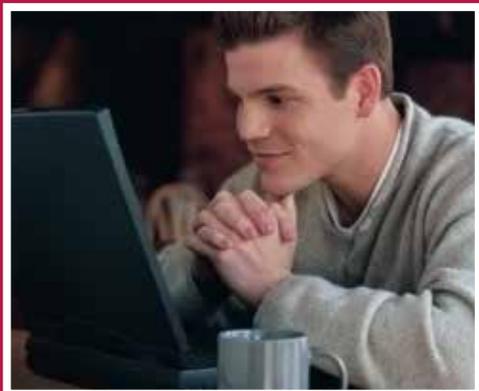


# ACCESSING YOUR TRS ACCOUNT ONLINE



TEACHERS' RETIREMENT SYSTEM  
OF THE STATE OF ILLINOIS



## Creating a new account in Member Account Access

Set up your account to create a personalized benefit estimate (see reverse), view your TRS Benefits Reports, keep your address, phone, and email information current and complete your personal retirement interview at retirement.

### How to start

Log on to <http://www.trsil.org>. Select the Member Account Access button on the top



left of the navigation bar. Then select “Create Account.”

### New user directions

The following screen will appear.

Select the “New User” button.



The following screen will appear.

A screenshot of a web form for creating an account. The form has a white background and a blue header. The text reads: 'If you are a TRS member, you may view your personalized information online. Please supply the following information to start an online account.' Below this are three rows of input fields: 'Social Security Number\*\*:' with three boxes for digits; 'Birth Date\*\*:' with dropdown menus for 'Month' and 'Day', and a box for '(yyyy)'; and 'Member ID\*\*:' with a box and a link that says 'What's This?'. At the bottom are two buttons: 'Submit' and 'Cancel'.

Please enter your Social Security number, birth date and TRS member ID. Your member ID is on your TRS Membership Card,

which TRS sends to every member, via either U.S. Mail or email. You also can call TRS at 877-927-5877 (877-9-ASK-TRS) to get your member ID.

If the Social Security number, birth date, and member ID you entered matches those we have on file for you, a new page will open that will instruct you to create a username.

Your username and password will be immediately established with the proper information. You may enter the secure area the same day.

Additional sign-in screens are also part of the process. With your personalized answers in place, future visits to the area will confidently assure you that you are visiting the official TRS website.

If you forget your username or password before your next sign in, you will need to enter your member ID to gain access to your account.

### Protecting your information

Keeping your online record confidential is important to you and TRS. After you have set up your account, personalized sign-in screens make it difficult for someone else to log on to your account. Also, an email will automatically be sent to you when any changes are made to your online account.

To create a benefit estimate, see “Your Personalized Benefit Estimate” on reverse.

**Teachers' Retirement System of the State of Illinois**

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## Your Personalized Benefit Estimate

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You may need to gather information before you can complete the estimate online. Please read this brochure carefully before you begin so you know what information is required.

### Log on online

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From the TRS website, <http://www.trsil.org>, select the secure Member Account Access button on the top left of the navigation bar. On the secure Member Account Access page, enter your username and password (see other side for new user directions). Upon acceptance, your demographic information will be displayed. From this screen, select the benefit estimate link located on the bottom of the left navigation bar to begin.

### Required information

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The welcoming screen lists the order of the following requirements that will be requested during your estimate. It also informs you about the types of estimates that can be calculated online. Please review this list carefully and have the following information ready before you begin.

#### 1. Retirement date

For most members, your retirement date will be the day following your last day of work. However, the retirement date may be your birthday if you have to meet age eligibility requirements.

#### 2. Current salary

This screen explains definitions of salary and earnings. A history of all your years of service and salaries will be displayed. You will be allowed to enter your actual salary from your salary schedule. If your retirement date occurs after the expiration of your salary schedule, you can also project salaries based on a percentage of increase or a dollar amount.

**Helpful hint: If the salary schedule amount is lower than the previous year's salary, it probably does not include the TRS contributions. Please make sure that you include TRS contributions in your salary rate. Additionally, include any bonuses or severance payments. Another possible cause for a lower salary rate is cessation of an extra duty such as coaching, summer school, or activity sponsorship.**

#### 3. Projected salaries

The estimate will assume that you maintain the same work schedule until your retirement date. If you are planning on changing from teaching to administration, your number of work days may change. You will be allowed to make those changes on the estimate system.

#### 4. Unused uncompensated sick leave days

These days also count as service credit. If you have any sick leave days that were reported by previous employers, they will be listed. Enter the number of sick leave days that you have accrued with your current employer. If you have service in other districts that have not reported unused sick leave days for you, please request a Former Employee Sick Leave Certification form by calling us at 888-678-3675.

Once all the required information is entered, you will be allowed to review it on a summary screen. If you entered any data incorrectly, you may change it at this point. When you are finished, press the "Save and View Estimate" button to view your benefit estimate. The final estimate may be printed for your records.

The web estimates are in exactly the same format as estimates received from a TRS counselor or member service representative. If you have questions about a web estimate, call us at 877-927-5877 (877-9-ASK-TRS). We can view your web estimate to help you.