

TEACHERS' RETIREMENT SYSTEM



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To: TRS Employers
From: Shawn Graham, Executive Director
Teachers' Retirement System (TRS)
RE: Account setup for new TRS Online Services

TRS is in the process of implementing several new Online Services for employers. Each employer will need to create a new TRS Online Services account as soon as possible. This memo includes an overview of the signup process and directions to sections of the TRS website where you can find specific instructions as well as links to the necessary form to create your new Online Services account.

Website

The newly designed [TRS website](#) went live on May 15, 2014. Employers will find all necessary links via the [EMPLOYERS](#) tab on the left hand menu. In addition, the right hand menu has quick links to **KEY INFORMATION** and **POPULAR LINKS** including links to **CONTACT TRS STAFF**, **TRS FORMS** and **TUTORIALS** for members and employers.

Insurance Deduction System

If you are an employer who uses the Insurance Deduction System, please be aware that the new system will go live on August 1, 2014.

You must set up your new account before that date. Until the new system goes live, you will continue to use the current system. Once the new system goes live, you will not be able to access the Insurance Deduction System until you have set up a new account. TRS will email you when your account has been activated for the Insurance Deduction System.

Wage & Contribution Reporting

All TRS employers use the current Wage & Contribution Reporting System. The new Wage and Contribution Reporting System will go live in the Fall of 2014. When we have a definite date, we will post it on the **EMPLOYERS** page of the website.

We encourage you to set up your new account before the system goes live; until it does, you will continue to use the current system. Once the new system goes live, you will not be able to access the

Wage & Contribution Reporting System until you have set up a new account. TRS will email you when your account has been activated for the Wage & Contribution Reporting System.

Overview

In order to access the new TRS Online Services, each employer must set up a new account. This is accomplished by filling out and submitting TRS form 141. The employer's Online Services account will be associated with three levels of responsibility:

1. *Employer Representative*: an administrative officer, trustee, or other representative who has general authority to enter into legally binding agreements on behalf of the employer. The Employer Representative will designate the Online Administrator(s) for reporting to TRS.
2. *Online Administrator*: the person primarily responsible for managing employer access to TRS Online Services. This person will be the primary point of contact between TRS and the Employer regarding online reporting to TRS. The Employer Representative may designate:
 - a. One person as Online Administrator for both the Insurance Deduction System and the Wage & Contribution Reporting System, or
 - b. One person for the Insurance Deduction System and another person for the Wage & Contribution Reporting System
3. *Additional Users*: the Online Administrator may assign additional users to access and use the TRS Online Services. The Online Administrator is responsible for training the Additional Users. Additional Users will create their own account and then provide their Username (not their password!) to their Online Administrator.

Please note:

- We recognize that we have a wide range of employers reporting to TRS -- it is possible for an Employer to have one person in the roles of both Representative and Online Administrator with no Additional Users, while other Employers may have separate individuals fulfilling each role.
- Only the Employer Representative has the authority to remove an Online Administrator and must submit a new form to TRS for activation of the new Online Administrator.

Next Steps

1. Visit the TRS website: <http://www.trs.mt.gov>
2. Click on the [Employers](#) tab at the top of the home page or on the left hand menu.
3. Review the top section on "Changes Ahead for TRS Online Services"
4. Click on the link to the [Account Setup](#) page
5. Read the instructions, fill out and [download Form 141](#), and create a new account.

Resources are available online including:

- [Instructions for Creating a TRS Online Services account](#) (pdf)
- [Employer New Account Setup](#) (PowerPoint pdf)
- [TRS Information Technology Staff Contacts](#)

Please contact the TRS office at (406) 444-3134 / (866) 600-4045 if you have any questions regarding your new account setup.