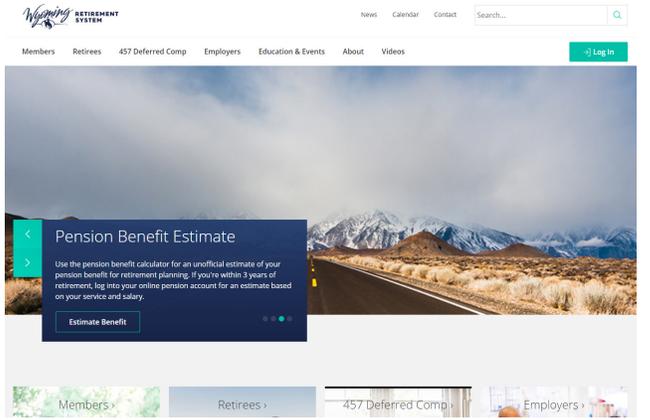
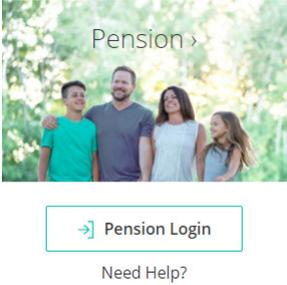
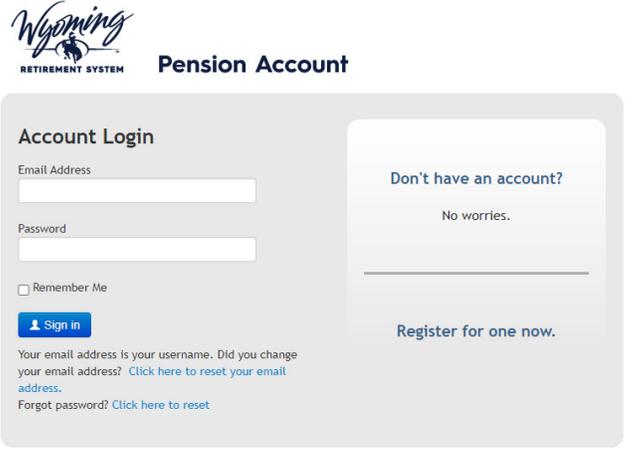
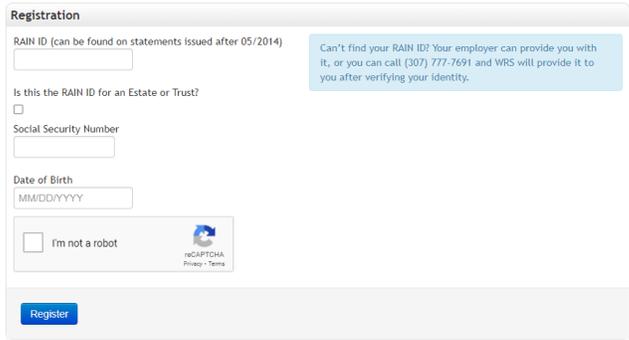
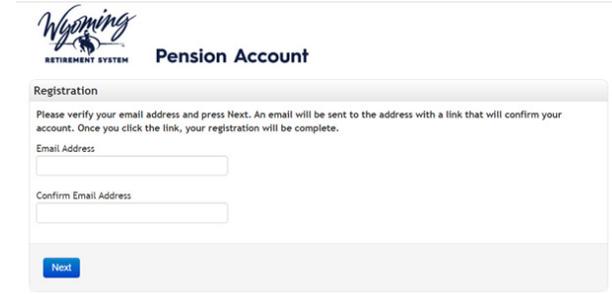
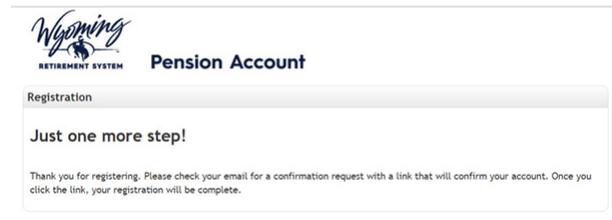
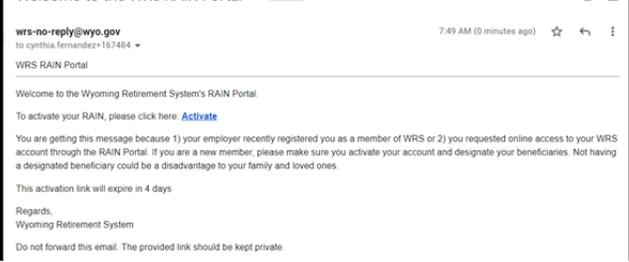
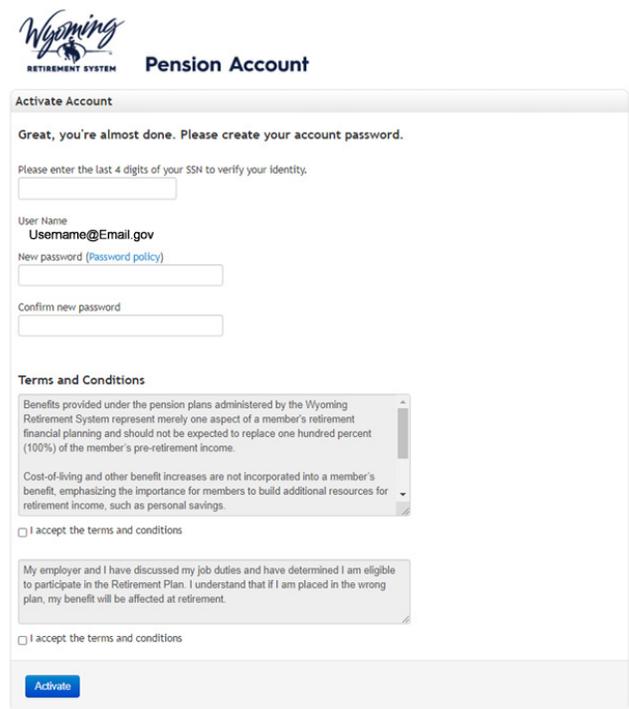
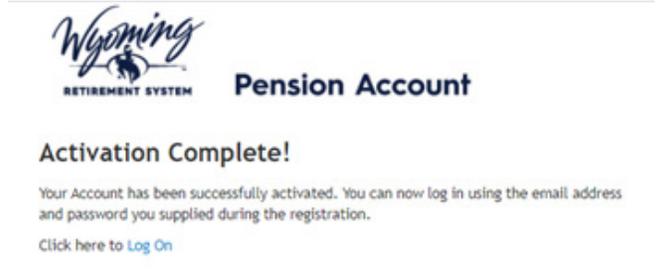
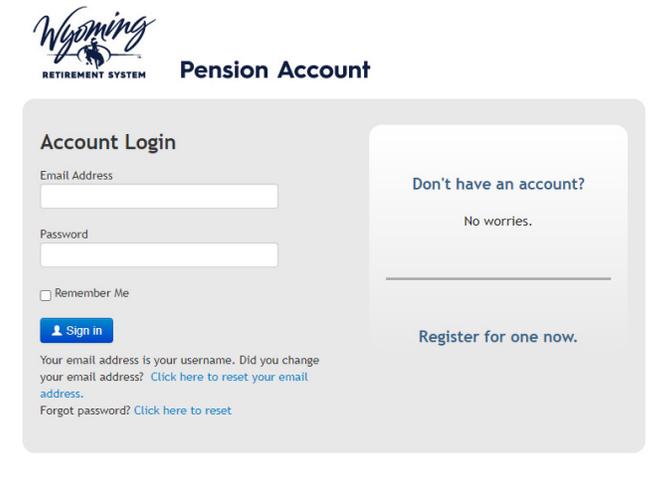


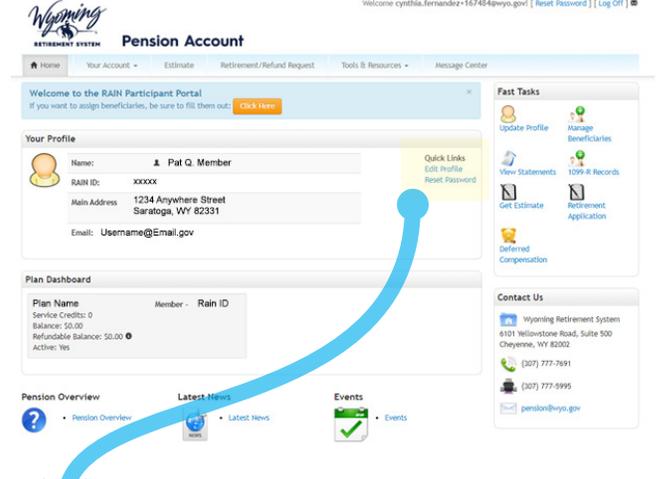
Guide to Setting Up Account on the Wyoming Retirement System Online Portal

<p>1. You will need to Log In to the Wyoming Retirement System's Online Portal (RAIN)</p> <p>Visit our website retirement.wyo.gov</p>	
<p>2 Click on the Log In Button upper right hand corner.</p>	
<p>3 Click on Pension Login</p>	
<p>4 Login to your pension account. - If you have already created an online account, enter your email and password and click on Sign In; skip to step 5.</p>	
<p>4a If you have not set up your Online access, click on the register for one now link.</p>	

<p>4b</p>	<p>You will need to enter the following information, RAIN ID (found on your statement) Social Security Number Date of Birth</p> <p>You will also need to confirm you are not a robot.</p>	
<p>4c</p>	<p>Enter you personal email address, confirm your email address,</p> <p>and then click on the next button.</p>	
<p>4d</p>	<p>A confirmation screen will appear letting you know you were successful in creating an account.</p>	
<p>4e</p>	<p>You will receive an email from wrs-no-reply@wyo.gov with a subject of: Welcome to the WRS RAIN Portal <i>* Check your spam folder if you do not see it within 15 minutes.</i></p> <p>Click on the activate link within the email to complete the process.</p>	
<p>4f</p>	<p>Enter the last four digits of your Social Security Number</p> <p>Confirm your User Name</p> <p>Generate a Password</p> <p>Re-Enter your password</p> <p>Agree to the terms and conditions by checking each box and then click on the Activate button.</p>	

<p>4g</p>	<p>Once you receive the message Activation Complete! Click on Log On</p>	 <p>The screenshot shows the Wyoming Retirement System Pension Account page. At the top, it says 'Activation Complete!' and 'Your Account has been successfully activated. You can now log in using the email address and password you supplied during the registration.' Below this is a link that says 'Click here to Log On'.</p>
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<p>4h</p>	<p>Enter your email (User Name) and password and click the blue Sign In button</p>	 <p>The screenshot shows the login page with 'Account Login' section. It has input fields for 'Email Address' and 'Password', a 'Remember Me' checkbox, and a blue 'Sign in' button. To the right, there is a box that says 'Don't have an account? No worries. Register for one now.' Below the login fields, there are links for 'Your email address is your username. Did you change your email address? Click here to reset your email address.' and 'Forgot password? Click here to reset'.</p>
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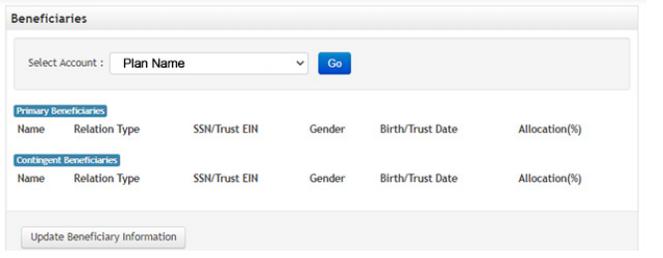
<p>5</p>	<p>You will land on the Home Screen; this will show your personal information along with your account(s) information under the Plan Dashboard.</p>	 <p>The screenshot shows the home screen of the Pension Account. It includes a 'Your Profile' section with fields for Name (Pat Q. Member), RAIN ID (xxxxx), Main Address (1234 Anywhere Street, Saratoga, WY 82331), and Email (Username@Email.gov). There are 'Quick Links' for 'Edit Profile' and 'Reset Password'. Below is a 'Plan Dashboard' showing Plan Name, Member, Rain ID, Service Credits (0), Balance (\$0.00), and Refundable Balance (\$0.00). At the bottom, there are sections for 'Pension Overview', 'Latest News', and 'Events'. A blue arrow points from the 'Quick Links' section to the next slide.</p>
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<p>5a</p>	<p>Your information will appear under Your Profile.</p> <p>To update address or phone numbers, click on Edit Profile under the Quick Links. If your name is not correct, you will need to contact your employer's human resources for corrections.</p>	 <p>The text overlay lists the 'Quick Links' available on the home screen: 'Edit Profile' and 'Reset Password'.</p>
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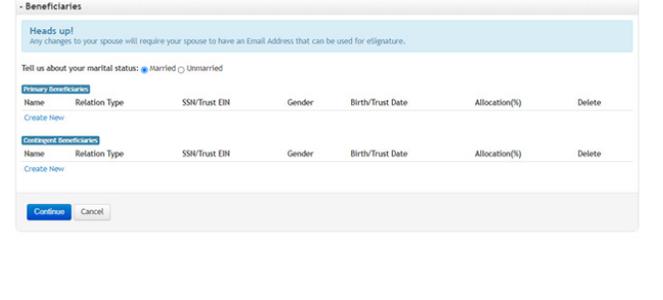
5b To enter beneficiaries, you will click on Manage Beneficiaries under the Fast Task on the right-hand side of your Home Screen.



6 The Manage Beneficiary Information should appear looking like the screen at the right.



7 There are two different types of beneficiaries primary* and secondary, each has different attributes and benefits as part of your pension. Typically primary beneficiaries receive the entire benefit while secondary beneficiaries divide the benefit. While your situation may be an exception our WRS Educators can help you understand how your beneficiaries might be impacted by changing between primary and contingent.

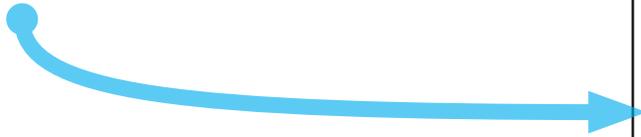
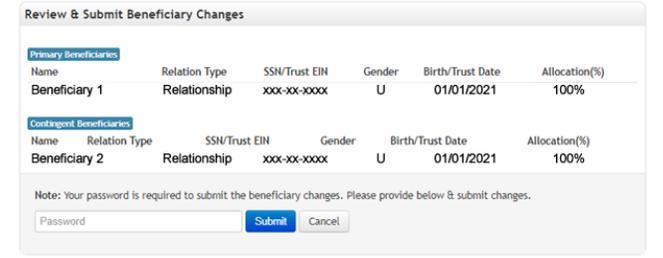


*** Note: Multiple Primary Beneficiaries**
 You may designate more than one primary beneficiary, but the only payout option is a lump sum payment to the beneficiaries divided per your allocation. Monthly lifetime benefits **are not** a potential payout option for your beneficiary if multiple primaries are selected.

8 You will need to enter their full legal name, relationship type, Social Security Number, Gender, Birth-date and the percentage to be allocated. If you need to list more than one under each category, you will click on Create New to get an additional beneficiary.

Once you have everything entered, click on the continue, then complete step 9

9 **Make one final review of your selection; if everything is good, you will enter your password and click on submit.**

Congratulations, you took a huge step in ensuring your beneficiaries receive your retirement benefits.

If you are participating in the Deferred Compensation Plan 457(b) you may want to check your beneficiaries using the first two steps but choosing 457 Plan Login in step .