

Transamerica – Managing Your Retirement Account

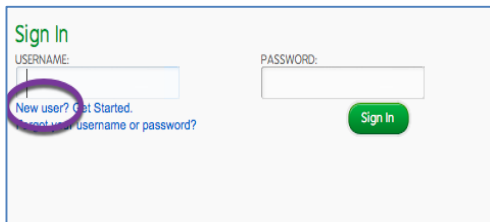
OVERVIEW

1. Transamerica allows faculty and staff online management of retirement accounts. The Transamerica website allows faculty and staff to:
 - Elect and make changes to the voluntary plan contribution amounts
 - Elect and make changes to the funds where your contributions (from all sources) are allocated
 - Review your account balances and activity
 - Get access to many helpful tools

REGISTER

1. <https://www.trsuretire.com/webportal/ecretire/index.html>

2. Select **New user.**



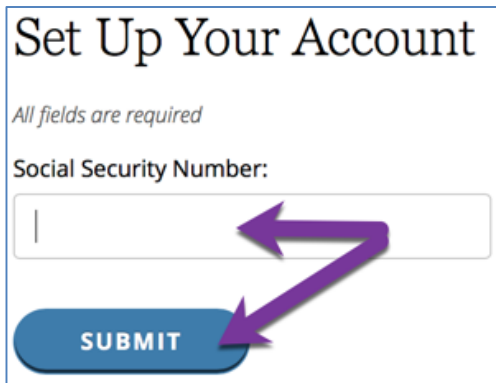
Sign In

USERNAME: PASSWORD:

New user? Get Started.
Forgot your username or password?

Sign In

3. On the next page, enter your **Social Security Number** and click **Submit.**




Set Up Your Account

All fields are required

Social Security Number:

SUBMIT

4. On the next page, complete the form to set up your account. Utilize the Username Guidelines and Password Guidelines to assist. Once complete, accept the privacy statement and terms and conditions of use and **Submit.**

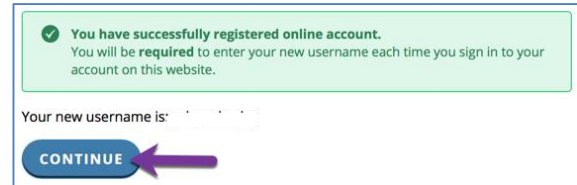


By checking this box, I indicate that I have had the opportunity to review the [Website Privacy Statement](#) and [Terms and Conditions of Use](#).

SUBMIT

NEW ACCOUNT SETUP CONFIRMATION

1. Review the information presented and click **Continue.**



✓ You have successfully registered online account.
You will be required to enter your new username each time you sign in to your account on this website.

Your new username is:

CONTINUE

2. You may be asked to review and update your marital status. Follow the instructions and proceed as desired.

NEXT STEPS

1. Review your account information and utilize the Transamerica website tools to plan your retirement savings.
2. Please reach out to Human Resources at hr_service_center@emerson.edu for other questions that may arise.