

You Worked For It. You Earned It. See It Whenever You Want

Many of you told us in a survey last fall that you wanted secure online access to your VRS account information.

You got it. Now you can see your retiree account information any time you want through *myVRS*, the new secure online tool on the VRS Web site at www.varetire.org.

What is *myVRS*?

myVRS provides secure access to your VRS retirement account information. The information comes from your VRS record, which includes information reported to VRS by your former employer and information you provided at retirement.

Your benefit payment information is updated monthly. Other information, such as an address or income tax withholding change, is updated as VRS receives it.

Who can use *myVRS*?

myVRS is available to most VRS retirees. Currently, the only retirees who do not have access to *myVRS* are retirees with Judicial Retirement System service. VRS looks forward to providing *myVRS* access to these retirees in the future.



What can I do in *myVRS*?

- See your monthly retirement benefit payment amount and benefit payment history.
- See when your retirement benefit payment is deposited. Confirm your bank account information.
- See your Cost-of-Living Adjustments (COLAs) and income tax deductions.
- Review your health insurance premium deductions and your health insurance credit amount, if applicable, as well as your current life insurance amount.
- Update your address.
- Print income verification information.
- Print tax documents for income tax filing purposes.

You also can view the retirement option you chose, the date you retired and the amount of service credit you had at retirement.

What about my security and privacy?

You set up a username, password and, for additional security, a shared secret when you register for *myVRS*. The information between your computer and VRS is encrypted, using industry standard 128-bit encryption technology. These protections ensure that no one

Never share your *myVRS* username and password with anyone.

but you has access to your *myVRS* account.

Because *myVRS* gives access directly to your VRS account, you should never give anyone your username and password.

How do I register for *myVRS*?

It's easy. Go to the retiree page of the VRS Web site at www.varetire.org and select the *myVRS* logo. This takes you to the log-in page. Once there, select "Register Now" and follow step-by-step directions to create your online account.

myVRS will ask you to verify your account information over a secure connection. If you retired recently, you will be asked to enter an

authentication code sent to you at retirement. The code expires 90 days after it is issued, so be sure to register as soon as you receive it.

If you are not a recent retiree or your code has expired, you will be asked additional questions from your latest benefit statement.

Then, following the prompts, you can set up your account in a few steps.

What if I need help?

If you need help understanding how to use *myVRS* or the information in your account, look for a link to *myVRS* Help on the bottom of any screen.

There also is a link in the top right area of each screen to Explain

The *myVRS* Welcome Screen

To create your account

Select the Register Now button. Then complete the steps to create your account.

To return to your account

Enter the username and password you set up when you created your account. Then select the Log-In button.

Your Benefit Information Screens

Explain This Page

This is a link to help with information and terms on a specific page.

Information Menu

Click a topic in the menu to view different information about your VRS benefits.

Log-Out

Be sure to select Log-Out when you finish using myVRS. Do not just close your browser.

myVRS Help

Link to the Users Guide and other helpful information about myVRS.

This Page, which describes the information you are viewing on the screen.

What benefit information can I see?

Your myVRS account gives you all the details of your last benefit payment, including:

- Where it was deposited.
- The gross and net amounts.
- Hazardous duty supplement, if applicable.
- Deductions for health insurance premiums and taxes.

Your account also has an option that allows you to review your previous benefit payment amounts.

What other information can I find in myVRS?

- Take a look at the amount of your cost-of-living adjustment (COLA) for this year, if you are eligible for a COLA. Then look back at a history of COLAs you have received throughout your retirement.
- Go to myVRS to review your federal and state tax information, including your previous 1099-Rs.
- If you need to change your address, you can do that through your myVRS online retiree account. You will receive a letter of confirmation on the change from VRS.



It's Like Having VRS in Your Living Room

- Your benefit information is available nearly 24 hours a day, seven days a week.
- Your retirement account information is as close as your nearest computer.
- Your access is secure. VRS uses standard industry technology that creates a secure environment for the transfer of information from your computer to VRS.



Just Pick Up Your Mouse

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