

# THE ADVISOR

Quarterly Newsletter of the Oklahoma Teachers Retirement System



**OKLAHOMA TEACHERS  
RETIREMENT SYSTEM**

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### **Executive Director**

Tom Spencer

## Introducing...MyOTRS!

The Client Portal is here! After six months of a gradual rollout using groups of OTRS members to test the functionality of our new client portal called MyOTRS, we are excited to announce it is online and available for you to access. The Client Portal is designed to give our membership instant access to your account balance, service credit, and salary history. Retired clients will have access to their retirement payment history, as well as 1099R tax forms. It is not a substitute to communicating directly with your OTRS staff. It is a convenient additional resource for our members. Here are some helpful details to enhance your experience.

To maximize the website's use and capabilities, we recommend your internet browser be one of the following:

Internet Explorer 10.0, or above  
Firefox 36.0.4, or above

Chrome 41.0.2272.118, or above  
Safari 8.0.4, or above

To get started, please follow the step-by-step instructions as listed below:

- Follow this link:  
<https://myotrs.irs.ok.gov>  
This will take you to the client portal Home Page
- Click the box labeled REGISTER.  
This is where you create your new account.
- Please provide requested information, then click the box labeled REGISTER.
- You will receive an email asking you to confirm your request. Follow the instructions as outlined in the email.
- OTRS will be notified of your request to access the client portal, and we will mail you a letter within 10 business days which will contain your Personal Identification Number (PIN). This letter will also provide the instructions on how to proceed. Please be sure we have your current mailing address on file. To update, complete and return a Name/Address change form which is located on our website, [www.ok.gov/TRS/Forms](http://www.ok.gov/TRS/Forms).

Do not share your user information with colleagues or family members. Any changes made to your account through the portal will be the user's responsibility.

Upon completing registration, you will be asked to complete the following questionnaire <https://www.surveymonkey.com/r/JCSNWWG8>. We look forward to your feedback!

See Inside Special Report:

**"Popular" Annual Financial Report**

*(for the Fiscal Year Ended June 30, 2015)*

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Upon completing registration, you will be asked to complete the following questionnaire <https://www.surveymonkey.com/tr/CSNWWG8>. We look forward to your feedback!

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