



## Why set up an online account?

Important information is always at your fingertips by going to [www.minnesotatra.org](http://www.minnesotatra.org). The TRA web site provides you immediate access to the most up-to-date information available, including quick access to TRA news and pension plan information.

If you are actively teaching, we suggest you verify that the information TRA has received from your employer is correct by establishing your online account.

Additionally, some information, such as active and inactive member annual statements and annuitant payment history information is only available online or by calling TRA. Many times, information that is scheduled to be mailed is posted on our web site prior to members receiving the mailing materials.

Taking advantage of the TRA web site presence will considerably reduce TRA printing and mailing costs, and the impact mailings have on our environment.

## How do I get started?

The first thing you will need to do is complete the online registration process.

To register, go to [www.minnesotatra.org](http://www.minnesotatra.org) and choose [MyTRA Login](#). Under the heading, “**I wish to set up my TRA online account,**” choose the **Register** button and proceed with the registration process:

1. Create a User ID — User IDs must be a minimum of 8 alpha/numeric characters.  
*This field is not case sensitive.*
2. Create a Password — Passwords must be a minimum of 8 characters. They must include at least one (1) number and at least one (1) special character. Special characters include one of the following: ! @ # \$ ^ \* ( ) \_ - = ` ~ , ‘ { } [ ] |  
*This field is case sensitive.*
3. Enter your Social Security number and date of birth, following the example shown to the right of the input field. It is necessary to request your SSN and date of birth to verify your identity.
4. Select a security question and provide an answer.
5. Enter your e-mail address.

*Your SSN, date of birth and answer to the security question will be used to verify your identity should you forget your User ID or password.*

Once you have successfully completed the registration process, you will receive a confirmation of your registration information. We suggest you make a note of your registration information and keep it in a secure place for future reference.

**You are now ready to log in.** Under the heading, “**I have already registered and wish to log in,**” enter your User ID and password and choose the Login button. You will then receive a navigation screen that displays all of the functions available to you according to your account status.

Web site capabilities available to active/inactive members are different from those available to retirees/benefit recipients. If you have more than one account with TRA – let’s say you are a retired teacher and a beneficiary on another member’s account – you will be asked to choose the account you wish to access. Once you select the account you wish to view, you will be directed to the appropriate navigation screen.

## What’s online?

From 6:00 am to 11:55 pm, the following functions will be available (if they pertain to your specific situation):

### Active/inactive members:

#### Benefit Estimates

- Retirement
- Survivor

#### Applications/Forms

- Apply for Retirement Benefits
- Apply for a Refund (*inactive members only*)
- Beneficiary Forms (*married or single members*)
- Release of Information Form

## View Account Information

Annual Statement (*available online only*)  
Leave of Absence History  
Account Value Letter  
Account Information and Service Credit  
Account History

## Counseling

Schedule an Individual Counseling Session  
Group Workshop Reservations

## Retired members or benefit recipients:

### Edit Account Information

Direct Deposit Designation  
Current Federal and State Tax Withholding Designation  
Future Federal and State Tax Withholding Designation

### Applications/Forms

Beneficiary Change Form (No Refund, Guaranteed Refund or 15-Year Guaranteed Plans Only)  
Earnings Limitation Savings Account (ELSA) Refund  
Earnings Limitation Savings Account (ELSA) Beneficiary Designation  
Income Verification Letter for Lender  
ELSA Account Value Letter  
Release of Information Form

### View Account Information

Payment Detail  
Earnings Limitation Savings Account (ELSA) Annual Statement  
1099-R  
Payment History

Simply choose the word or phrase to the right of the function you wish to access. For example, if you wish to produce an Account Value Letter, simply click the word “Generate” to the right of the Account Value Letter.

## Forgot your User ID or password?

Just choose the “User ID Reminder/Password Reset” link under the Member Login box. You will be asked to provide your date of birth and Social Security number to verify your identity. Then you will be asked the answer to the security question you chose when you set up your TRA online account. Once this information is verified, your User ID will be displayed and you will be asked to enter a new password.

If for any reason you cannot provide the information requested, or are experiencing other issues with the TRA web site, please call TRA at 800-657-3669, and a TRA representative will assist you.

## What security measures have been taken to protect my account information?

**TRA’s responsibility** – TRA has taken every precaution to protect your account information. When online forms ask you to enter sensitive information, that information is encrypted and protected with the best encryption software in the industry - SSL (Secure Sockets Layer). While on a secure page, the lock icon (🔒) will appear to the right of the web site address in the browser. When you are on a page that is not secure, the lock icon may appear *unlocked* (🔓) or may not be present at all. Another way to verify that you are on a secure web site is that the web site address that appears in the address bar at the top of your screen will begin with “https” (as opposed to “http”).

TRA will never ask for your password in an unsolicited phone call or e-mail.

**Your responsibility** – Authorized use of your User ID and password is your responsibility. Do not divulge your User ID or password to anyone. It is also your responsibility to log off after each session. Sessions will end automatically after 10 minutes of inactivity.

If you receive a letter or e-mail about your TRA account that seems suspicious, please call TRA immediately. Do not respond to the request unless you receive verification from a TRA representative that the request is valid.

## Don’t have access to the internet?

We want to assure you that all services available through our web site will continue to be available by contacting TRA at 800-657-3669. Web site enhancements are not meant to take the place of personal communication. Instead, they have been made available as an additional tool for use by our members.