

## **Welcome to the self registration for My Portal!**

**Please read the instructions thoroughly before attempting to create your Username and Password. Please contact the Andover Contributory Retirement Office if you have questions or need further assistance. This service is new to the Retirement Office staff too, so please have patience and bear with us during this introductory period! We hope you enjoy the access to YOUR PERSONAL Retirement account information.**

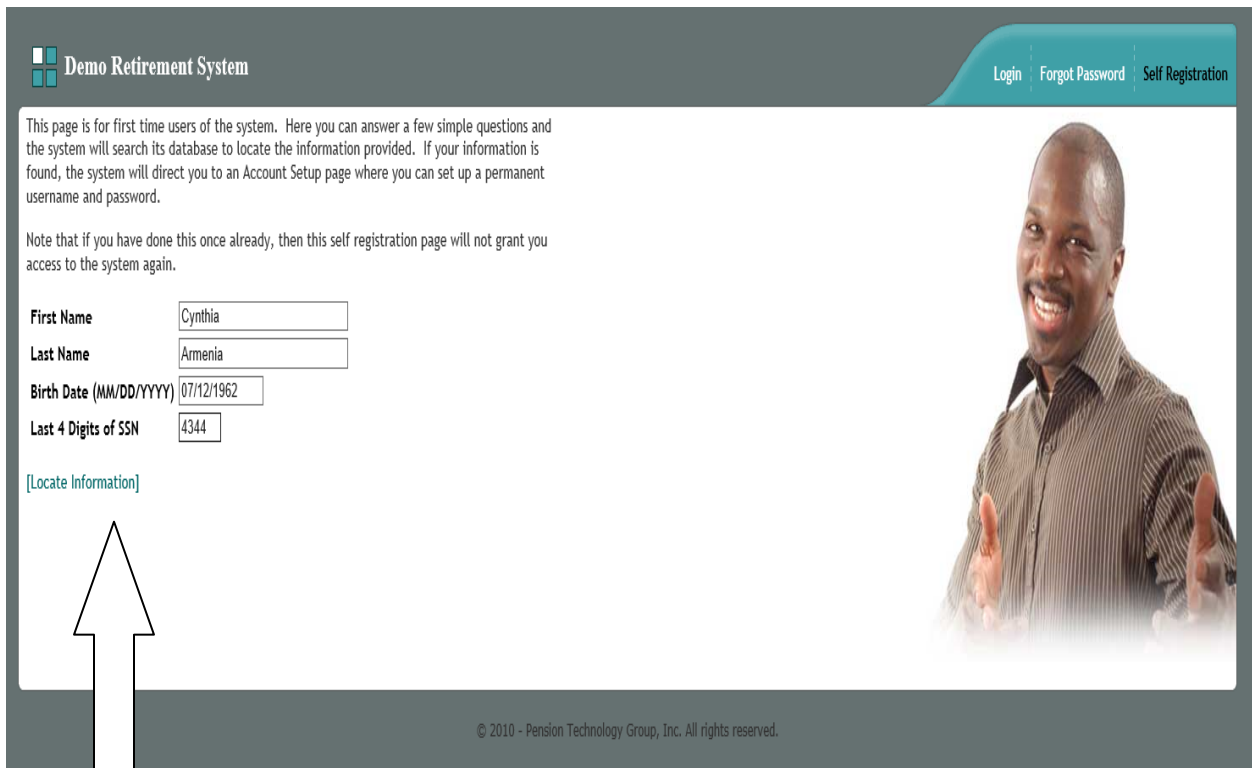
### **My Portal Self Registration**

If you are set up in the Andover Contributory Retirement System's database, My Portal will locate the information, match up what you entered and display your Username/Password Page. This is where you will set up your own Username, Password and Email Address. You will also select a Special Question and enter a Special Question **Answer** to be used by My Portal to verify if you ever have to use the "forgotten password" link. My Portal will send an email to the address provided on this screen, with the password if you have forgotten your password.

You can Self-Register by clicking the Self-Registration Link, or type in the following URL to get to the Login Page:

[www.PensionTechnologyGroup.com/andover](http://www.PensionTechnologyGroup.com/andover)

This will bring you to the Registration Page where you will enter your First Name, Last Name, Birthdate, and the last 4 numbers of your Social Security number.



**First Name**

**Last Name**

**Birth Date (MM/DD/YYYY)**

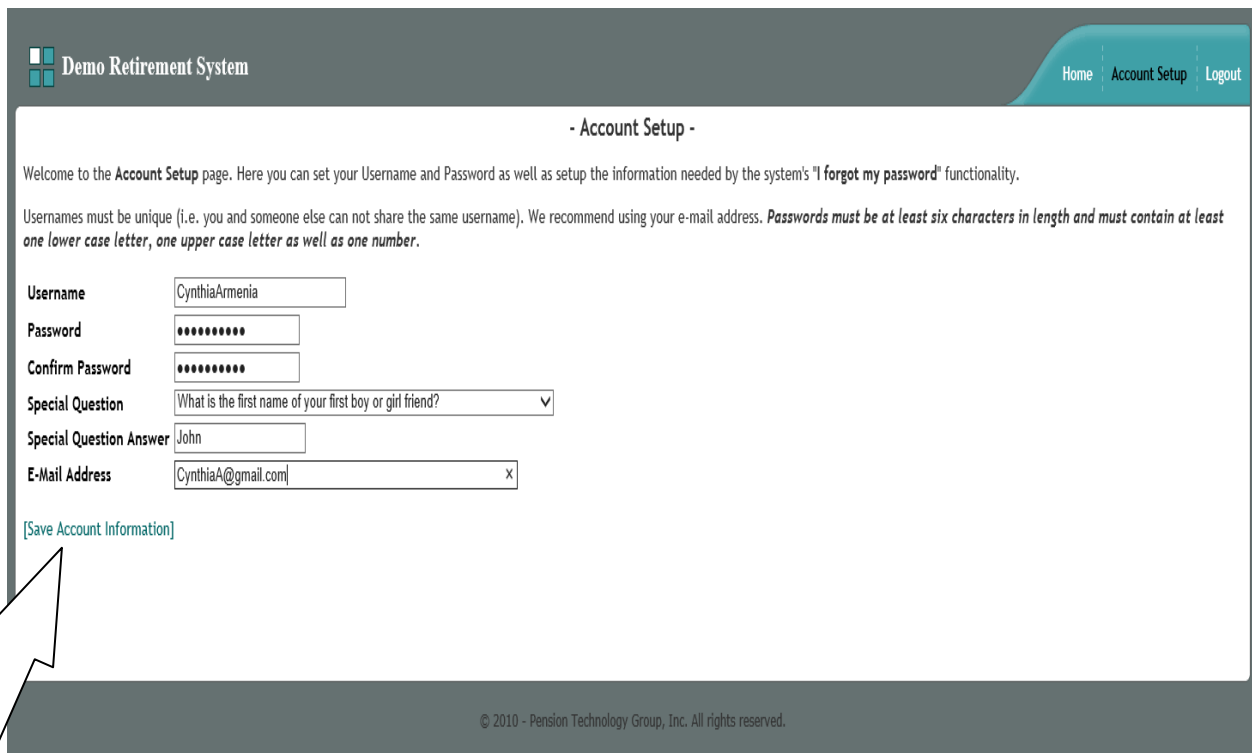
**Last 4 Digits of SSN**

[\[Locate Information\]](#)

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Once you have entered the information, please click on the Locate Information Link.

If you are set up in the Retirement system's database (if you are an existing member of the Andover Contributory Retirement System), My Portal will locate your information, match up what was entered and display the Username/Password Page. This is where you will set up your own Username, Password and Email address. You will also be required to select a Special Question and enter an **ANSWER** to your Special Question, which will be used by My Portal to verify if you ever need to use the "forgotten password" link. My Portal will send an email to the email address you provide on this screen, with your password.



**Demo Retirement System** Home Account Setup Logout

- Account Setup -

Welcome to the **Account Setup** page. Here you can set your Username and Password as well as setup the information needed by the system's "I forgot my password" functionality.

Usernames must be unique (i.e. you and someone else can not share the same username). We recommend using your e-mail address. *Passwords must be at least six characters in length and must contain at least one lower case letter, one upper case letter as well as one number.*

Username

Password

Confirm Password

Special Question

Special Question Answer

E-Mail Address

[\[Save Account Information\]](#)

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After you have entered the information in the screen above, be sure to click **SAVE ACCOUNT INFORMATION LINK**.

This will bring you to the Welcome Page. From this page, you can navigate through the pages by using tabs for the following:

1. Home – The Welcome Page
2. Data – Demographic info, Status History, Service History, Annuity Savings balance, Salary History. You can also submit any data corrections or send an inquiry to the Retirement Office via email, directly from My Portal.
3. Contact – Address info, Telephone #, Cell phone #, Email address
4. Bene – Beneficiaries currently on file with the Retirement System.
5. Est – Enter a retirement date and My Portal will display your estimate information for Options A, B, & C.
6. Msgs – You can send a message to the Retirement Office directly from My Portal and someone will respond to your message.
7. Acct – This is your member account information for this Employee Self Service (My Portal). This is where you can change your Username, Password, or Security Question and Answer.