

## Welcome to MyTFFR Member Self-Service!

MyTFFR Member Self-Service is your portal for secure and easy retirement management! It offers convenient access to your Teachers' Fund for Retirement (TFFR) account and forms anytime, anywhere by using a computer, tablet or smartphone with internet access.

### Access your MyTFFR account during every stage of your career

#### Currently working? Use MyTFFR to:

- Update your contact information.
- Designate account beneficiaries.
- View salary, service credit and account balance.
- Estimate your retirement benefit.
- Apply for retirement.



#### Enjoying retirement? Use MyTFFR to:

- Update your contact information.
- View account beneficiaries.
- Obtain an income verification.
- Download your 1099-R or adjust your federal or state tax withholding.

### How to login for the first time?

MyTFFR is available to members and beneficiaries-in-payment who complete a registration process.

- 1) Begin by visiting [www.rio.nd.gov](http://www.rio.nd.gov) and selecting the "Member Login" button in the upper right-hand corner of the Retirement and Investment Office's website.
- 2) On MyTFFR's Welcome page, select the red "Member Login" button. Enter your North Dakota Login User ID and Password, and select the "Sign in" button. If you don't have a North Dakota Login:
  - a) Select the "Create an account" link. Enter your First name and Last name, and create a User ID of your choosing (e.g., John.Smith, jasmith or Johnny123) and a Password.
  - b) For Account recovery purposes, enter an Email address. (Skip the Cell phone recovery entry.) A one-time activation code will be sent to your email address. Enter the code when prompted.
  - c) After responding to the Security questions, select "Create account."
- 3) Once you are signed in, you will be prompted to provide your Member Demographics by entering your First Name, Last Name, Date of Birth and Social Security Number. Select the "Next" button to verify the information entered.
- 4) On the User Verification screen, select the correct answers to the questions. Select the "Next" button to verify the information entered.
- 5) On the End User License Agreement screen, review the Terms and Conditions, select the "I Accept" checkbox, and then select the "Finish" button.

### Have questions or need assistance?

A "How to login for the first time" video is available online at [www.rio.nd.gov/mytffr](http://www.rio.nd.gov/mytffr). Once you are logged into MyTFFR, if you need assistance, select the "Help" button to open the Member Help Center. To submit a request for assistance, select the "Contact Us" tile on MyTFFR's Dashboard.