Employer Portal – User Registration Procedures

For a new user to receive an invitation to register for the Gemini Employer Portal, either an existing authorized user of the Portal or a TRS staff member will have to add the new user as a new contact for the corresponding employer. *Refer to the Employer Portal* – *Contacts Procedures for additional guidance on adding and inviting a new contact to the Gemini Portal*.

Account Registration Email –

Once an invitation has been sent, the new user will receive an email from TRS prompting the recipient to complete the **Account Registration Process**. The image to the right is an example of the registration email message.

Note: The Register link in the user invitation email is valid for <u>24 hours</u> only. If the user registration is not completed within 24 hours of receiving the email, the user must contact the system administrator to get re-invited to register for the Portal.

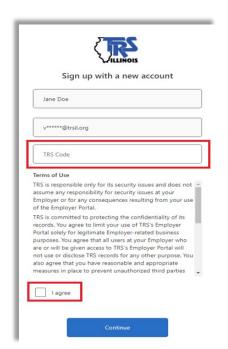
Use the following steps to complete the **User Registration** process for the Gemini Employer Portal.

Account Registration Process This email is an invitation to register for the Teachers' Retirement System (TRS) Employer This is a one-time process. Once you've registered, you will have access to the Employer Portal which allows you to perform various functions, including the submission of payroll reports and administrative functions (i.e. Set up users, update office locations, etc.) and many additional features. Reaister Once you click the button above, you will be asked to complete the following steps: 1. Verify your account. 2. Enter a security code. This link for registration is valid for 24 hours from the time it was sent. If the link has expired or you need assistance, please contact Employer Services at (888) 678-3675 or employers@trsil.org. TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS (888) 678-3675 F 💆 🗖

Register -

Once the user has received the registration email, the user must click the Register button. Once clicked, the user will be navigated to the Gemini Portal **Sign up with a new account** registration screen (*image right*).

The user must enter the employer **TRS Code** and check the "**I agree**" box indicating that they agree to the terms of use for the Portal. Once complete, click the button.



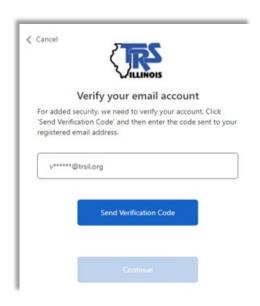
05.03.21 Page **1** of **3**

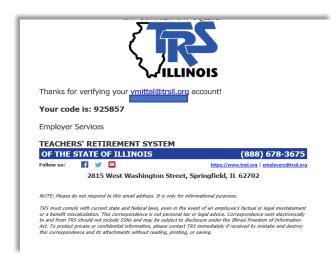
Employer Portal – User Registration Procedures

Verifying your Email -

Following the click of "Continue" from the **Sign up** with a new account screen, the user is navigated to the **Verify your email account** screen (image right).

On this screen, the user must click the button. Once the **Send Verification Code** button is selected, the user will wait for the receipt of a verification code email from TRS.





Receiving a Verification Code -

The **Send Verification Code** will initiate an email to the user's registered email address with a verification code. TRS is using this multifactor authentication process for additional security with the Gemini Employer Portal. An example of the email containing the verification code is provided (*image left*).

Entering a Verification Code -

Clicking the Send Verification Code button will navigate the user to the Verify your email account screen displayed with the Verification Code field (image right). The user must enter the verification code they received in the email and click the Verify Code button. Once the code is verified, the Continue button will be enabled. The user must click the Continue button to proceed.

If for any reason the user has not received the verification code email, you will have the option to click the Send New Code button. This will send the user a new verification code email. Please be sure to use the most recent email when entering your verification code. Using any older emails will result in an error.

| | VILLINOIS |
|------------|---|
| | Verify your email account |
| 'Send Veri | d security, we need to verify your account. Click ification Code' and then enter the code sent to you demail address. |
| | on code has been sent to your inbox. Please copy it ut box below. |
| V***** | *@trsil.org |
| Verific | cation Code |
| | Verify Code Send New Code |
| | |

05.03.21 Page **2** of **3**

Employer Portal – User Registration Procedures

At any point during the registration process, if the user does not wish to continue, they can click the Cancel button located near the top-left section of the screen. This will exit the registration flow and navigate the user back to the Gemini Portal login screen. Exiting the registration process mid-way will not save the user's progress. The user will need to initiate the user registration process beginning with the first step when they are ready to continue.

Email Verified -

Once the verification code has been accepted, the screen will display a message: **E-mail address verified. You can now continue** as shown on the image to the right. Click the continue button to proceed to the **Create your password** screen.





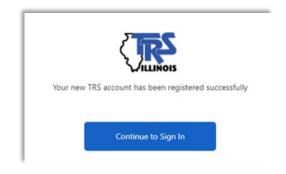
Create a Password -

Once the user's registered email has been verified, the **Create your password** screen will be displayed as shown (*image right*).

Enter your desired password for the Gemini Employer Portal in the new password text box and then re-type the password in the confirm new password text box. Please ensure that the passwords in both text boxes match. Once complete, click the button.

Registration Complete –

This completes the **User Registration** process. Click the Continue to Sign In button to continue to the login process (image right). Refer to the Employer Portal - Login Procedures for guidance on the login process.



05.03.21 Page **3** of **3**