

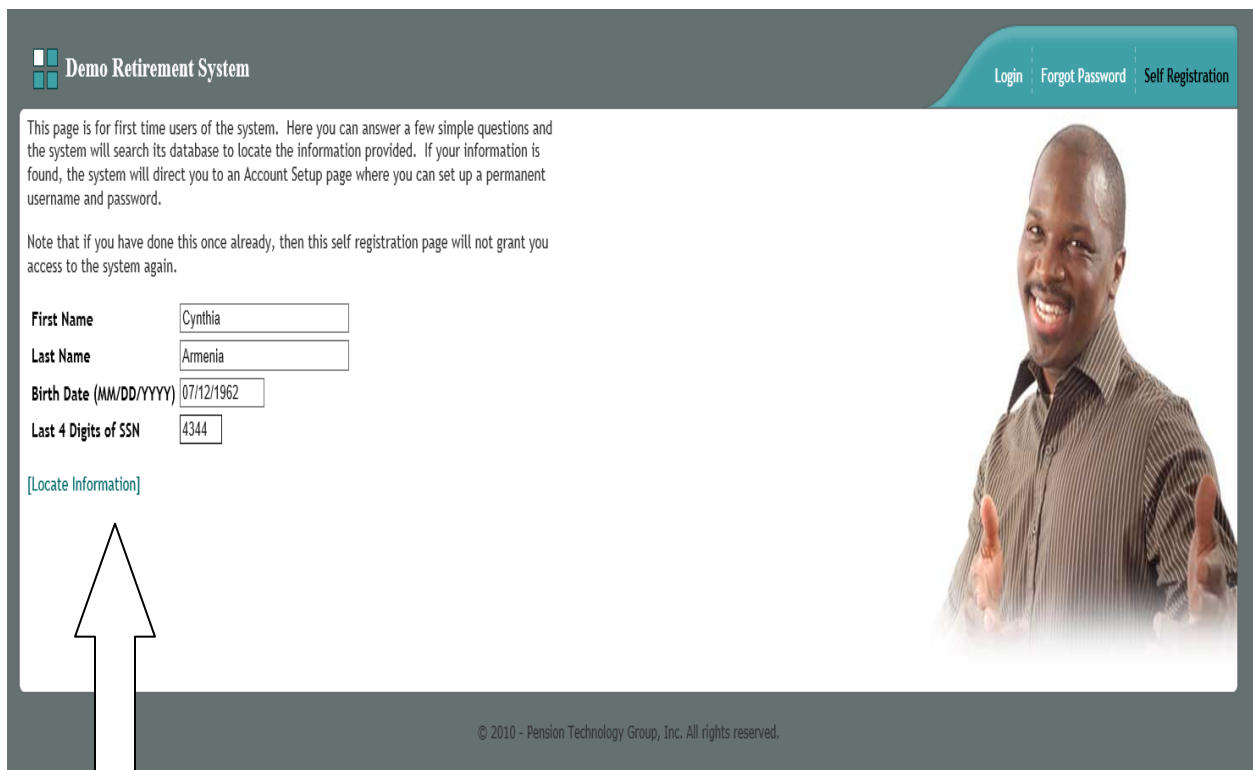
Welcome to the Saugus Contributory Retirement MyPortal Self Registration

Please read the instructions thoroughly before attempting to create your Username and Password. If you need assistance or have questions, please contact the Saugus Contributory Retirement Office.

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/saugus

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.



Demo Retirement System Login | Forgot Password | Self Registration

This page is for first time users of the system. Here you can answer a few simple questions and the system will search its database to locate the information provided. If your information is found, the system will direct you to an Account Setup page where you can set up a permanent username and password.

Note that if you have done this once already, then this self registration page will not grant you access to the system again.

First Name

Last Name

Birth Date (MM/DD/YYYY)

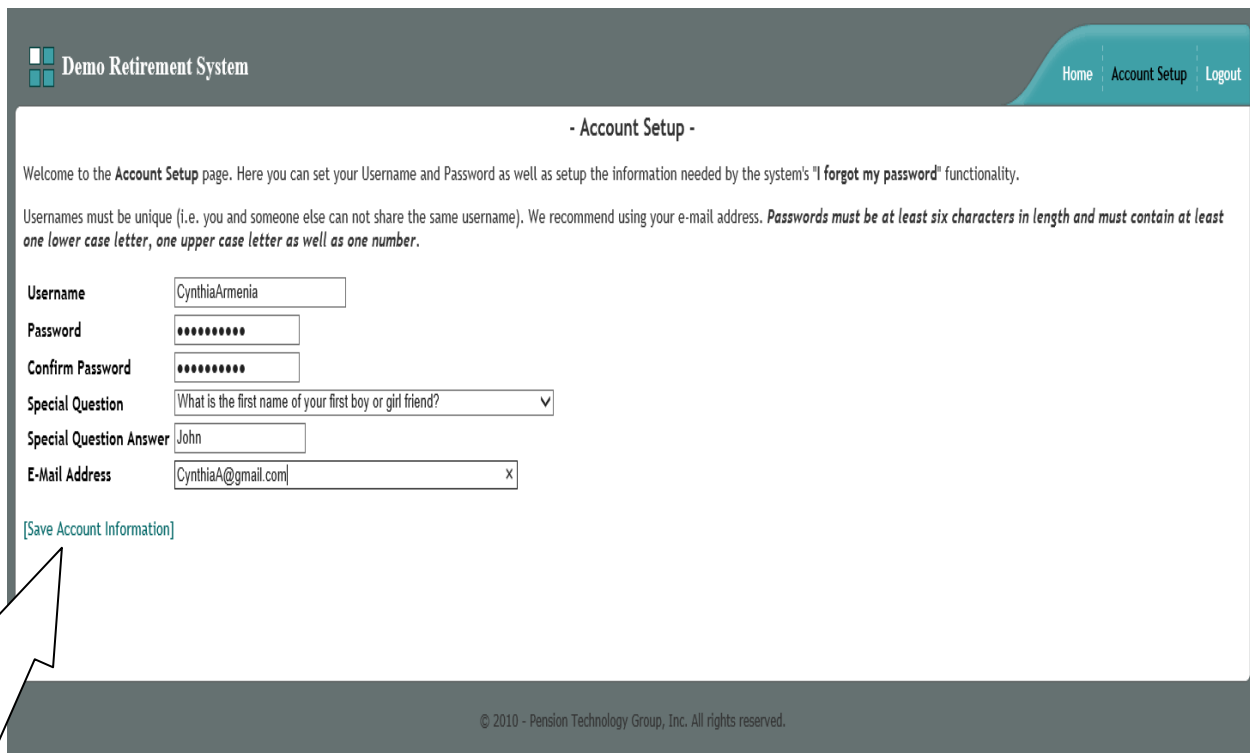
Last 4 Digits of SSN

[\[Locate Information\]](#)


© 2010 - Pension Technology Group, Inc. All rights reserved.

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 Saugus 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.



The screenshot shows a web interface for a "Demo Retirement System". At the top left is a logo with a grid icon and the text "Demo Retirement System". At the top right are navigation links: "Home", "Account Setup", and "Logout". The main heading is "- Account Setup -". Below this is a welcome message: "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." A note follows: "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." The form contains the following fields: "Username" with the value "CynthiaArmenia"; "Password" and "Confirm Password" both masked with "••••••••"; "Special Question" with a dropdown menu showing "What is the first name of your first boy or girl friend?"; "Special Question Answer" with the value "John"; and "E-Mail Address" with the value "CynthiaA@gmail.com" and a clear button (X). A link "[Save Account Information]" is located below the form. At the bottom of the page is a copyright notice: "© 2010 - Pension Technology Group, Inc. All rights reserved."



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.