

How to Create a Member Portal Account

1



Visit www.artrs.gov

and click on the **Register** button at the top right. This will take you to a page to create your own account.

2



Enter the requested information, making sure to use a **personal** email address, username and password that you will remember.

3



Select “Yes” if you are an ATRS member or retiree.

Once this process is complete, you will be prompted for more personal member information to validate and connect your member portal account with your ATRS information.

4



Answer the Captcha question,

which acts as a security measure in our system.

5



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a great way to stay current with what is happening in ATRS!

6



Click Sign Up to finalize.

An email will be sent to your inbox to complete the process (check your Spam). Open email and click the link to complete the process of creating your ATRS Member Portal Account. You will be asked to input personal information that will be verified. Your ATRS account will then link with your ATRS Member Portal account.