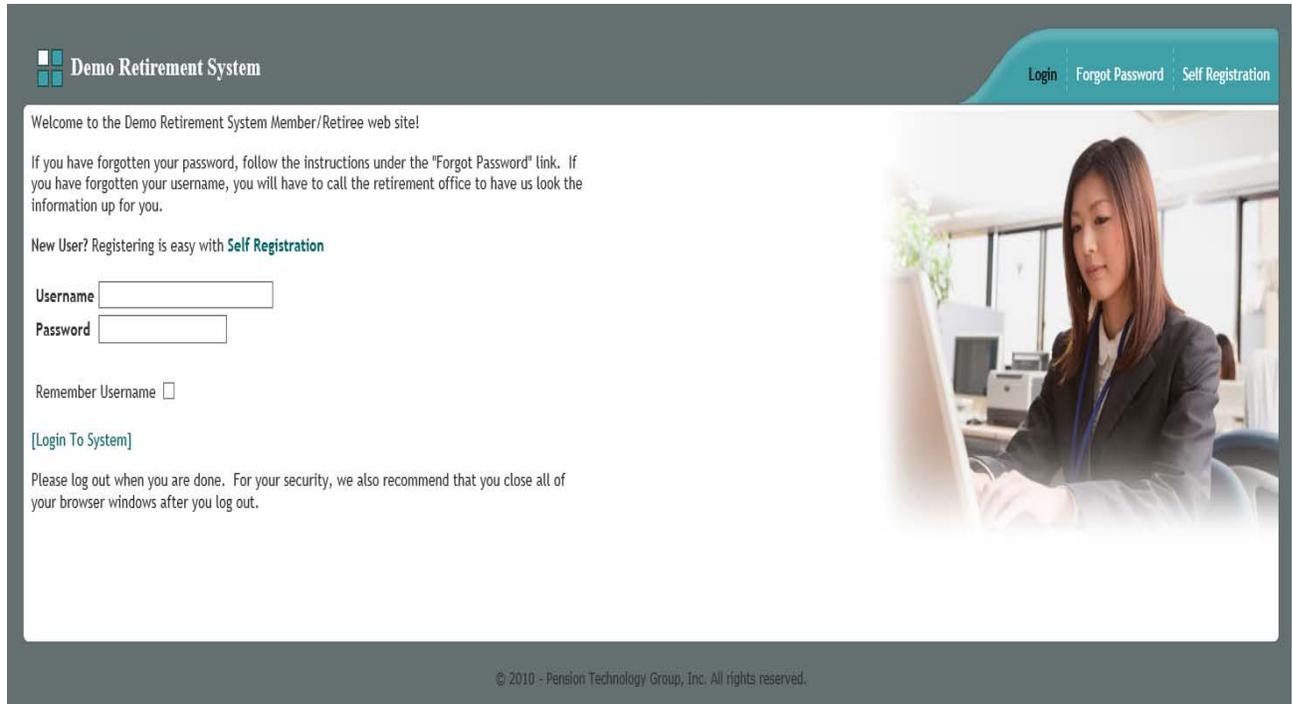


**Step 1** Enter the URL, provided below, into your browser address bar. You will be brought to the Login Page. This is where you will self-register by clicking the Self-Registration Link.

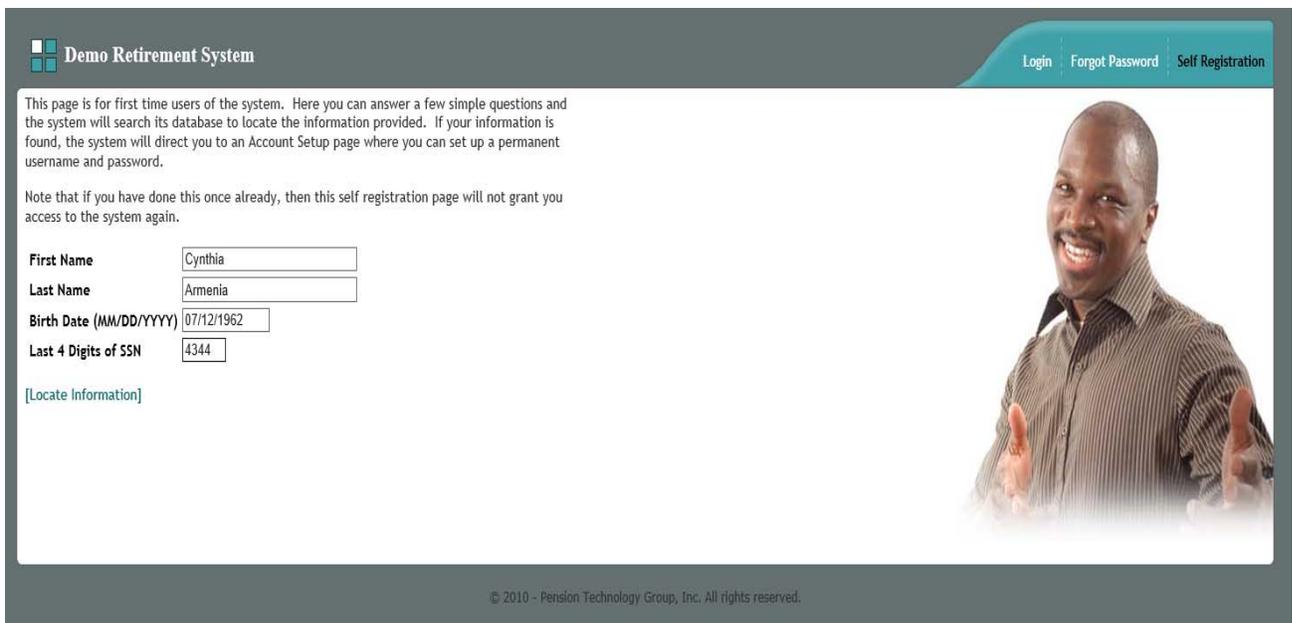
**URL: <https://www.pensiontechnologygroup.com/saugus>**



The screenshot shows the 'Demo Retirement System' login page. At the top left is the logo and title. At the top right are links for 'Login', 'Forgot Password', and 'Self Registration'. The main content area includes a welcome message, instructions for forgotten passwords, and a 'New User? Registering is easy with Self Registration' link. Below this are input fields for 'Username' and 'Password', a 'Remember Username' checkbox, and a '[Login To System]' link. A footer note asks users to log out and close browser windows. On the right side, there is a photograph of a woman in a business suit working at a computer. The footer contains the copyright notice: '© 2010 - Pension Technology Group, Inc. All rights reserved.'

**Step 2** You will be brought to the Registration Page where you will fill in your information.

1. Enter First Name
2. Enter Last Name
3. Enter Birthdate
4. Enter the last 4 digits of your Social Security Number
5. Click on Locate Information Link.

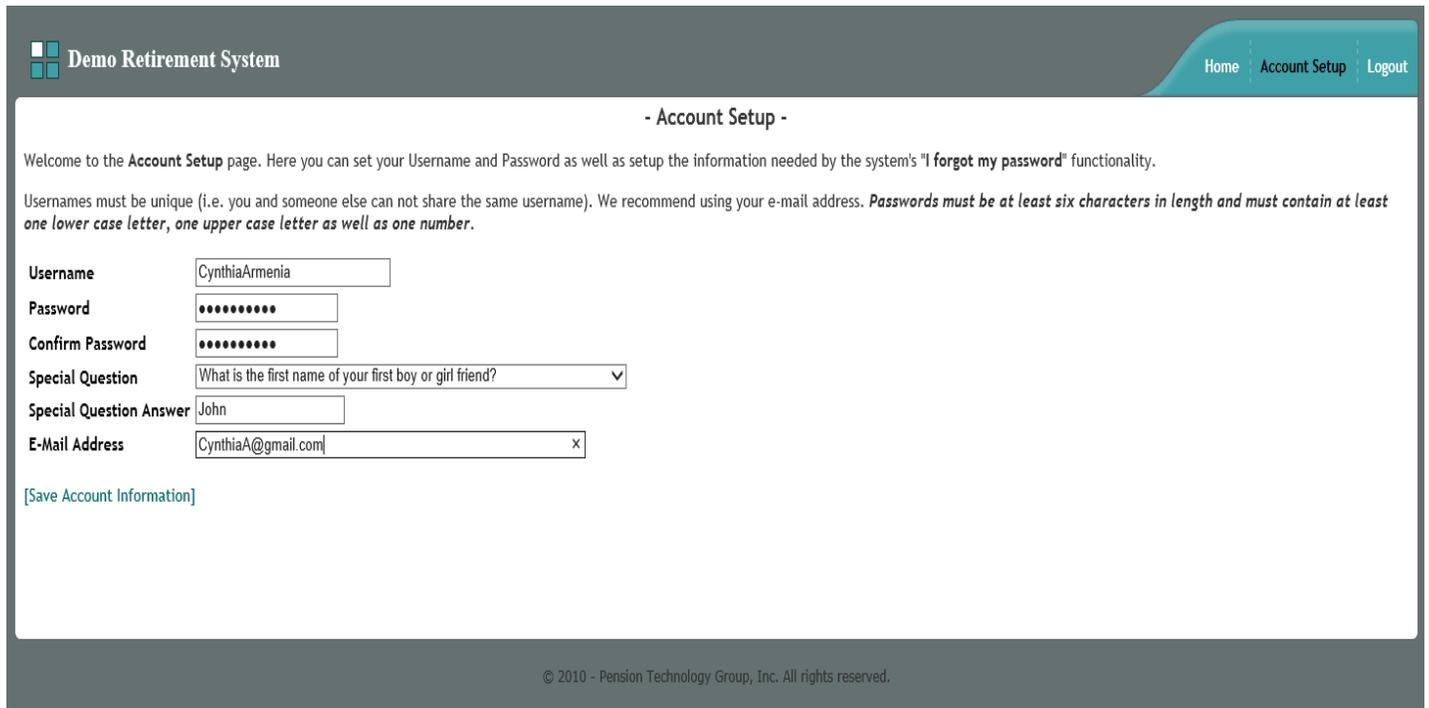


The screenshot shows the 'Demo Retirement System' registration page. At the top left is the logo and title. At the top right are links for 'Login', 'Forgot Password', and 'Self Registration'. The main content area includes instructions for first-time users and a note that the page will not grant access if the user has already registered. Below this are input fields for 'First Name' (Cynthia), 'Last Name' (Armenia), 'Birth Date (MM/DD/YYYY)' (07/12/1962), and 'Last 4 Digits of SSN' (4344). A '[Locate Information]' link is provided. On the right side, there is a photograph of a smiling man in a striped shirt. The footer contains the copyright notice: '© 2010 - Pension Technology Group, Inc. All rights reserved.'

Step 3

The Web Portal will locate your information, match up what was entered and display the Username/Password Page. This is where you will set up your own Username, Password and Email Address. You must also select a Special Question and enter a Special Question Answer to be used by the Web Portal to verify if you ever forget your password and use the forgotten password link. The Web Portal will send an email with the password to the address provided on this screen.

1. Enter a Username
2. Enter a Password
3. Confirm the password by re-entering it
4. Select a special question
5. Enter the answer to the question selected
6. Enter your email address
7. Click Save Account Information



**■ Demo Retirement System** Home Account Setup Logout

**- Account Setup -**

Welcome to the **Account Setup** page. Here you can set your Username and Password as well as setup the information needed by the system's "I forgot my password" functionality.

Usernames must be unique (i.e. you and someone else can not share the same username). We recommend using your e-mail address. *Passwords must be at least six characters in length and must contain at least one lower case letter, one upper case letter as well as one number.*

Username:

Password:

Confirm Password:

Special Question:

Special Question Answer:

E-Mail Address:

[\[Save Account Information\]](#)

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You will be brought to the Welcome Page. From here you can navigate through the pages by using the tabs at the top right.

1. Home – The Welcome Page
2. Data – Demographic Info, Status History, Service History, Annuity Savings Balance, Salary History. From this page, the member can also submit any data corrections or inquiry to the board via email, directly from the Web Portal.
3. Contact- Address Info, Telephone #, Cell# , Email Address
4. Bene- Beneficiaries currently on file with the board.
5. Est – Enter a retirement date and Web Portal displays estimate information for A, B, & C.
6. Msgs – Members can send a message directly from the Web Portal and the board can respond.
7. Acct – Member account information. Members can change Username, Password, Security Question, etc.