

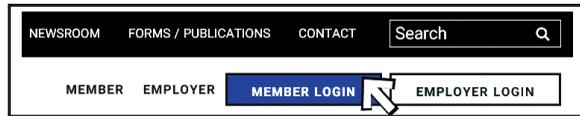


Create an account today to access your personalized TRS information.

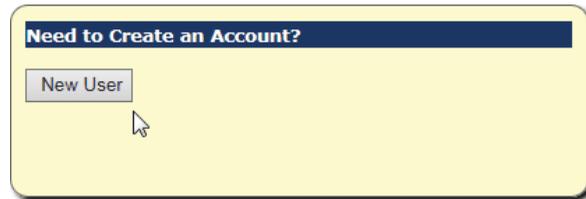
Set up your account and you will have access to create a personalized benefit estimate; upload documents; view your TRS Benefits Reports; keep your address, phone and email information current and complete your personal retirement interview at retirement.

### How to Create an Account

Log on to <https://www.trsil.org>. Select the Member Login button on the top right of the page.



The following option will appear on the opening page. Select the “New User” button.



Next, complete the required fields.

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) for 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.

### Immediate Access

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.

## How to Create a Personalized Benefit Estimate

Login to your member account. From the opening demographic information screen, select the Benefit Estimate link located on the bottom of the left navigation bar to begin.

### Required Information

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.

- 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.
- 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.

- 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.
- 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.

**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.

(more)

## Uploading Documents to TRS

Birth certificates and all other TRS forms can be completed and then uploaded directly to the Springfield office. It's easy do and direct transmission decreases the paper mail that TRS receives daily and must scan by hand into the computer system.

### How to Upload

- Login to your member account.
- Locate “Member Services” from the choices on the left navigation bar.
- Under “Member Services,” select “Document Upload.”
- Select the specific form name or “Other” and complete your upload.

## TRS Benefits Report

The TRS Benefit Report is available only through your online TRS member account. A TRS Benefits Report is prepared annually for each active member. This report will be available in late November and you will be notified via email when it is ready for viewing. The statement covers the previous fiscal year, July 1 through June 30.

The statement provides information about service credit, contributions and beneficiaries. It also lists your earnings history and outlines pending and most types of terminated service credit.

## Keep Your Contact Information Current

You no longer need to pick up the phone or have to fill out a form to let us know if your contact information changes.

Simply change your mailing address, email address and/or phone number on the opening demographic screen.

## Reasons to Provide Email

Communicate more efficiently with us. Provide us with your personal email address (not work) to:

- electronically receive the *Topics & Report* newsletter (a printed copy is not mailed),
- keep you informed of the progress of a benefit claim or for the purchase of optional service, and
- stay informed about new web features, legislative changes or read TRS press releases.

Your email address will always remain confidential. Additionally, we will never send confidential information online.

## Personalized Retirement Interview (PRI)

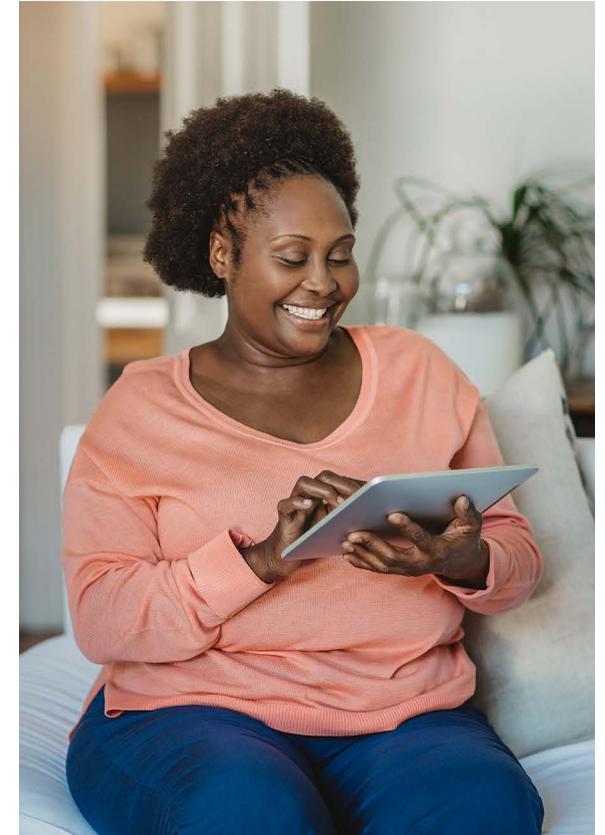
Your online Personalized Retirement Interview (PRI) will help you make choices while providing us with the information we need to personalize your retirement application forms and ready them for your signature. Please use this online service only when you are **within six months** of retirement and know when your last day of work will be or your last paid day. Plan on the process taking 30 minutes.



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## ACCESSING YOUR TRS ACCOUNT ONLINE



**TEACHERS' RETIREMENT SYSTEM  
OF THE STATE OF ILLINOIS**