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

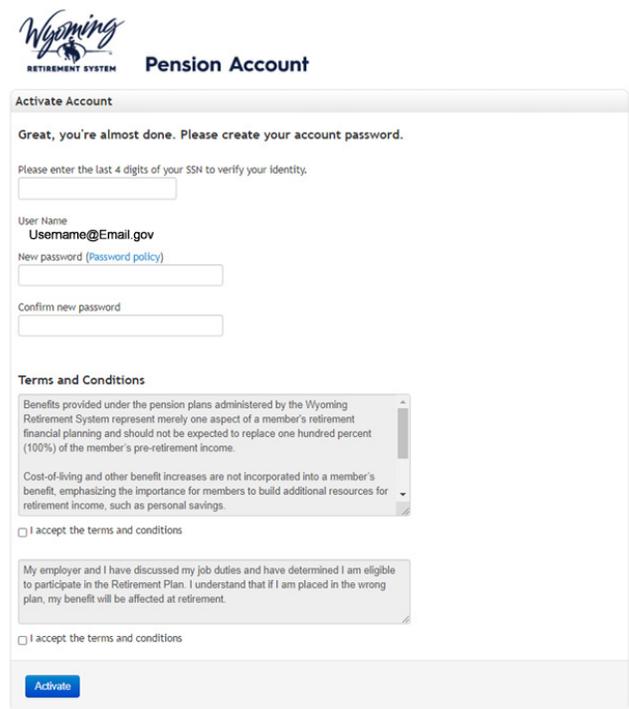|		
1.	You will need to Log In to the Wyoming Retirement System's Online Portal (RAIN) Visit our website **retirement.wyo.gov**	
2	Click on the Log In Button upper right hand corner.	
3	Click on Pension Login	
4	Login to your pension account. - If you have already created an online account, enter your email and password and click on Sign In; skip to step 5.	
4a	If you have not set up your Online access, click on the register for one now link.	
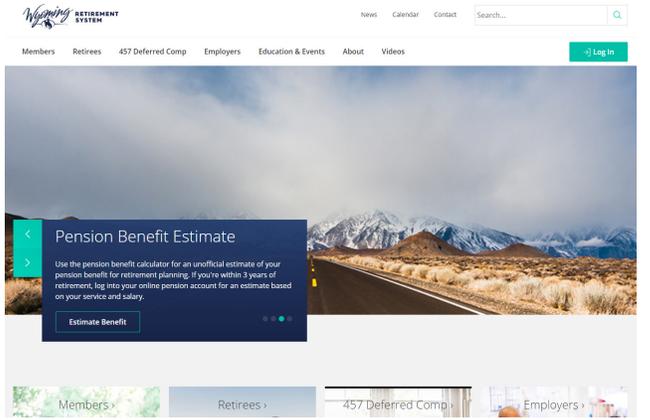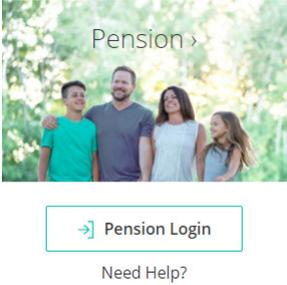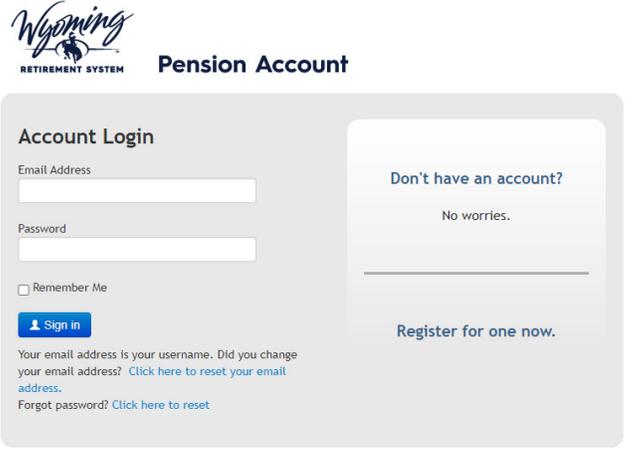
4b	You will need to enter the following information, RAIN ID (found on your statement) Social Security Number Date of Birth You will also need to confirm you are not a robot.	
4c	Enter you personal email address, confirm your email address, and then click on the next button.	
4d	A confirmation screen will appear letting you know you were successful in creating an account.	
4e	You will receive an email from wrs-no-reply@wyo.gov with a subject of: Welcome to the WRS RAIN Portal * Check your spam folder if you do not see it within 15 minutes. Click on the activate link within the email to complete the process.	
4f	Enter the last four digits of your Social Security Number Confirm your User Name Generate a Password Re-Enter your password Agree to the terms and conditions by checking each box and then click on the Activate button.	
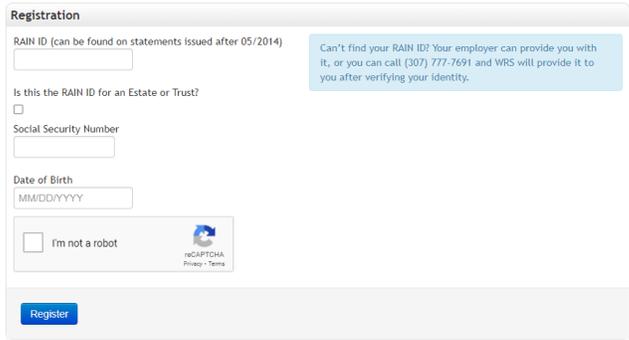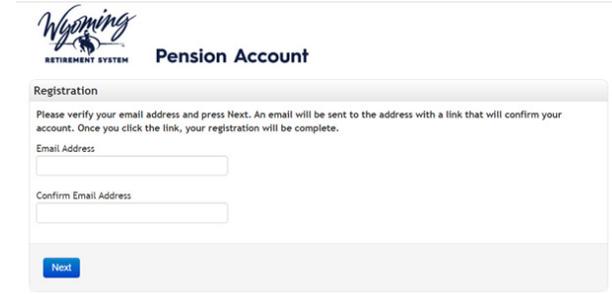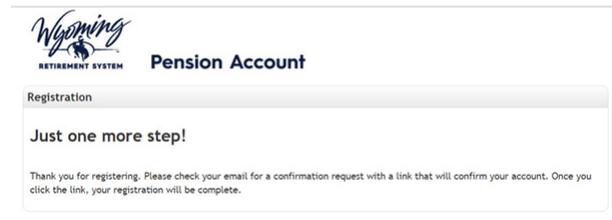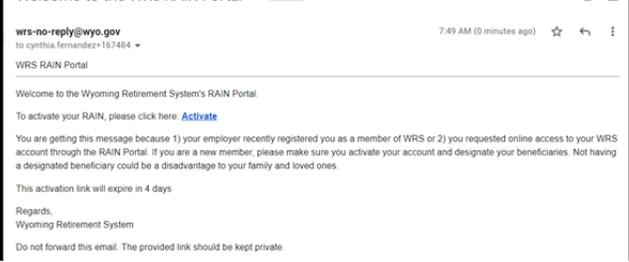
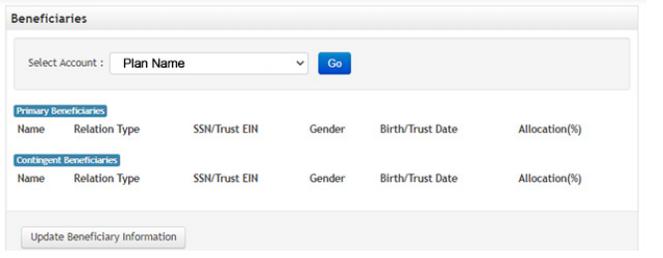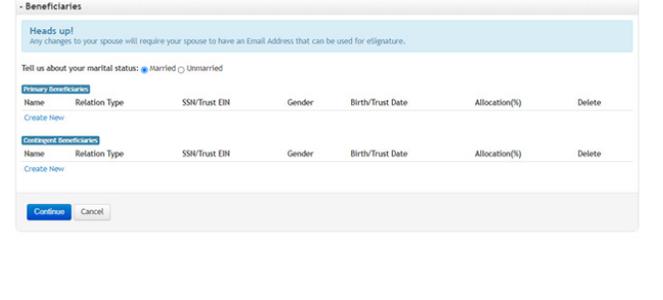|		
4g	Once you receive the message Activation Complete! Click on Log On	
4h	Enter your email (User Name) and password and click the blue Sign In button	
5	You will land on the Home Screen; this will show your personal information along with your account(s) information under the Plan Dashboard.	
5a	Your information will appear under Your Profile. 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.	

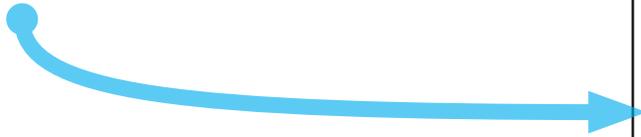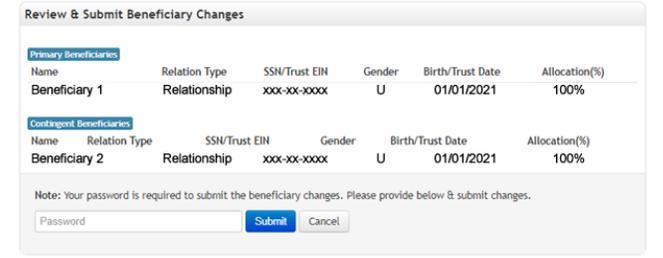|		
5b	To enter beneficiaries, you will click on Manage Beneficiaries under the Fast Task on the right-hand side of your Home Screen.	
6	The Manage Beneficiary Information should appear looking like the screen at the right.	
7	There are two different types of beneficiaries primary* and secondary, each 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 .**	