

INSTRUCTIONS FOR CREATING A TRS ONLINE SERVICES USER ACCOUNT

1. Go to trs.mt.gov/trs-info/EmployerAccountSetUp and click the Create a User Account button.
2. Complete the required Personal Information:
 - We recommend that you use your school/employer email rather than your personal email.
3. Complete the required ID Details:
 - Username: must be at least 6 characters and must include at least 1 letter.
 - User names are not case sensitive. If you create an account with the user name Jsmith49 the system will also accept jsmith49.
 - Your user name will be shared with TRS and with your Online Administrator in order to allow access to TRS Online Services.
 - Password: must be at least 8 characters and must include both numbers and letters.
 - Passwords are case sensitive. If you create an account password of 101XYZ925, 101xyz925 will not be accepted by the system.
 - Your password is always hidden and you will not be asked to share it with TRS or your online administrator. **Do not give your password to anyone.**
 - Passwords expire every 6 months. If you sign on and your password has expired, the system will prompt you to create a new password.
 - Password hint: a password hint should remind you what your password is, without revealing it (Example: green52 / favorite color + father's birth year). TRS staff will have access to your password hint, but not to your password.
4. Complete the required Security Information:
 - You must choose or create three security questions.

NOTE: after your account has been activated, if you forget your username and/or password, you can request that information on the Login Page by clicking on the *Forgot Your Username or Password?* link.

5. Click Save. You will be redirected to a new screen with a message that confirms your account has been created.

IMPORTANT NOTE FOR ONLINE ADMINISTRATORS!

Be sure that the user name that you create online is the same user name you provide on TRS Form 141. After you create your account and it has been confirmed online, send the completed Form 141 to TRS for account activation.

- NOTE:**
- If you are the Online Administrator for more than one employer, you will use the same Username and Password for all accounts.
 - You are required to complete and submit a separate Form 141 for each employer, authorizing you as the Online Administrator.
 - If you have multiple employers with the same Employer Representative, you must still complete and submit a Form 141 for each employer.

IMPORTANT NOTE FOR ADDITIONAL USERS!

Each Online Administrator and each Additional User will create their own account. You will use one account for all TRS Employer Online Services. For example, if you are responsible for using the TRS Wage & Contribution Reporting System as well as the Employer Insurance Deduction System, you will use the same login information for both. (If you are also a TRS member and you currently have a user account for accessing your own member data, you will continue using that login for your member data only.)

After you create your account, provide your username to your Online Administrator so that they can enable your account.

If you have any questions or problems with setting up your account, please contact TRS for technical assistance at (406) 444-3396 or (406) 444-9293.