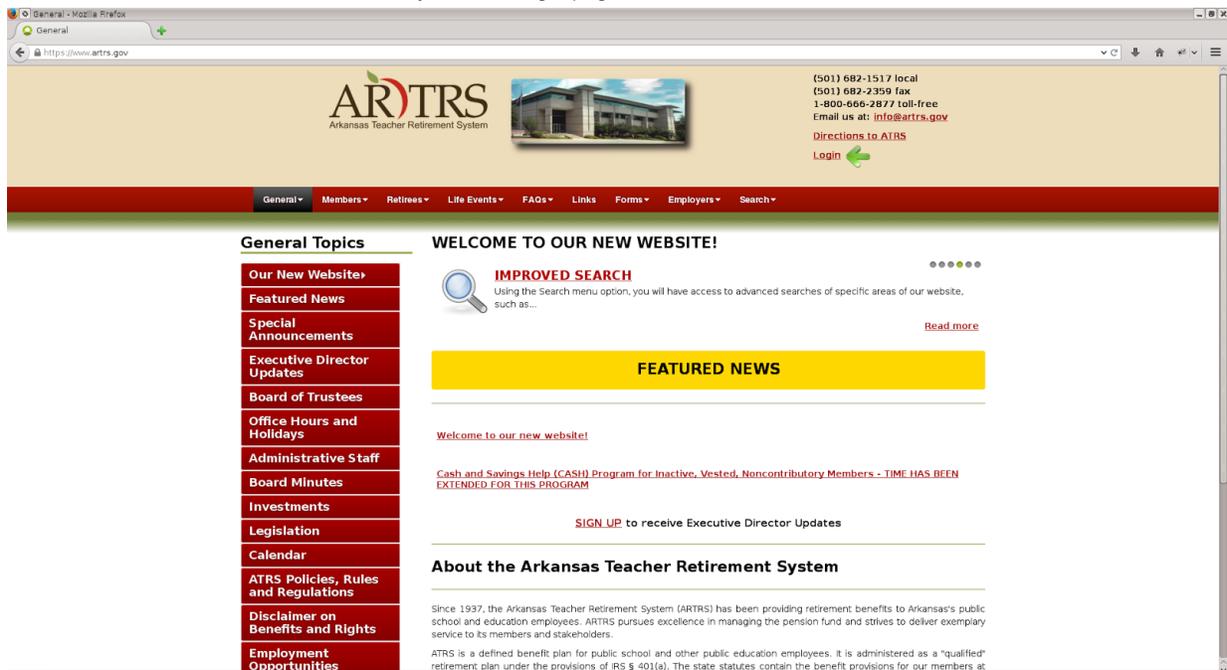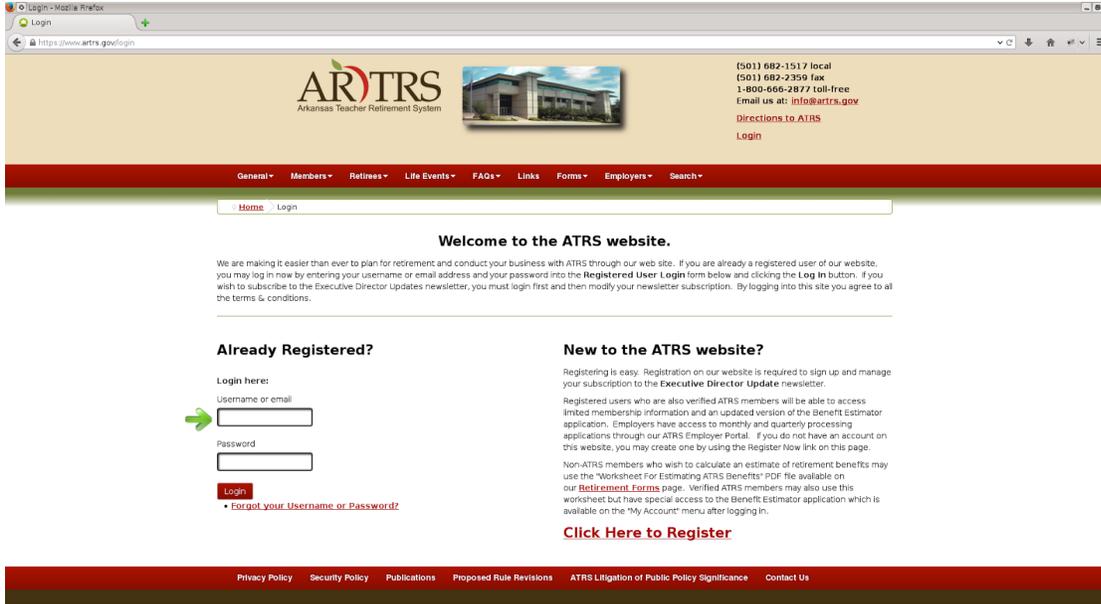Welcome! This document is to help instruct existing users how to login and view their member data on the new Arkansas Teacher Retirement System website.

- To begin open your web browser and navigate to www.artrs.gov, and you will arrive at our home page.
- Once you have arrived at our home page select the "Login" link in the top right portion of the page, under the contact numbers for ATRS. This will take you to the login page.
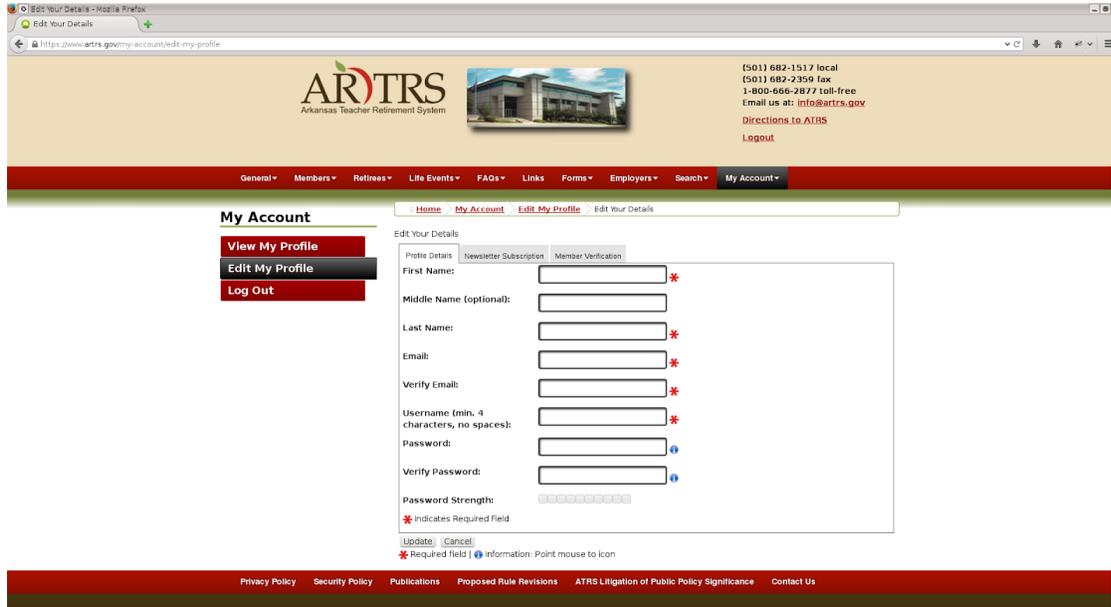
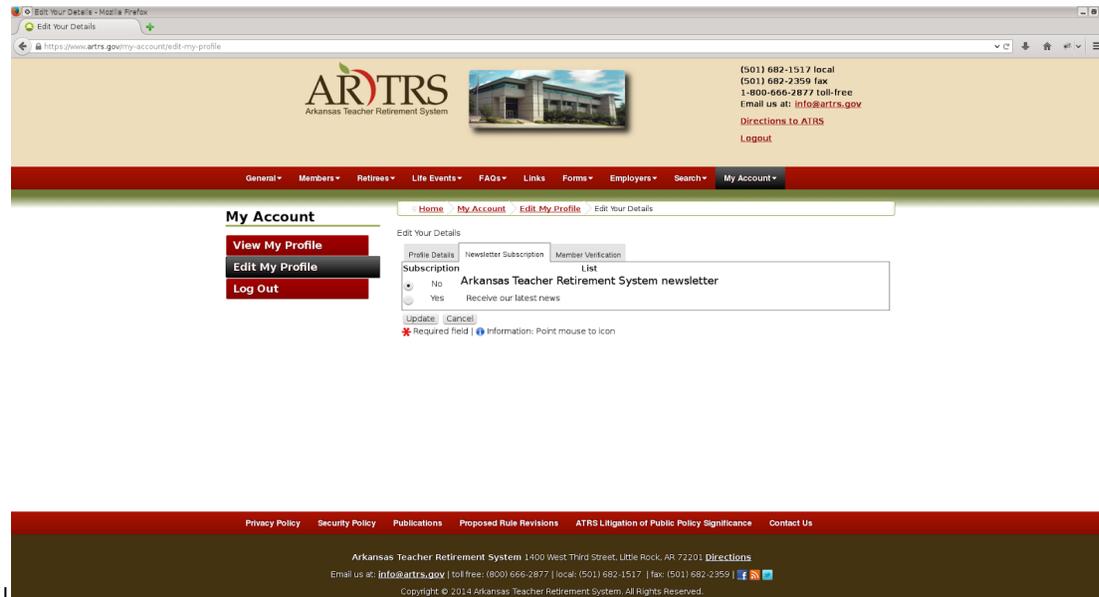- You should now be at the login page, if you know your login information you may enter it now to login.

- If you have forgotten your login information then you may select the "Forgot your Username or Password?" link and follow the directions to recover your username and password.
    - Once you have recovered your username and password return to this screen and login

- Once logged in, you will see our welcome page for members:

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- You will need to select the "Edit My Profile" item from the menu on the left and complete/verify the profile information in the blank profile fields. If you are an ATRS member or retiree, enter your first and last name as it appears in our system.

- Once the profile fields are complete select the "Newsletter Subscription" tab, from here you may subscribe to our periodic newsletter that will be sent to your registered e-mai

- Next select the "Member Verification", this tab contains the information that we will use to verify you as a member.
  - Set the "Are you an ATRS Member/Retiree" field to 'yes'.
  - Carefully fill in the last 4 digits of your social security number, your date of birth, and the zip code that we have on file for you (if you are unsure of what we have file for you, this information can be found on most correspondence that you have received from ATRS).
  - Read and agree to the Privacy and Security Policies.
  - Select update at the bottom of the screen to save your changes.

● Once you have completed these steps it will take up to an hour for us to verify your membership. After you are verified, you will notice two new menu items on the left after logging in to the website.

● "Member Data" will allow you to view the current data we have on file for you.
● The "Benefit Estimator" will allow you to use our online calculator to estimate your benefit based on your current or future data.

* Please note that if after an hour you do not see these new menu items after logging in, please verify that the information you entered on the 'Member Verification' tab of your profile is accurate. If any corrections need to be made, please wait up to an hour for us to verify the new information. If your information is accurate and you are still not verified, please contact us locally at (501) 682-1517, or toll-free at 800-666-2877 for further assistance.

● To discover more about our new website and how it works you can visit www.artrs.gov/welcome.