



# Member Access

# Friendly reminders

- This presentation contains general information to be used as a guide during the webinar. All participants are muted.
- Have a question?
  - » Type your question in the Questions box during the webinar. We will answer questions during the webinar and in the Questions box.
- This webinar will be recorded. Our recordings & PDFs are available at [www.trsl.org/members/webinars](http://www.trsl.org/members/webinars)

**If you have any specific questions about your retirement (DROP window, retirement eligibility, FAC questions, etc.) please contact us at [AskTRSL.org](http://AskTRSL.org) so we can look up your account and assist you directly.**

# Agenda

- What is Member Access?
- Logging In
- Registering for Access
- Reset Your Password
- Forgot User ID
- Employment History
- Account History
- Updating Your Information
- Calculator
- Apply For Retirement

# Member Access

## Active Members

### My Account

Employment Summary: view personal information currently on file

Account History: view past earnings, contributions, and service credit

Current Year Earnings & Contributions

Sick Leave

Member Account Statement

### My Self Service

Change your name

Change your mailing address

Change your email address

### My Retirement

Estimate your retirement benefit

Apply for retirement

# Member Access

## Retired & Beneficiaries

### My Account

**Employment Summary:** view personal information currently on file

**Account History:** view past earnings, contributions, and service credit

**Benefit Payment History:** view your benefit payments and deductions

**DROP/ILSB Account Summary/History** (only available to those who participated in DROP)

**DROP/ILSB Payment History** (only available to those who participated in DROP)

**DROP/ILSB Account Statement** (only available to those who participated in DROP)

**Sick Leave**

**Member Account Statement**

**Print Form 1099-R**

### My Self Service

**Change your email address**

**Change your federal tax withholding**



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## *Things to know before visiting TRSL*

[CLICK HERE FOR MORE INFORMATION](#)



[My TRSL](#)

[Members](#)

[Retirees](#)

[Employers](#)



SCROLL



225-925-6446

[GET DIRECTIONS](#)



# Register for Access



## Welcome to TRSL's Member Access!

Technical Assistance: If you need assistance registering or logging into Member Access, please contact our HelpDesk at Desk at (225) 925-6460 or [helpdesk@trsl.org](mailto:helpdesk@trsl.org).

### New Users

New Users You will need to be able to verify some information about yourself and have a:

- Valid personal email address and
- Social Security number

Only TRSL members and retirees, or individuals legally authorized to act on their behalf, are permitted to establish online access to member and retiree personal accounts.

All other persons, including TRSL benefit recipients, such as beneficiaries, survivor ex-spouses receiving benefits, do not have authorization to establish online access in the name of a TRSL member or retiree.

TRSL benefit recipients can seek authorization to establish online access to their own personal TRSL accounts.

[REGISTER FOR ACCESS](#)

### Existing Users

#### Log In

User ID:

Password:

[Forgot password?](#)

[Forgot User ID?](#)

# Register for Access



**Register for access to your account** [Registration Help](#)

**\* All fields are required.**

(Digits only, no dashes, no spaces) **SSN:**  \*

(mm/dd/yyyy) **Date of Birth:**  \*

**First Name:**  \*

**Last Name:**  \*

**First employer's name:**  \*

(yyyy) **First year of employment:**  \*

(A non-work related email address is recommended) **Email:**  \*

**Confirm Email:**  \*

(Between 9 and 26 characters) **User ID:**  \*

(Case sensitive) **Password:**  \*

(Case sensitive) **Confirm Password:**  \*

Password must be between 8 and 16 characters, contain at least one number, one lower case letter, one upper case letter and one of the following special characters: #, %, \$, @, \* or &.

**Select and answer both security questions**

\* **Question 1:**  \*

\* **Answer 1:**  \*

\* **Confirm Answer 1:**  \*

\* **Question 2:**  \*

\* **Answer 2:**  \*

\* **Confirm Answer 2:**  \*



# Log In



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[REGISTER FOR ACCESS](#)

### Existing Users

#### Log In

User ID:

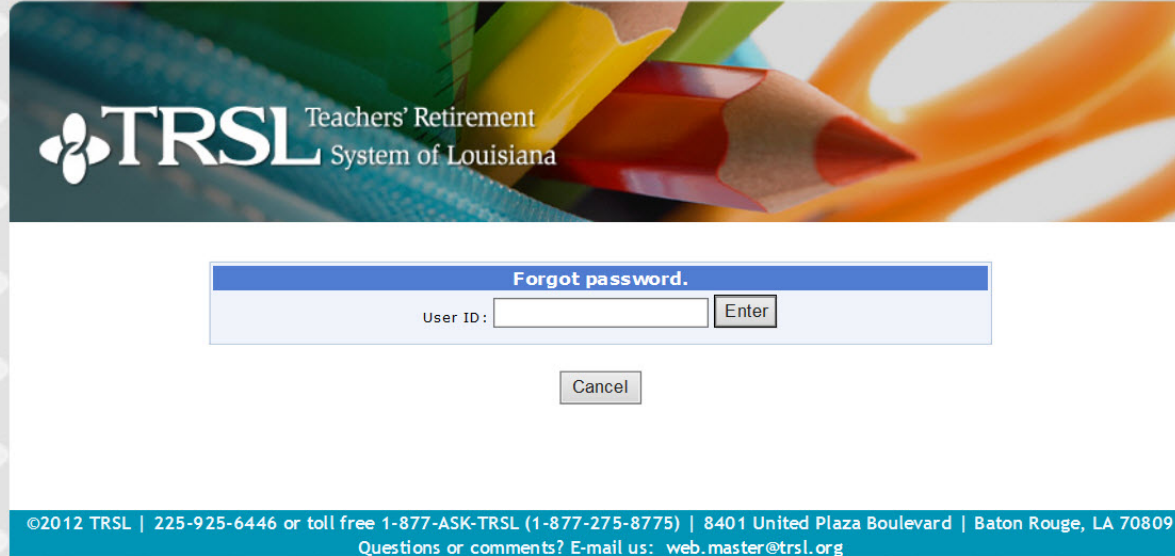
Password:

[Forgot password?](#)

[Forgot User ID?](#)



# Password Reset



The screenshot shows a web page for the Teachers' Retirement System of Louisiana (TRSL). The header features the TRSL logo and the text "Teachers' Retirement System of Louisiana" over a background image of colored pencils. Below the header is a "Forgot password." form. The form has a blue header bar with the text "Forgot password." and a light blue body. In the body, there is a label "User ID:" followed by a text input field and an "Enter" button. Below the input field is a "Cancel" button. At the bottom of the page, there is a teal footer bar containing contact information.

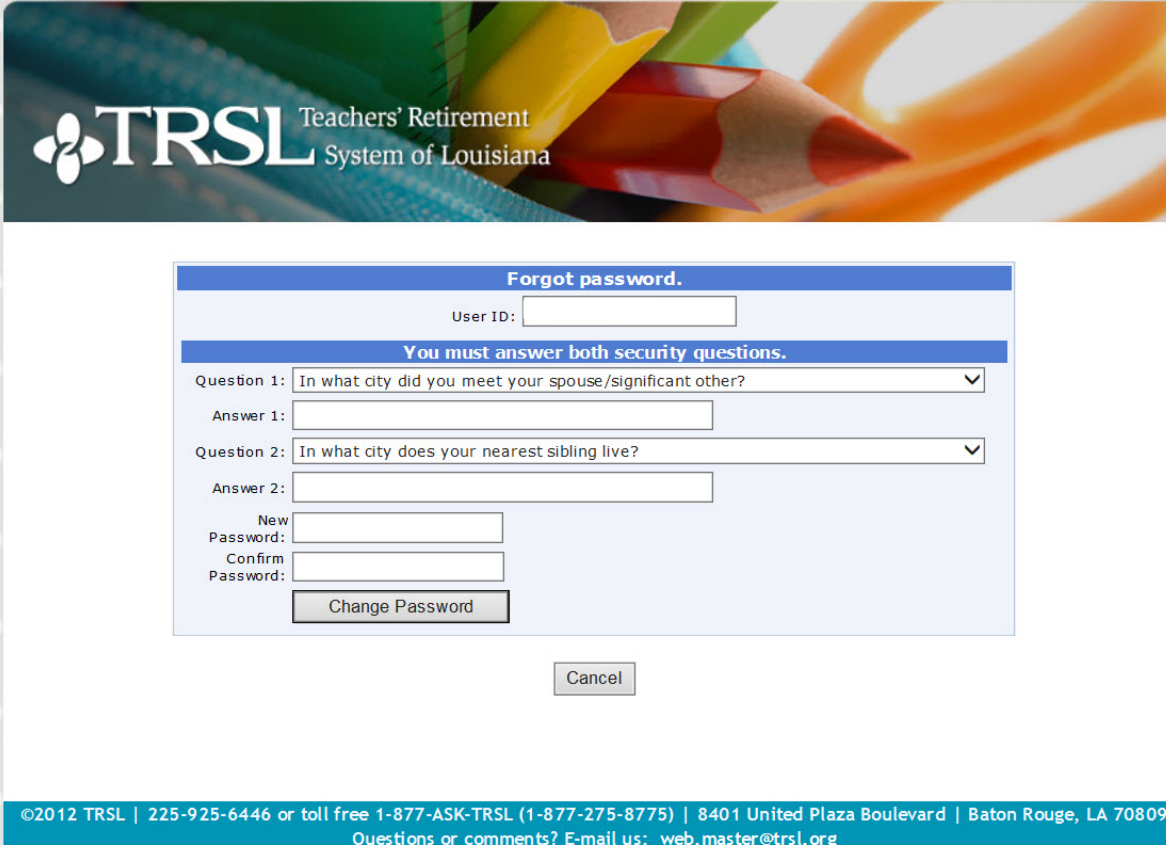
**TRSL** Teachers' Retirement System of Louisiana

**Forgot password.**

User ID:

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Questions or comments? E-mail us: [web.master@trsl.org](mailto:web.master@trsl.org)

# Password Reset



The screenshot shows a web form for password reset. At the top is a header banner with the TRSL logo and the text "Teachers' Retirement System of Louisiana" over a background of colored pencils. Below the banner is a form titled "Forgot password." with a "User ID:" input field. A section titled "You must answer both security questions." follows, containing two questions with dropdown menus and corresponding answer input fields. Below these are fields for "New Password:" and "Confirm Password:", followed by a "Change Password" button. A "Cancel" button is located below the form. At the bottom is a blue footer bar with contact information.

**TRSL** Teachers' Retirement System of Louisiana

**Forgot password.**

User ID:

**You must answer both security questions.**

Question 1: In what city did you meet your spouse/significant other?

Answer 1:

Question 2: In what city does your nearest sibling live?

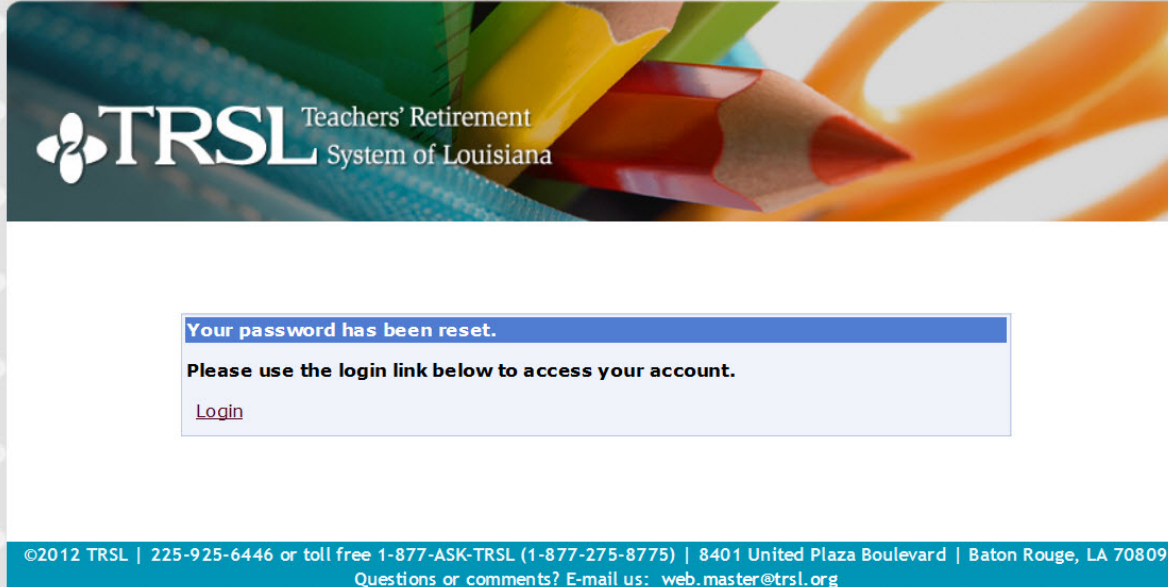
Answer 2:

New Password:

Confirm Password:

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Questions or comments? E-mail us: [web.master@trsl.org](mailto:web.master@trsl.org)

# Password Reset



The screenshot shows a web page for the Teachers' Retirement System of Louisiana (TRSL). At the top, there is a header with the TRSL logo and the text "Teachers' Retirement System of Louisiana". Below the header, a message box states: "Your password has been reset. Please use the login link below to access your account." with a "Login" link. At the bottom, a footer contains contact information: "©2012 TRSL | 225-925-6446 or toll free 1-877-ASK-TRSL (1-877-275-8775) | 8401 United Plaza Boulevard | Baton Rouge, LA 70809" and "Questions or comments? E-mail us: [web.master@trsl.org](mailto:web.master@trsl.org)".

**TRSL** Teachers' Retirement System of Louisiana

**Your password has been reset.**

**Please use the login link below to access your account.**

[Login](#)

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Questions or comments? E-mail us: [web.master@trsl.org](mailto:web.master@trsl.org)



# Forgot User ID



## Welcome to TRSL's Member Access!

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[REGISTER FOR ACCESS](#)

### Existing Users

#### Log In

User ID:

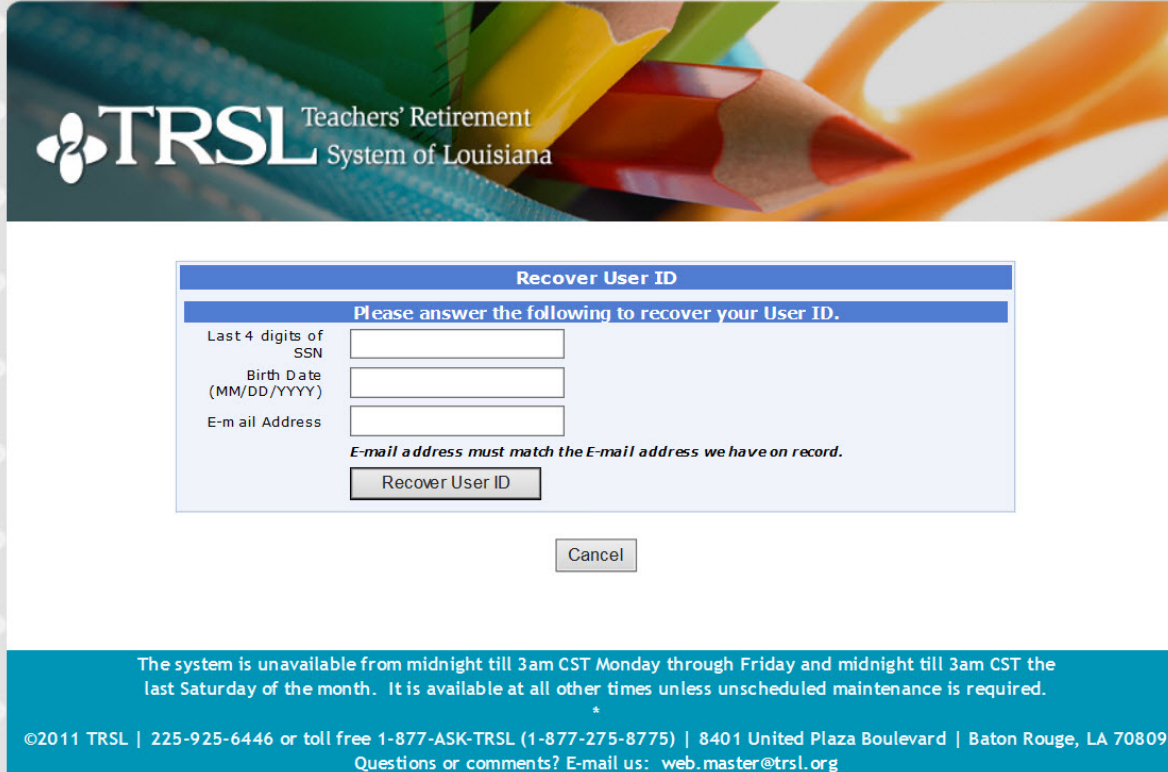
Password:

[Forgot password?](#)

[Forgot User ID?](#)



# What's my User ID?



The screenshot shows the TRSL Teachers' Retirement System of Louisiana website. At the top is a banner with the TRSL logo and the text 'Teachers' Retirement System of Louisiana'. Below the banner is a form titled 'Recover User ID'. The form has a blue header bar with the title. Below the header bar is a light blue box containing the text 'Please answer the following to recover your User ID.' and three input fields: 'Last 4 digits of SSN', 'Birth Date (MM/DD/YYYY)', and 'E-mail Address'. Below the input fields is a note: 'E-mail address must match the E-mail address we have on record.' and a 'Recover User ID' button. Below the form is a 'Cancel' button. At the bottom of the page is a teal footer bar with system availability information and contact details.

**TRSL** Teachers' Retirement System of Louisiana

**Recover User ID**

Please answer the following to recover your User ID.

Last 4 digits of SSN

Birth Date (MM/DD/YYYY)

E-mail Address

*E-mail address must match the E-mail address we have on record.*

The system is unavailable from midnight till 3am CST Monday through Friday and midnight till 3am CST the last Saturday of the month. It is available at all other times unless unscheduled maintenance is required.

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# Log In



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[REGISTER FOR ACCESS](#)

### Existing Users

#### Log In

User ID:

Password:

[Forgot password?](#)

[Forgot User ID?](#)

# Your Access Page

TRSL System of Louisiana

Home My Account My Self Service My Retirement Help Logout

Welcome, Your last login was January 26, 2017, at 11:43 AM.

## Member Access

Member Access provides a variety of information and services regarding your retirement account as described below. Just click on the menu bar above when you have decided where you want to go.

### Active Members

**My Account**

- Employment Summary: view personal information currently on file
- Account History: view past earnings, contributions, and service credit
- Current Year Earnings & Contributions
- Sick Leave
- Member Account Statement

**My Self Service**

- Change your name
- Change your mailing address
- Change your email address

**My Retirement**

- Estimate your retirement benefit
- Apply for retirement

### Retirees & Beneficiaries

**My Account**

- Benefit Summary: view personal information currently on file
- Account History: view past earnings, contributions, and service credit
- Benefit Payment History: view your benefit payments and deductions
- DROP/ILSB Account Summary/History (only available to those who participated in DROP)
- DROP/ILSB Payment History (only available to those who participated in DROP)
- DROP/ILSB Account Statement (only available to those who participated in DROP)
- Sick Leave
- Print Form 1099-R

**My Self Service**

- Change your email address
- Change your federal income tax withholding

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Need technical assistance? Contact TRSL Help Desk at (225) 925-6460 or [helpdesk@trsl.org](mailto:helpdesk@trsl.org)  
Questions or comments about your retirement information? Contact [web.master@trsl.org](mailto:web.master@trsl.org)

# Employment Summary

## Employment Summary

TEACHER IMA  
1234 MAIN STREET  
ANY TOWN LA 70000-0000

Designated Beneficiaries  
HUSBAND IM HER SPOUSE

***DROP ELIGIBILITY: The first time you reach one of the following:  
25 Years Age 55, 10 Years Age 60, 30 Years Any Age***

*This area may include employment dates for time periods where service credit was refunded.  
Refunded years that have not been restored are not included in your total service credit.*

## Employment History

Employer ID	Employer Name	Plan Name	Start Date	End Date
0001	ANY SCHOOL BOARD	Regular Plan	06/30/2000	99/99/9999

## TRSL Regular Plan Information

*Service credit earned cannot exceed 1.00 year in a fiscal year.*

Unaudited Service Credit		Member Contributions Summary	
Prior years' service credit for benefit computation:	0.00	Beginning balance as of 06/30/2016:	0.00
Purchases/Transfers/Refunds:	0.00	Estimated current FY contributions 7/1/2016 through 12/31/2016:	0.00
Prior years' service credit for benefit computation corrections:	0.00	Purchases/Transfers/Refunds:	0.00
Total unaudited service credit for benefit computation*:	0.00	Prior Year Contributions Corrections:	0.00
Total unaudited service credit for benefit computation as of 06/30/2016*		Estimated balance as of 1/18/2017:	
		Total unaudited service credit for eligibility purposes as of 06/30/2016*:	
		Monthly Average Compensation:	\$0.00

Service Type	Amount
Regular	0.00
Total	

# Account History



[Home](#) [My Account](#) [My Self Service](#) [My Retirement](#) [Help](#) [Logout](#)

## Account History

Name: TEACHER IMA Retirement Plan: Regular

Seq	Eff Date	Source	Contribution Amount	Service Credit for Benefit Computation Amount	Service Type	Actual Earnings	Full Time Earnings	Transaction Type	Service Credit for Eligibility
001	6/30/2000	ANY SCHOOL	.04	0.56	REGULAR	0.56	1.00	SALARY POSTING	0.56
		1ST YR W/ ROLLOVER EARNINGS OF	PER CERT 7/30/12[AZ]						
002	6/30/2001	ANY SCHOOL	.08	1.00	REGULAR	1.00	1.00	SALARY POSTING	1.00
003	6/30/2002	ANY SCHOOL	.08	1.00	REGULAR	1.00	1.00	SALARY POSTING	1.00
004	6/30/2003	ANY SCHOOL	.08	1.00	REGULAR	1.00	1.00	SALARY POSTING	1.00
005	6/30/2004	ANY SCHOOL	.08	1.00	REGULAR	1.00	1.00	SALARY POSTING	1.00

### Contributions

Regular Sheltered .36

Total contributions: .36

### Service Credit

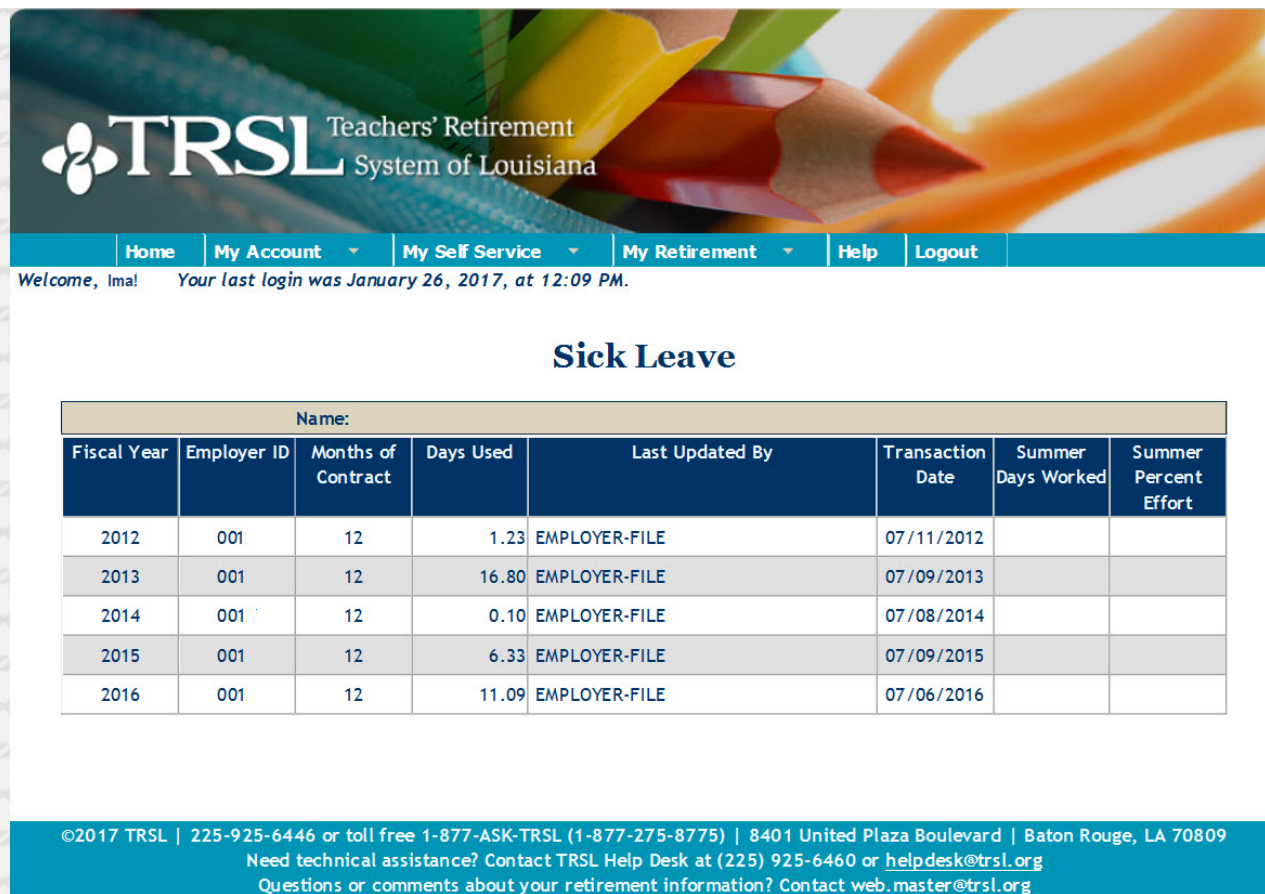
Regular Service 4.56

Estimated service credit for benefit computation: 4.56

Estimated service credit for eligibility: 4.56



# Sick Leave



The screenshot shows the TRSL Teachers' Retirement System of Louisiana website. The header features the TRSL logo and navigation links: Home, My Account, My Self Service, My Retirement, Help, and Logout. A welcome message for 'lma!' is displayed, noting the last login on January 26, 2017. The main content area is titled 'Sick Leave' and contains a table with columns for Fiscal Year, Employer ID, Months of Contract, Days Used, Last Updated By, Transaction Date, Summer Days Worked, and Summer Percent Effort. The table lists data for the years 2012 through 2016. The footer provides contact information for TRSL, including a phone number, toll-free number, address, and email links for technical assistance and retirement information.

**TRSL** Teachers' Retirement System of Louisiana

Home My Account My Self Service My Retirement Help Logout

Welcome, lma! Your last login was January 26, 2017, at 12:09 PM.

## Sick Leave

Fiscal Year	Employer ID	Months of Contract	Days Used	Last Updated By	Transaction Date	Summer Days Worked	Summer Percent Effort
2012	001	12	1.23	EMPLOYER-FILE	07/11/2012		
2013	001	12	16.80	EMPLOYER-FILE	07/09/2013		
2014	001	12	0.10	EMPLOYER-FILE	07/08/2014		
2015	001	12	6.33	EMPLOYER-FILE	07/09/2015		
2016	001	12	11.09	EMPLOYER-FILE	07/06/2016		

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Need technical assistance? Contact TRSL Help Desk at (225) 925-6460 or [helpdesk@trsl.org](mailto:helpdesk@trsl.org)  
Questions or comments about your retirement information? Contact [web.master@trsl.org](mailto:web.master@trsl.org)

# DROP Account

## DROP Account Statement

Name: Teacher, Ima	DROP Start Date:
Plan Type: LaDROP	DROP End Date:
Interest: Interest earned at the liquid asset interest rate.	
<a href="#">Click here to view DROP/ILSB statement instructions.</a>	

**DROP/ILSB STATEMENTS GO GREEN!**  
*In ongoing efforts to conserve resources, effective July 1, DROP/ILSB statements will be available exclusively through TRSL's online Member Access. Paper statements will no longer be mailed.*

View or collapse statement details by clicking on the calendar year.

☒ Auto-Collapse when expanding

▼ 2016	Beginning Balance:	0.00
	Ending Balance:	0.00
▼ 2015	Beginning Balance:	0.00
	Ending Balance:	0.00
▼ 2014	Beginning Balance:	0.00
	Ending Balance:	0.00
▼ 2013	Beginning Balance:	0.00
	Ending Balance:	0.00
▼ 2012	Beginning Balance:	0.00
	Ending Balance:	0.00
▼ 2011	Beginning Balance:	0.00
	Ending Balance:	0.00



# Print your 1099-R



[Home](#) | [My Account](#) | [My Self Service](#) | [Help](#) | [Logout](#)

## Print Form 1099-R

Click the link below to display the Form 1099-R for the desired tax year and payment.  
A new window will open displaying the Form 1099-R.

**Having trouble accessing your 1099-R? Try turning off your Internet browser's pop-up blocker.**

**NOTE REGARDING THE ADDRESS ON YOUR FORM 1099-R:** The address shown on the Form 1099-R for tax years prior to 2015 is your current home address. Starting with tax year 2015, the address shown is the address to which the Form 1099-R was sent.

Benefit Payments	DROP Account Payments
<a href="#">2016 Member Benefit</a>	<a href="#">2016 Member Account</a>
<a href="#">2015 Member Benefit</a>	<a href="#">2016 Member Account</a>
<a href="#">2014 Member Benefit</a>	<a href="#">2016 Rollover Account</a>
<a href="#">2013 Member Benefit</a>	<a href="#">2015 Member Account</a>
<a href="#">2012 Member Benefit</a>	<a href="#">2014 Member Account</a>
	<a href="#">2013 Member Account</a>
	<a href="#">2012 Member Account</a>

# Change Your Name



HomeMy AccountMy Self ServiceMy RetirementHelpLogout

Welcome, lma! Your last login was December 16, 2015, at 9:10 PM.

## Change Your Name

Enter your new name below if your name has changed or is misspelled. Please note that no punctuation is required. Once your name change has been submitted, a confirmation letter will be sent to you requesting appropriate documentation, if applicable.

NOTE: The total characters for all fields cannot exceed 24.

Name: TEACHER IMA  
(Name appears in last, first, middle initial and suffix order.)

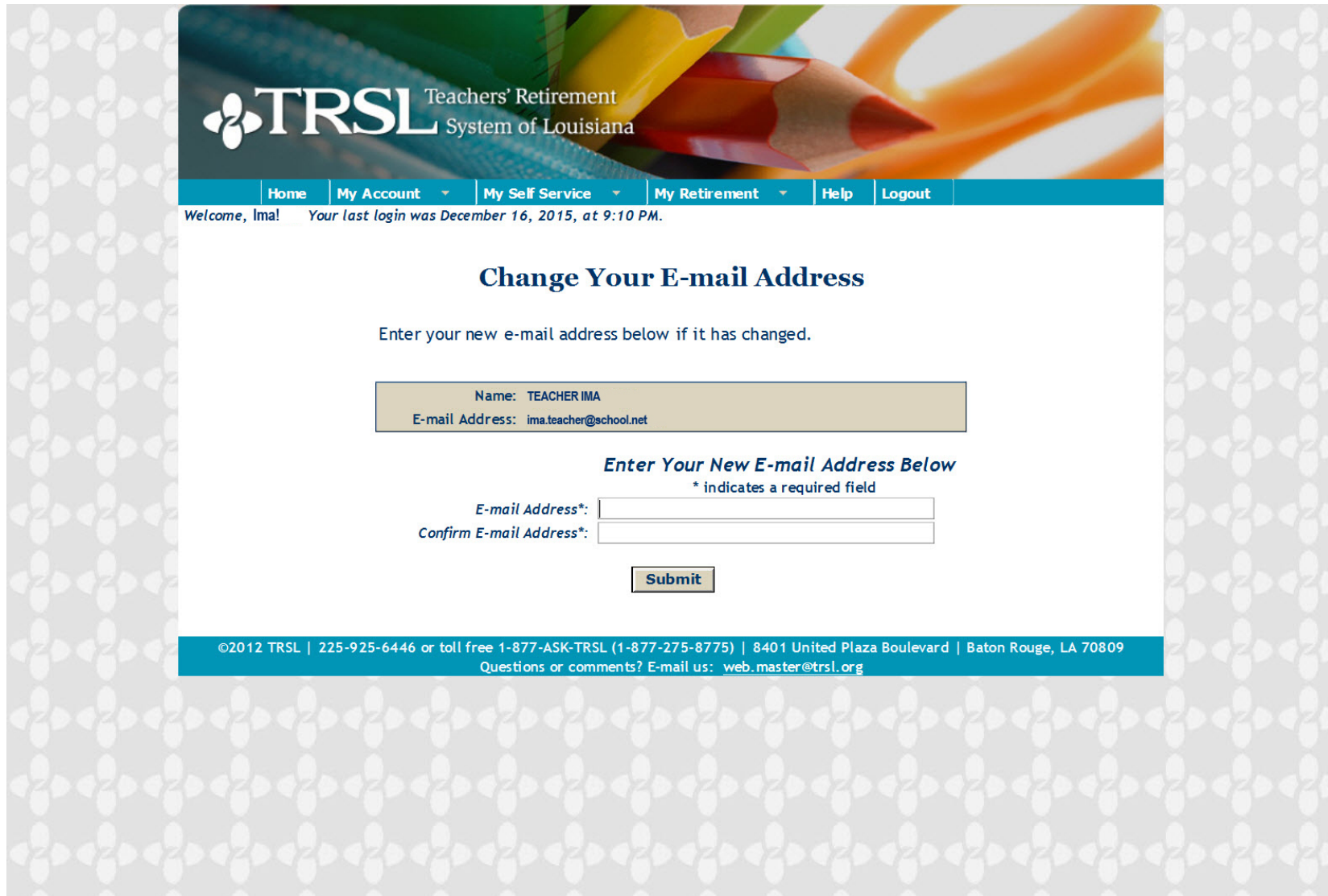
**Enter Your New Name Below**  
\* indicates a required field

First Name\*:  
Middle Initial:  
Last Name\*:  
Suffix: ▼

Submit

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Questions or comments? E-mail us: [web.master@trsl.org](mailto:web.master@trsl.org)

# Change Your Email



The screenshot shows the TRSL website interface. At the top is a blue header with the title 'Change Your Email'. Below it is a banner image of colored pencils with the TRSL logo and text 'Teachers' Retirement System of Louisiana'. A navigation bar contains links: Home, My Account, My Self Service, My Retirement, Help, and Logout. A welcome message reads 'Welcome, lma! Your last login was December 16, 2015, at 9:10 PM.' The main heading is 'Change Your E-mail Address', followed by the instruction 'Enter your new e-mail address below if it has changed.' A box displays current information: 'Name: TEACHER IMA' and 'E-mail Address: ima.teacher@school.net'. Below this, a section titled 'Enter Your New E-mail Address Below' includes a note '\* indicates a required field'. It features two input fields: 'E-mail Address\*' and 'Confirm E-mail Address\*'. A 'Submit' button is positioned below the fields. The footer contains contact information: '©2012 TRSL | 225-925-6446 or toll free 1-877-ASK-TRSL (1-877-275-8775) | 8401 United Plaza Boulevard | Baton Rouge, LA 70809' and 'Questions or comments? E-mail us: web.master@trsl.org'.

**TRSL** Teachers' Retirement System of Louisiana

Home My Account My Self Service My Retirement Help Logout

Welcome, lma! Your last login was December 16, 2015, at 9:10 PM.

## Change Your E-mail Address

Enter your new e-mail address below if it has changed.

Name: TEACHER IMA  
E-mail Address: ima.teacher@school.net



**Enter Your New E-mail Address Below**  
\* indicates a required field

E-mail Address\*:   
Confirm E-mail Address\*:

**Submit**

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Questions or comments? E-mail us: web.master@trsl.org

# Change Your Mailing Address



[Home](#) | [My Account](#) | [My Self Service](#) | [My Retirement](#) | [Help](#) | [Logout](#)

Welcome, Ima! Your last login was December 16, 2015, at 9:10 PM.

## Change Your Mailing Address

Enter your new address below if your mailing address has changed. The street address should be on one line. However, if your entire address won't fit on one line because it contains an apartment, suite or building number, input the apartment, suite or building number on the Street Address line and the street address on the Address 2 line. You do not need to use punctuation.

TEACHER IMA

**Mailing Address:** 1234 MAIN STREET  
ANY TOWN LA 70000-0000

**Enter Your New Address Below**  
\* indicates a required field

Street Address\*:

Address 2:

Address 3:

City\*:

State\*: LA - LOUISIANA

Zip Code\*:  -

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# Create a benefit estimate

Online calculators loaded with your account information



1. Log on to Member Access.
2. Under “My Estimates” drop-down menu, select “Estimate Your Retirement Benefit.”
3. Enter your desired retirement date and months of contract (9, 10, 11, 12), then click “Create Estimate!”

**Register for MEMBER ACCESS @ [www.TRSL.org](http://www.TRSL.org)**

For technical assistance with Member Access, contact [support@trsl.org](mailto:support@trsl.org).

# My Estimates

Under the “My Estimates” drop-down menu, select  
“Estimate Your Retirement Benefit.”

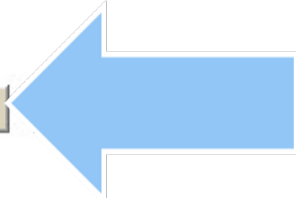




# Create your estimate

Enter your desired retirement date, employment contract (9, 10, 11 or 12), beneficiary DOB and click "Create Estimate!"

<b>Your retirement eligibility</b>	
Regular retirement: during fiscal year 2021 - 2022 DROP eligibility: during fiscal year 2021 - 2022	
<b>Your date of birth</b>	<a href="#">Details</a>
The date of birth listed on your records is 09/11/1961.	
<b>Your estimated retirement date</b>	<a href="#">Details</a>
My estimated projected date of retirement is <input type="text" value="11/07/2023"/> (mm/dd/yyyy). I project that I will be employed under a <input type="text" value="09"/> month employment contract immediately prior to this estimated date of retirement.	
<b>Your beneficiary(ies)</b>	<a href="#">Details</a>
<input checked="" type="radio"/> I plan to provide for a beneficiary. My beneficiary's birth date is <input type="text" value="03/05/1963"/> (mm/dd/yyyy). I would like my beneficiary to receive \$ <input type="text"/> .00 per month under Option 4 or 4A (Pop Up). <input type="radio"/> I do not plan to provide for a beneficiary. (Maximum Option only) <input type="radio"/> I plan to provide for multiple beneficiaries. (Option 1 only)	
<input type="button" value="Create Estimate"/>	



# Apply for Retirement

Select “Apply for Retirement” from the “My Retirement” drop-down menu.



*NOTE: Two weeks after submission of the Form 11 to TRSL, you will receive an acknowledgment letter in the mail.*

# Apply to Retire

Teachers' Retirement System of Louisiana  
8401 United Plaza Blvd, Ste 300 • Baton Rouge, LA 70809-7017  
P.O. Box 94123 • Baton Rouge, LA 70804-9123  
Telephone: 225-925-6446 • Fax: 225-925-6366  
[www.trsl.org](http://www.trsl.org)

## Application for Service Retirement, ILSB, or DROP

Applications may be canceled before cashing any benefit check, including estimated benefit payments and direct deposits. Your application may be submitted within six months before your effective retirement/DROP date. It is your responsibility to submit your application before your selected retirement/DROP date.

### Your retirement information (Must be completed)

Select one:

☐ Service — 06-11A

☐ ILSB — 06-11A5

☐ DROP — 06-11F

Date of retirement/DROP begin date

(mm/dd/yyyy)

Annual COLA Option (ACO) allows a retiring member to receive a guaranteed annual 2.5% cost-of-living adjustment (COLA) by accepting an actuarially REDUCED retirement benefit. Check the box below only if you are considering ACO.

☐ Yes, I wish to receive an estimate of REDUCED benefits based on the self-funded Annual COLA Option (ACO).

### Your member information (All fields must be completed)

Name: Last, first, MI, suffix (Jr., III, etc.)

TEACHER, IMA

Your Social Security number

000-000-000

Street address/P.O. Box

1234 MAIN STREET

Your date of birth

00/00/0000

City

ANY TOWN

State

LA-LOUISIANA

Zip

—

Name of Employer

0001 ANY SCHOOL

Home/cell telephone\*

Work telephone\*

\* include area code

Months of contract

☐ 9 ☐ 10 ☐ 11 ☐ 12

Job title

Select one: \*Please submit applicable documents [such as Judgment(s) of Divorce, Death Certificate(s)]

☐ Never married

☐ Married

☐ Divorced\*

☐ Re-married

☐ Legally Separated

☐ Widowed

# Submit online application

## *Electronic Signature*

I hereby make application for retirement in accordance with Louisiana laws. I understand that I should receive an acknowledgment letter by mail approximately two weeks after the date TRSL receives my application. If I do not receive an acknowledgment letter, I will contact TRSL.

☐ I understand that by submitting my application online that I agree to conduct this transaction by electronic means and that I am signing my retirement application.

**Submit Application**

**Print Application**



# Need Technical Help?



TRSL Help Desk (225)925-6460

Toll free (outside Baton Rouge):  
1-877-ASK-TRSL (1-877-275-8775)

Website: *www.TRSL.org*

Email: *helpdesk@trsl.org*

# Summary

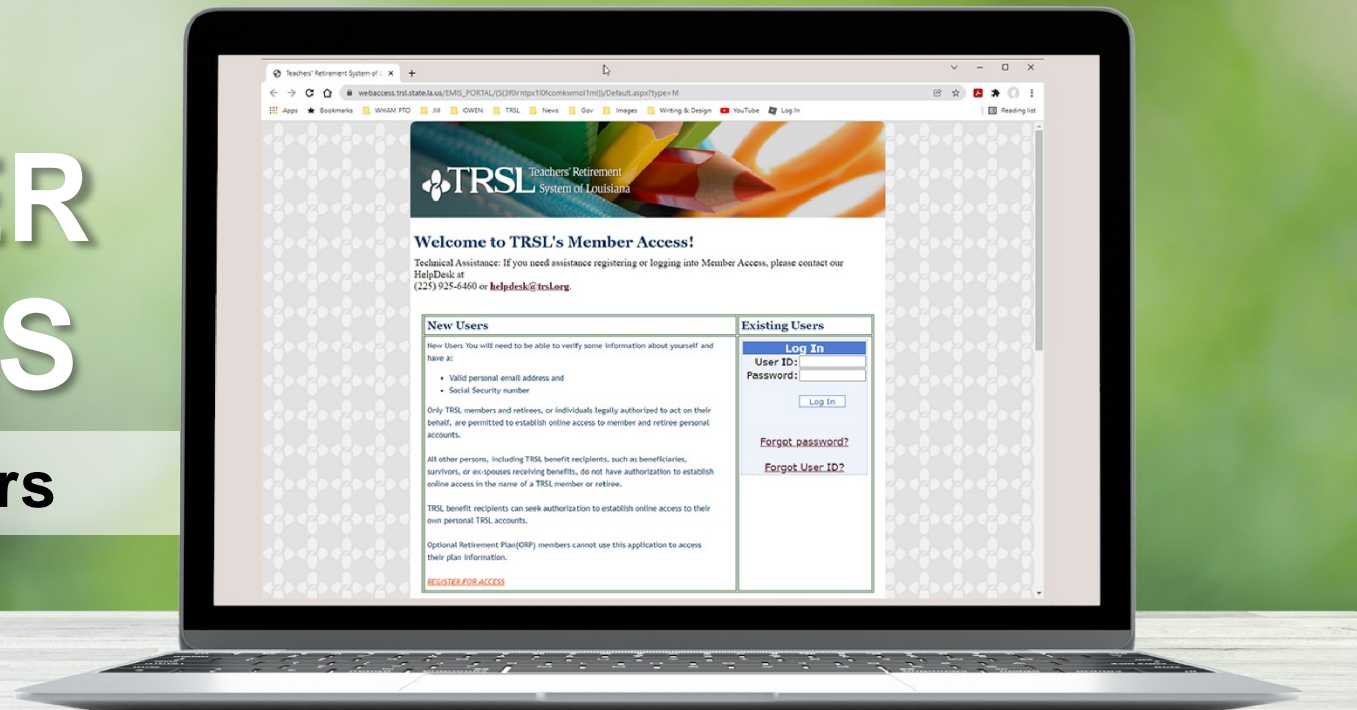
- Accessing your Member Access is quick and easy:
  - » You can update your name, address and email online
  - » Create an estimate of your retirement benefit
  - » Apply for retirement
- Print your 1099R (Retirees)
- Change your federal income tax withholding (Retirees)





# MEMBER ACCESS

Active members



- Update name & mailing/email address
- Estimate future benefit with online calculators
- View annual statements
- Apply for retirement/DROP
- View DROP account
- View beneficiary(ies)
- Print income verification letter
- Request Social Security verification letter



SHED SOME LIGHT ON

***Your Future with  
Online Member Access***

MEMBER ACCESS



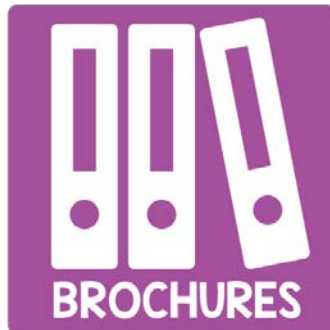
My TRSL

Members

Retirees

Employers

***Find it online at [www.TRSL.org](http://www.TRSL.org)***



# We are here for you!



**Local phone:** (225) 925-6446

**Toll free (outside Baton Rouge):**  
1-877-ASK-TRSL (1-877-275-8775)

**Website:** *www.TRSL.org*

**Questions:** *AskTRSL.org*



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