

Create a MyTRS Account

1. Click this [link](#)
2. Select “New to MyTRS? Create an Account”
3. Click “Accept”
4. Enter your Social Security Number & Member Number
5. Click “Submit”
6. Follow the instructions to create a password
7. Log-in to the system
8. Click “Enroll in the MTRS” under the “My Online Tools” header
9. Enter/Confirm/Update your information on this page
 - a. If you are married, you must enter your spouse’s date of birth under the “Additional Information” header
10. Click “Next”
11. This page lists any employers you’ve worked at and haven’t previously confirmed
12. Select “Yes” under the *Confirm* drop-down menu next to each district
13. Click “Next”
14. This page is where you list any other retirement systems you’ve belonged to
 - a. If you were on the Mass State retirement and have switched to MTRS, please add your Mass State info
15. Click “Next”
16. Review the information on the *Summary Page* and click “Submit”
17. You’re done – thank you!

[This page](#) has a helpful video that can walk you through the process if you get stuck.