are verified, you will notice two new menu items on the left after logging in to the website.

The screenshot shows a web browser window with the URL <https://www.artrs.gov/success>. The page features the ARTRS logo and contact information: (501) 682-1517 local, (501) 682-2359 fax, 1-800-666-2877 toll-free, and email at info@artrs.gov. A navigation menu includes General, Members, Retirees, Life Events, FAQs, Links, Forms, Employers, Search, and My Account. The 'My Account' section is expanded, showing options: View My Profile, Edit My Profile, Member Data, Benefit Estimator, and Log Out. A green message states: "You have been successfully logged in." Below this, it says: "You may access your Member Data and view or edit your profile from the menu." A note follows: "If you have completed the member verification details, and do not see a Member Data tab on your My account menu, or if your verification is still pending, then please verify that the member information in your profile is accurate. Please contact us for assistance." The footer contains links for Privacy Policy, Security Policy, Publications, Proposed Rule Revisions, ATRS Litigation of Public Policy Significance, and Contact Us. It also provides the address: Arkansas Teacher Retirement System, 1400 West Third Street, Little Rock, AR 72201, and contact details: Email us at info@artrs.gov, toll free: (800) 666-2877, local: (501) 682-1517, fax: (501) 682-2359. Copyright © 2014 Arkansas Teacher Retirement System. All Rights Reserved.

- "Member Data" will allow you to view the current data we have on file for you.
- The "Benefit Estimator" will allow you to use our online calculator to estimate your benefit based on your current or future data.

* Please note that if after an hour you do not see these new menu items after logging in, please verify that the information you entered on the 'Member Verification' tab of your profile is accurate. If any corrections need to be made, please wait up to an hour for us to verify the new information. If your information is accurate and you are still not verified, please contact us locally at (501) 682-1517, or toll-free at 800-666-2877 for further assistance.

- To discover more about our new website and how it works you can visit www.artrs.gov/welcome.