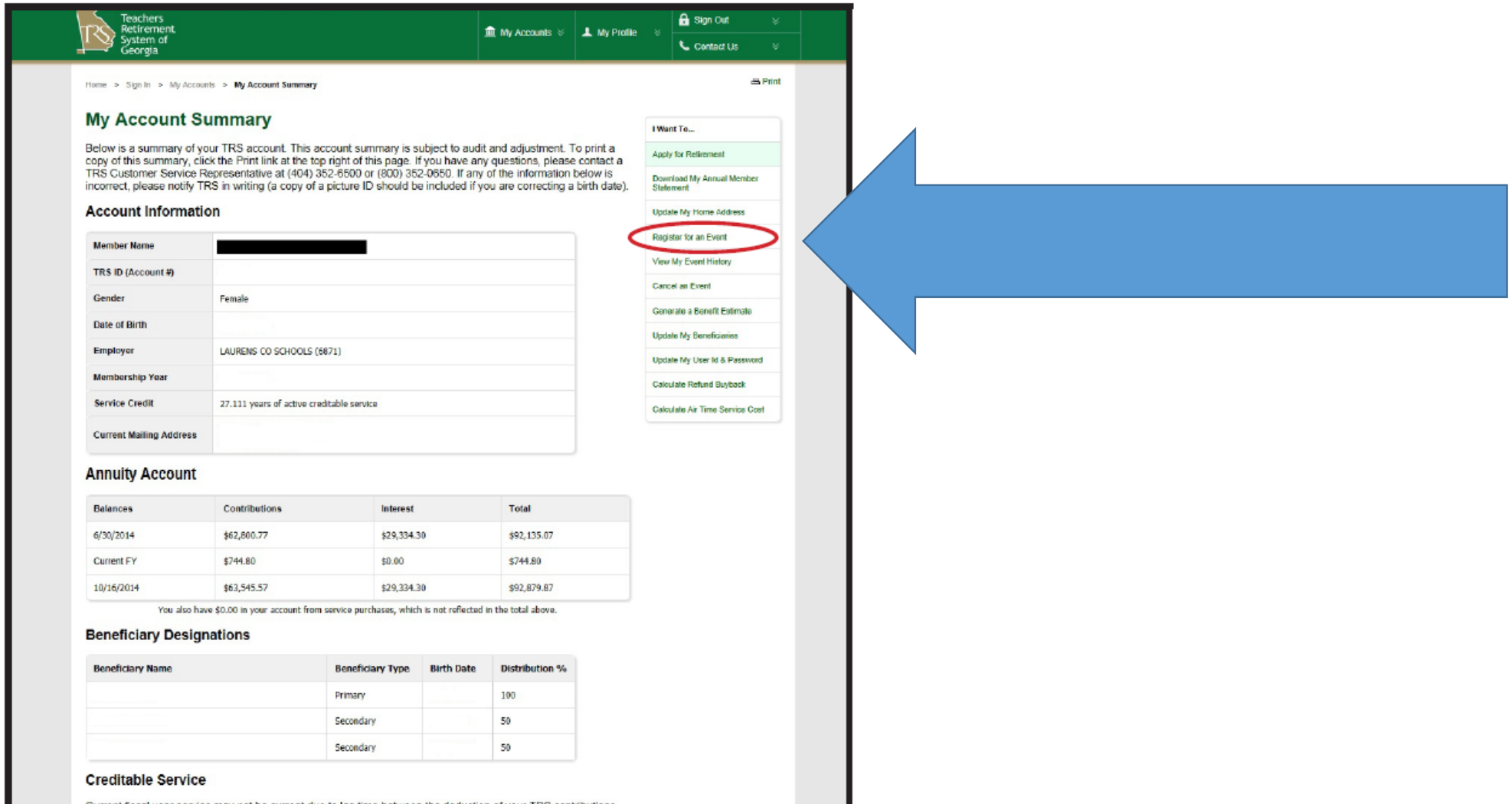
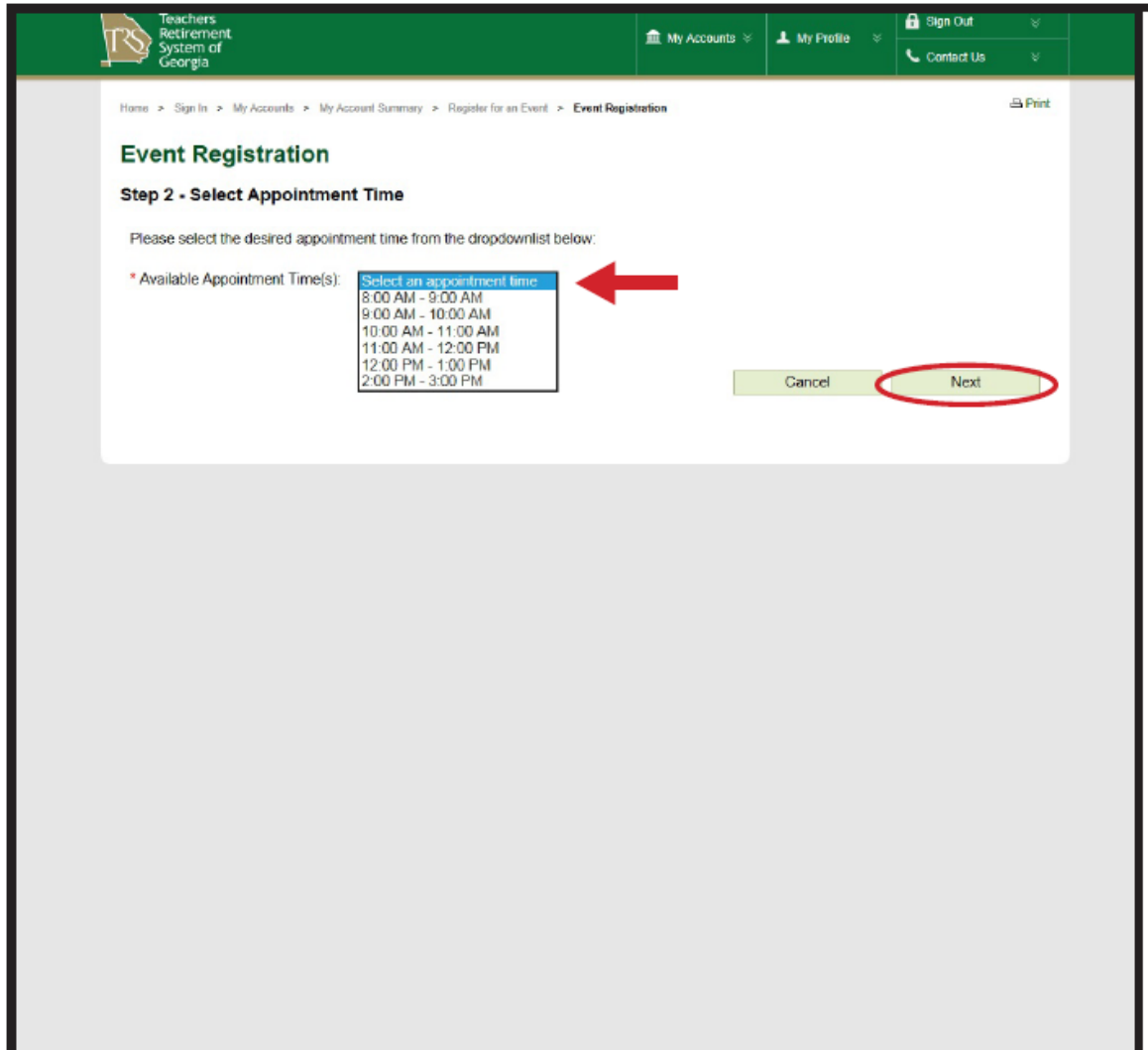
Registering for a TRS Counseling Session

www.trsga.com

Registering for a counseling session



Registering for a counseling session



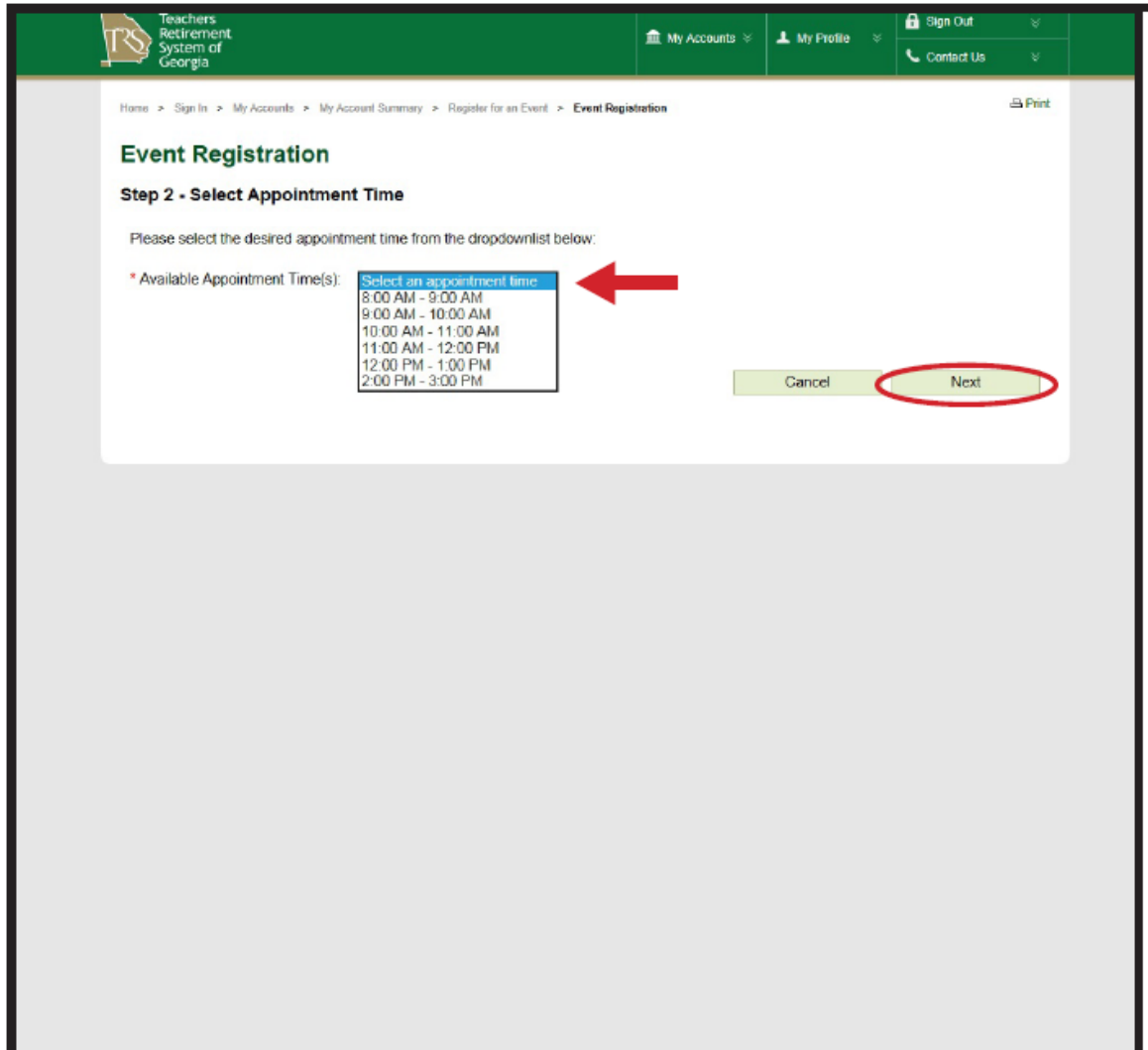
If a member is registering for a counseling session they will need to pick a time.

After verifying the event they selected they will come to the **Select Appointment Time** page, where they will find a drop down menu with *available* appointment times.

Select a time and click **Next**.

The time slot is held for 20 minutes while they complete the registration form.

Registering for a counseling session



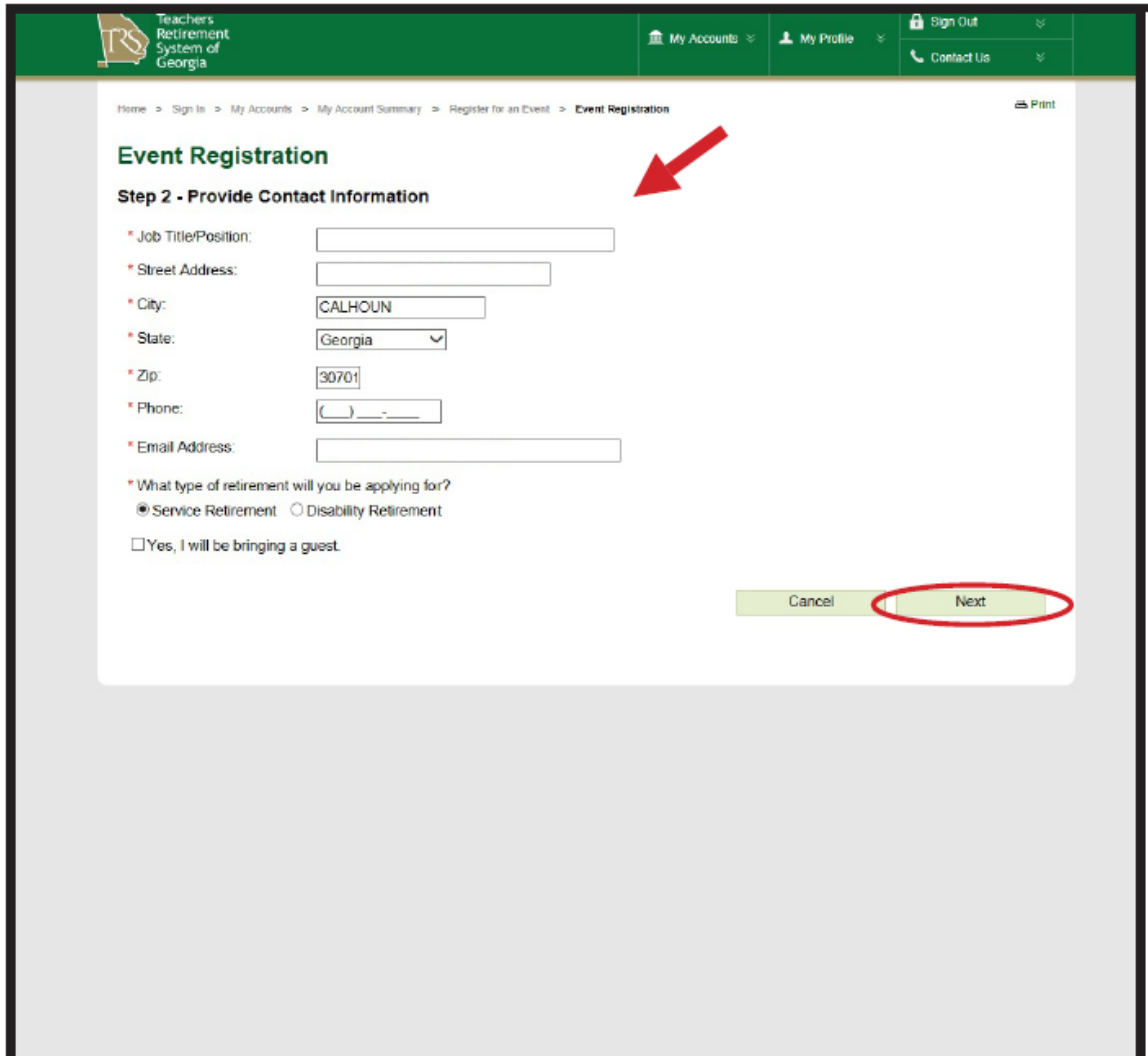
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Registering for a counseling session



The next window will be **Provide Contact Information.**

Please fill out the contact information.

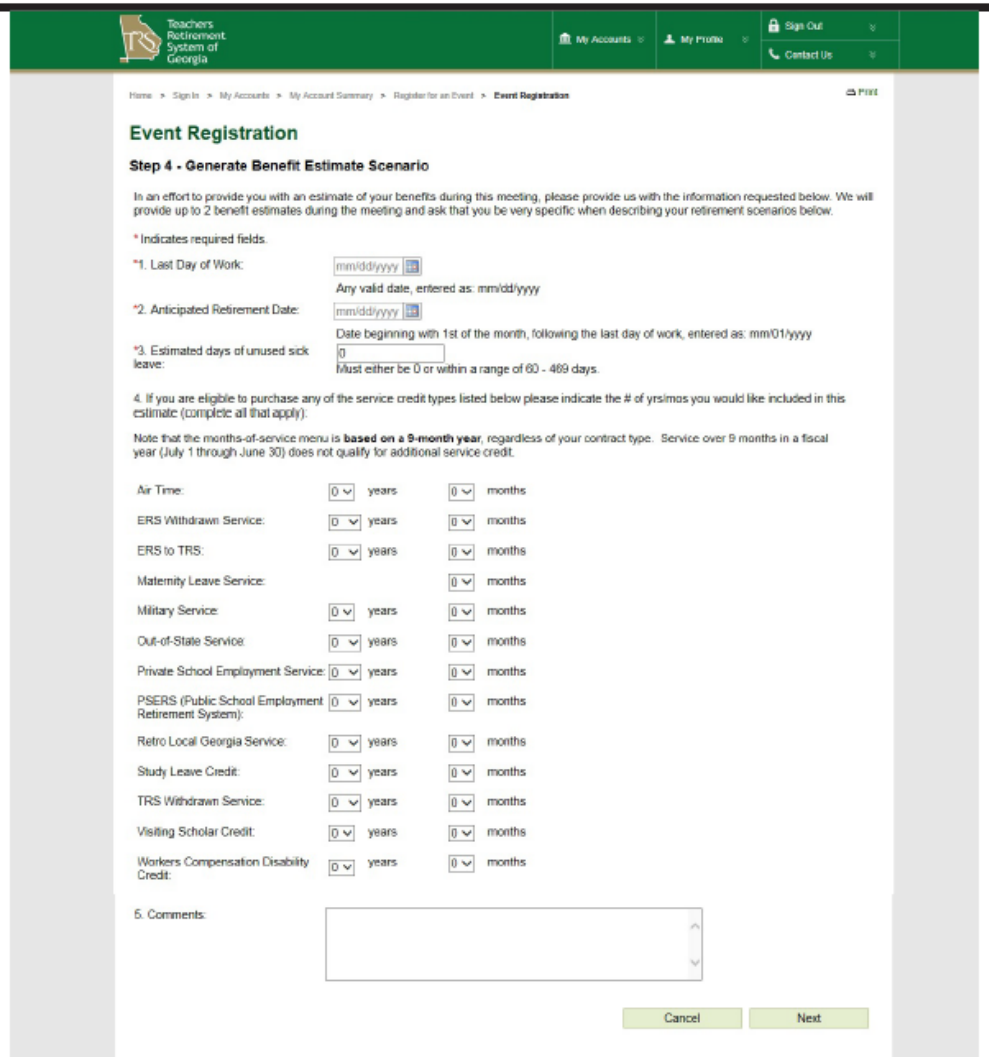
- Job Title/Position*
- Street Address*
- City*
- State*
- Zip*
- Phone*
- E-mail*
- What type of retirement will you be applying for?*
- If they will be bringing a guest

Some pieces of information will automatically be pulled from the member's account.

E-mail address must be correct, this is where the confirmation will be sent.

Once all the information is filled out, click **Next.**

Registering for a counseling session



If a member is registering for a counseling session they will also need to provide some information on the **Generate Benefit Estimate Scenario** page to our counselors so we can prepare a benefit estimate for the meeting.

Member's should be as specific as possible when describing their retirement scenarios on this page.

Please provide the following information:

1. Last Day of Work*
2. Anticipated Retirement Date*
3. Estimated days of unused sick leave*
4. Any purchase of service credit types listed below (with # of yrs/mos):
   Air Time, ERS Withdrawn Service, ERS to TRS, Maternity Leave Service, Military Service, Out-of-State Service, Private School Employment Service, PSERS (Publice School Employment Retirement System), Retro Local Georgia Service, Study Leave Credit, Workers Compensation Disability Credit
5. Comments

On the next page they will see their **confirmation** for registering. They should print this out for their records. They will also receive an **automatic e-mail** about the registration. Members will receive an e-mail one week prior to the event.

Event details are on the confirmation.