

Member Enrollment Tips and Instructions

The enrollment page will ask you to enter your personal information, your start date with your current district and any existing accounts with any other Massachusetts public retirement boards.

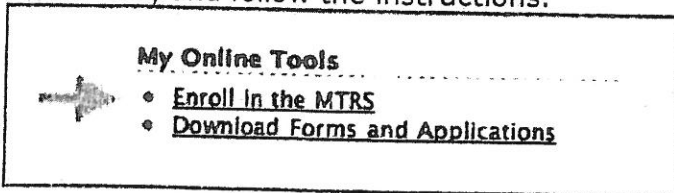
ENROLLMENT MUST BE COMPLETED WITHIN 30 DAYS OF HIRE.

Tips – Please read before beginning

- Please use only Internet Explorer or Firefox as your web browser.
- Please keep a record (in a safe place) of the username and password that you create in Step 2b. Please note that the password is case sensitive.
- You will also want to keep track of exactly how you answered your security questions as the answers are case sensitive.
- Please do not use your web browser's back button. Always use onscreen buttons to go from page to page.
- Please note that the enrollment process has not been completed until ALL the steps below have been done.
- This enrollment process is required to be completed each time you change employers.

Instructions

1. Using Internet Explorer or Firefox, please go here to start the enrollment process:
<http://www.mass.gov/mtrs/active-and-inactive-members/enrolling-in-the-mtrs.html>
- 2a. **If you already have a MyTRS username and password please skip to Step 3.**
- 2b. **If you have not yet established an online MyTRS account**, you will need to create one. On the MyTRS sign in page, click "New to MyTRS? Create an account" and, using your Social Security number and MTRS number, create your login credentials. If you don't know your member number, you can obtain it from your payroll office or find it on:
 - your MTRS Enrollment Assignment Sheet
 - your annual statement of your MTRS annuity savings account
 - most correspondence from the MTRS
3. Using your MyTRS username and password, sign in to your account.
4. On your home page, under the heading My Online Tools, click the first link, "Enroll in the MTRS", and follow the instructions.

A screenshot of a web interface showing a box titled "My Online Tools". To the left of the title is a right-pointing arrow. To the right of the title are two bullet points: "Enroll in the MTRS" and "Download Forms and Applications". Both bullet points are underlined.
5. Please check your information carefully because after you click Submit, the "Enroll in the MTRS" link will no longer appear on your home page. If you need to correct something after you have submitted your data, please contact the MTRS at 617-679-6877 or enrollsupport@trb.state.ma.us.