



University of Missouri System

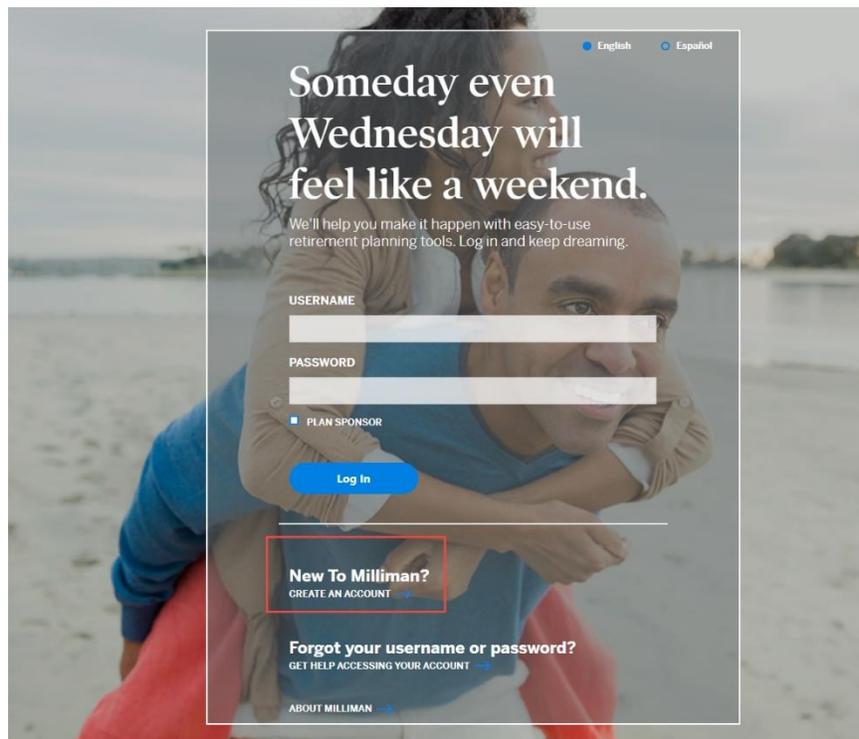
# How-To: Retirement Calculator Registration

The University of Missouri provides access to an online portal with pension planning and estimating tools for participants in the DB Plan or Hybrid Plan (<http://umurl.us/retplans>).

## Register for Pension Calculator Access

### 1. Go to [www.MillimanBenefits.com](http://www.MillimanBenefits.com)

The first time you visit the site, select “Create an account” to register. If you register and then later forget your username or password, click “Get help accessing your account.”



### 2. Complete the information on the registration screen\*

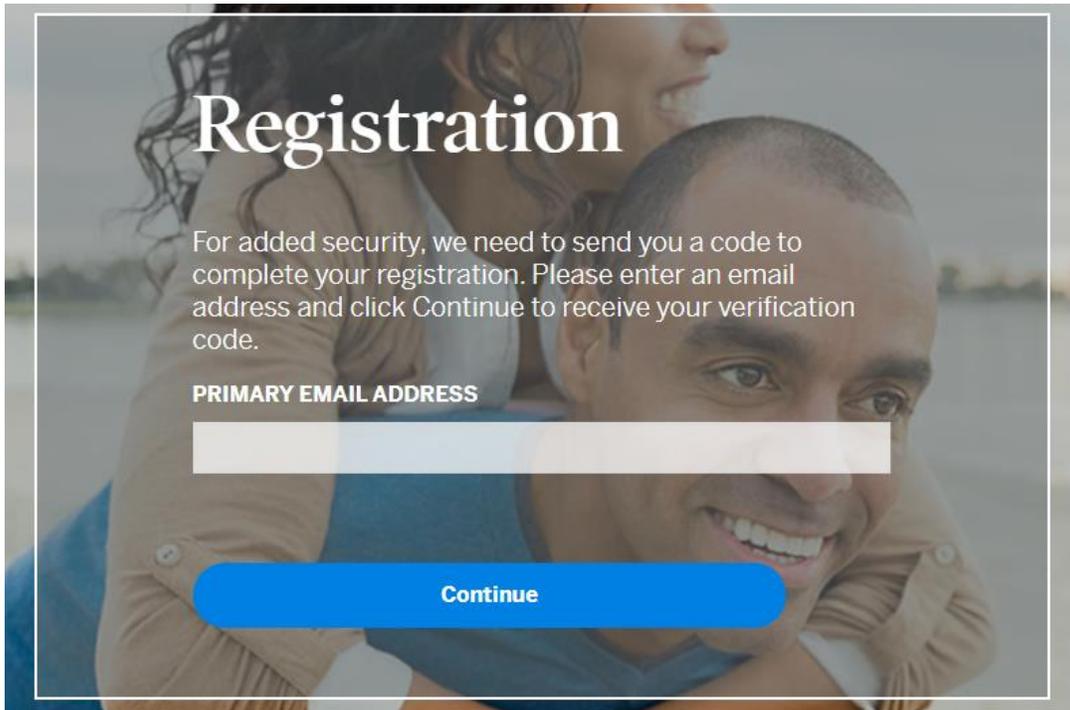
- Social Security Number (without dashes)
- Date of Birth (MM/DD/YYYY)
- Last Name (including suffix such as Jr., Sr., etc.)
- Numerical portion of home address (for example, if your address is 1234 State Street, you would only enter “1234” in this box)\*\*.
- Zip/postal code

*\*This website is secure, and you can safely provide this information during the registration process. This information is required for Milliman to validate your identification before allowing you to access the calculator which contains your personal work and salary information.*

*\*\*This is your address on file, if you have not updated your address with the University, you may do so in MyHR ([myhr.umsystem.edu](http://myhr.umsystem.edu)) or contact the HR Service Center for assistance. You may also enter your old address if you remember what is on file, however we recommend updating your address in MyHR as soon as possible and update anytime you experience a change in address.*

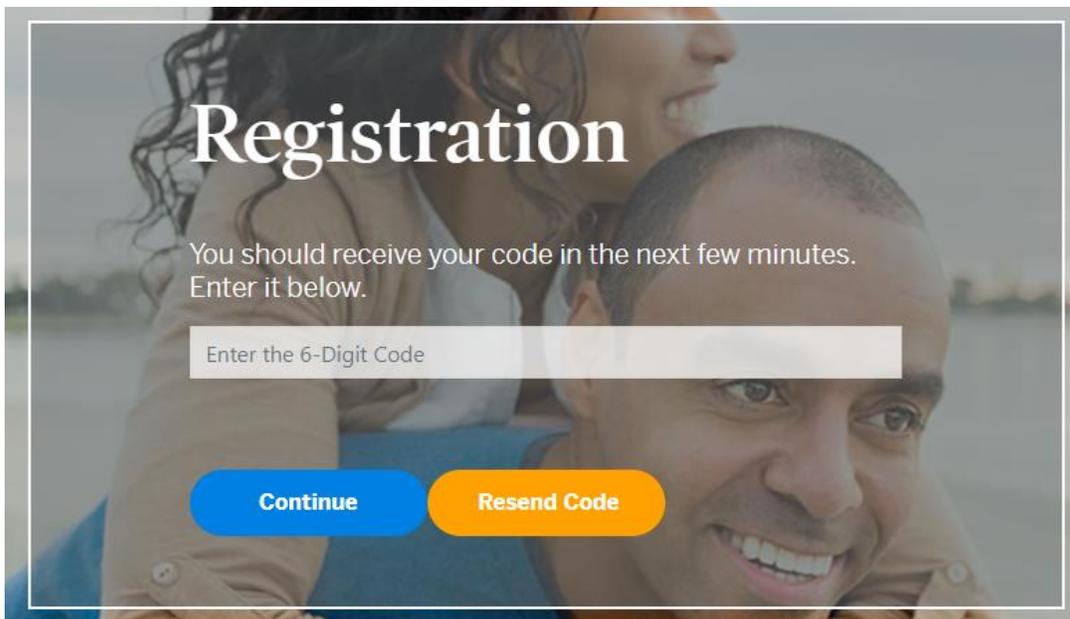
### 3. Provide email address

Enter an email address to have a verification code emailed. You may use any email address as long as you have access to the account to be able to retrieve the verification code.



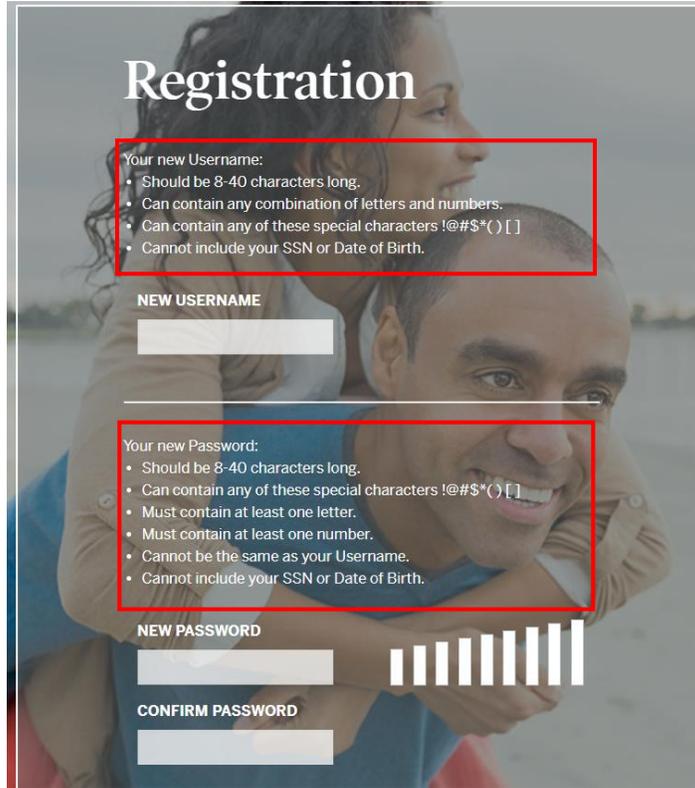
The image shows a registration screen with a background of a smiling man and woman. The word "Registration" is displayed in large white text. Below it, a message reads: "For added security, we need to send you a code to complete your registration. Please enter an email address and click Continue to receive your verification code." Underneath this message is a label "PRIMARY EMAIL ADDRESS" followed by a white input field. At the bottom of the screen is a blue "Continue" button.

Check your email for the verification code. It will come from *no-reply@milliman.com*. Take the verification code from the email and enter it back on the registration page:



The image shows a registration screen with a background of a smiling man and woman. The word "Registration" is displayed in large white text. Below it, a message reads: "You should receive your code in the next few minutes. Enter it below." Underneath this message is a white input field with the placeholder text "Enter the 6-Digit Code". At the bottom of the screen are two buttons: a blue "Continue" button and an orange "Resend Code" button.

## 4. Create your username and password using the instructions on the page:



**Registration**

Your new Username:

- Should be 8-40 characters long.
- Can contain any combination of letters and numbers.
- Can contain any of these special characters !@#\$( ) [ ]
- Cannot include your SSN or Date of Birth.

**NEW USERNAME**

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Your new Password:

- Should be 8-40 characters long.
- Can contain any of these special characters !@#\$( ) [ ]
- Must contain at least one letter.
- Must contain at least one number.
- Cannot be the same as your Username.
- Cannot include your SSN or Date of Birth.

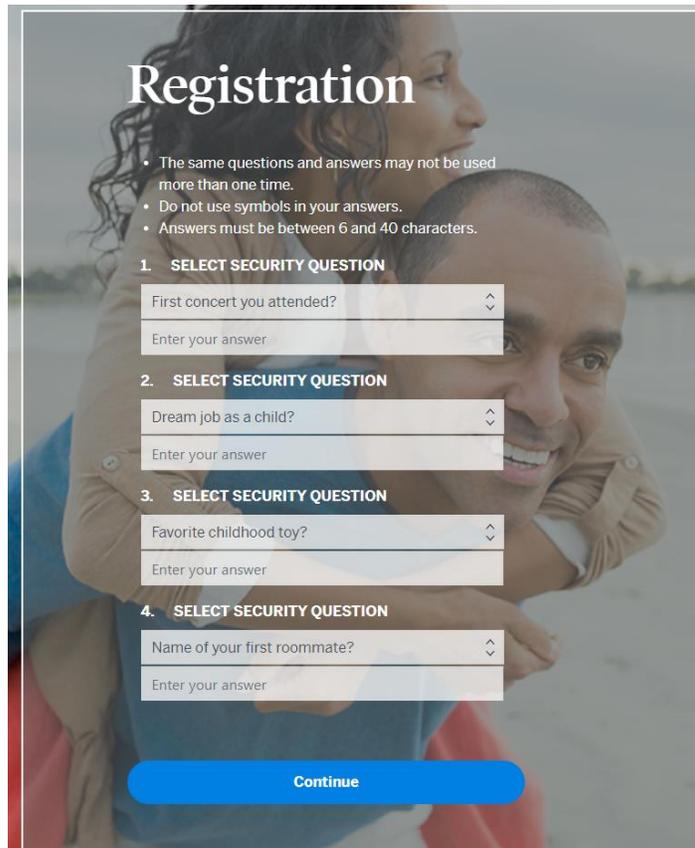
**NEW PASSWORD**

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**CONFIRM PASSWORD**

## 5. Set up security questions

Select and provide answers to four unique security questions. Please note, your answers must be at least six characters long. These questions will be used if you later forget your username or password.



**Registration**

- The same questions and answers may not be used more than one time.
- Do not use symbols in your answers.
- Answers must be between 6 and 40 characters.

**1. SELECT SECURITY QUESTION**

First concert you attended?

Enter your answer

**2. SELECT SECURITY QUESTION**

Dream job as a child?

Enter your answer

**3. SELECT SECURITY QUESTION**

Favorite childhood toy?

Enter your answer

**4. SELECT SECURITY QUESTION**

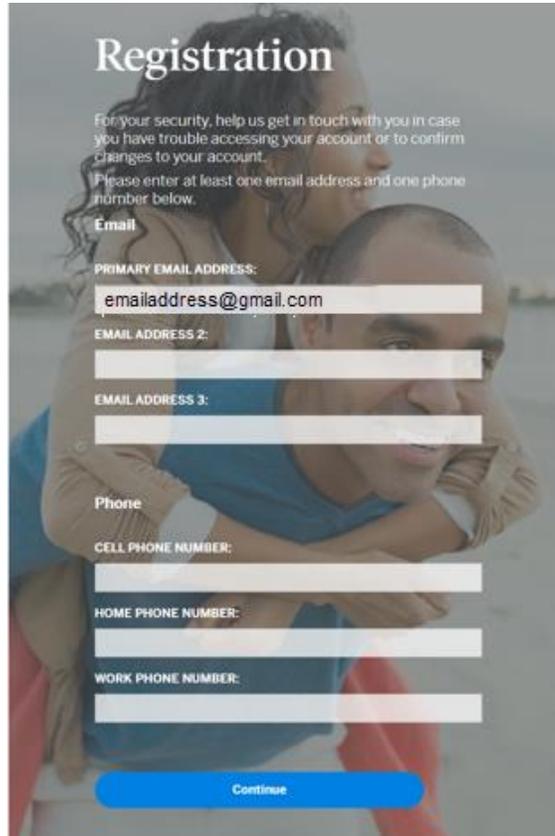
Name of your first roommate?

Enter your answer

**Continue**

## 6. Validate contact information

To complete your registration, provide your contact information (at least one email and one phone number). Please note, the phone number must be entered as the 9-digit phone number with no spaces or dashes.

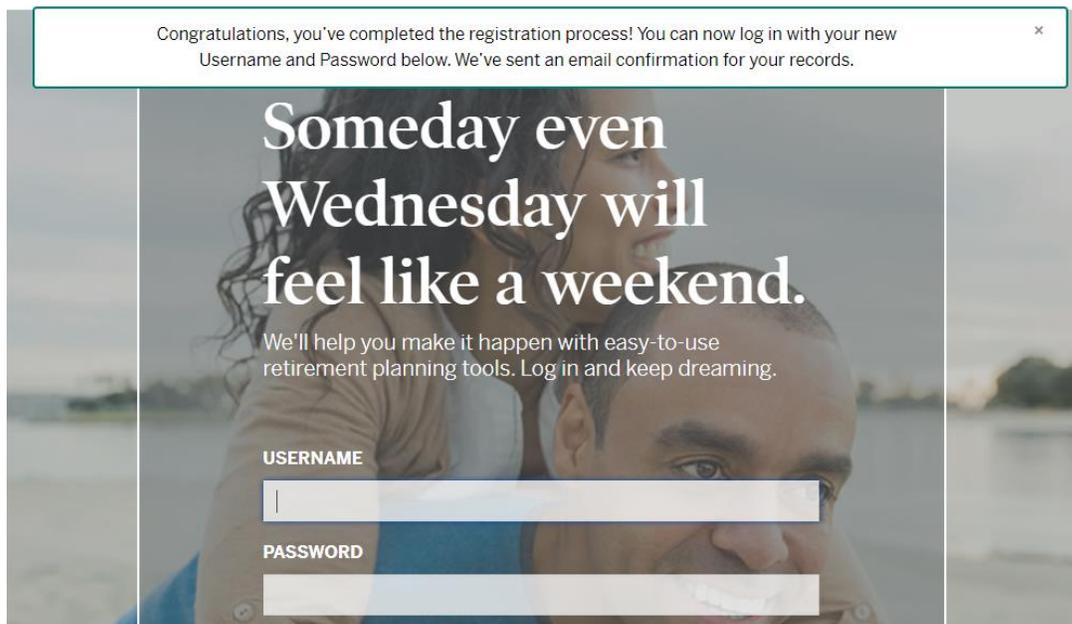


The image shows a registration form titled "Registration" overlaid on a background image of a family. The form includes the following fields and text:

- Registration**
- For your security, help us get in touch with you in case you have trouble accessing your account or to confirm changes to your account.
- Please enter at least one email address and one phone number below.
- Email**
- PRIMARY EMAIL ADDRESS:
- EMAIL ADDRESS 2:
- EMAIL ADDRESS 3:
- Phone**
- CELL PHONE NUMBER:
- HOME PHONE NUMBER:
- WORK PHONE NUMBER:
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## 7. Complete registration

Upon successful registration completion, you will receive the following confirmation message and be redirected to the login page to login.



The image shows a confirmation message and a login form overlaid on a background image of a family. The confirmation message is in a white box with a close button (x) in the top right corner. The login form includes the following text and fields:

- Congratulations, you've completed the registration process! You can now log in with your new Username and Password below. We've sent an email confirmation for your records.
- Someday even Wednesday will feel like a weekend.**
- We'll help you make it happen with easy-to-use retirement planning tools. Log in and keep dreaming.
- USERNAME**
- PASSWORD**

Make sure to review the other guides available for the retirement calculator on the Estimate Defined Benefit retirement benefits webpage (<http://umurl.us/retcalc>), including how to run an estimate step-by-step tutorial and a glossary of terms that provides explanations of the information you will find on the retirement calculator.