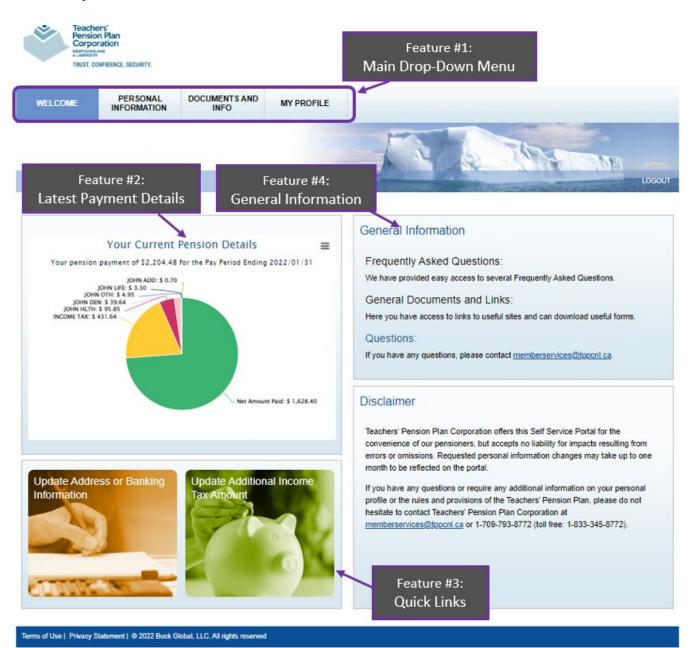


Introduction to the Member Self Service Portal Helping You Manage Your Retirement

Member Self Service Portal for Pensioners

The Teachers' Pension Plan Member Self Service (MSS) Portal is a secure, web-based application designed to provide pensioners with enhanced on-line services available at your convenience. The MSS Portal is integrated with the Teachers' Pension Plan Corporation (TPPC) pension administration system, and provides you with convenient access to your personal pension informations you can track your pension payments, keep your personal information up to date online, or submit and retrieve forms and documents. The integration of the MSS Portal with our pension administration system provides access to your most recent information.

What Key Features Are Available on the MSS Portal for Pensioners?



The MSS Portal has drop down menus to easily select features.

Feature #1: Main Drop Down Menu:

- PERSONAL INFORMATION View and update your member and pension information.
 - Update your address, banking information or additional income tax amount deducted from your payment.
 - Complete your beneficiary election online.
- DOCUMENTS AND INFO View cheque stubs. View and submit documents. Access useful links and information.
 - View, save and print a personal copy of your semi-monthly pension cheque stubs up to the previous two years.
 - Upload completed forms and other documents for processing. View your documents.
 - Access Frequently Asked Questions (FAQ), and useful links.
- My Profile Keep your login credentials, and electronic preferences up to date.
 - Update your email address/user id.
 - Change your MSS Portal login password and security questions.

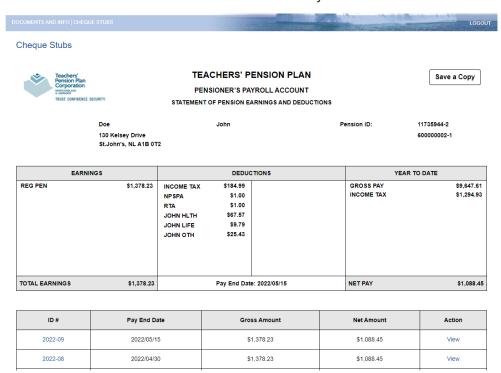
Feature #2: Latest Payment Details: View an easy-to-read breakdown of your latest pension cheque stub.

- Click anywhere in the graph to view your latest semi-monthly pension cheque stub.
- Hover over each piece of the pie graph to view 'Year to Date' amounts.
- Click on the = icon at the top right of the pie graph to see a larger view of the chart.

Feature #3: Quick Links: Quick access tiles to update your banking details, mailing address or additional income tax deduction.

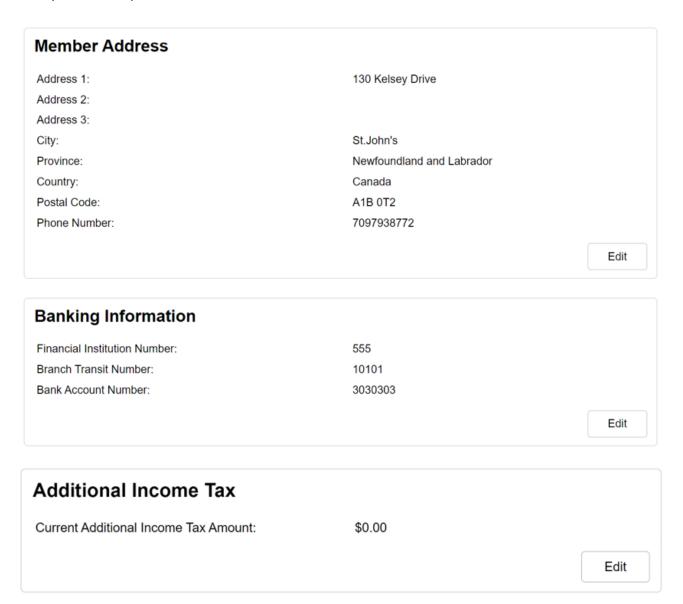
Feature #4: General Information: Quick access links to MSS Portal support documents.

Just one of the convenient features available under the *Documents and Info* menu of the MSS Portal is **Cheque Stubs**.



You can view your semi-monthly pension cheque stubs for up to the previous two years (the earliest is January 2022), and save a copy to your device for personal reference. By default the detailed cheque stub for your latest payment is displayed. To view an earlier cheque stub select the 'View' link for the payment you wish to view from the cheque stub listing at bottom of the screen. Select the 'Save a Copy' button if you would like to save a personal copy of the displayed cheque stub to your device.

Another important feature accessed under the Personal Information menu is the online update of your address, banking information, or additional income tax deduction. In **Member Information** or **Pension Information** select the 'Edit' button for the information you wish to update.



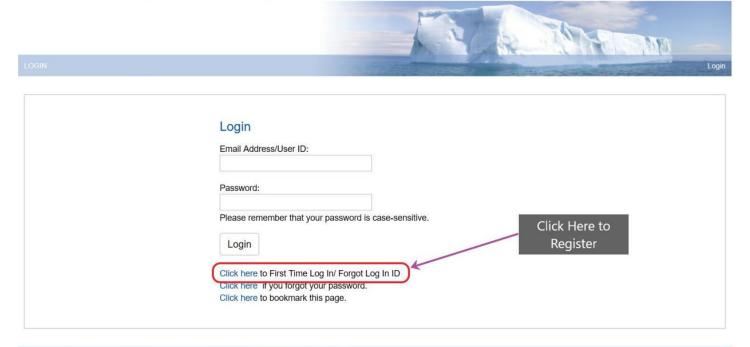
The MSS Portal will guide you through the steps to complete the process.

Once your personal information change request is submitted your pending change is displayed on the MSS Portal screen until approved. Once approved you will receive an email notification at the email address on file. Data changes made within ten(10) business days of your next payment date may not take effect until the following payment date.

How Do I Access the MSS Portal and Register?

To access the secure MSS Portal go to the TPPC website at www.tppcnl.ca and click the 'Pensioners' menu and then 'Member Self Service Portal'. When you reach the MSS Portal login page select "Click here to First Time Log In/ Forgot Log In ID" to register on your first visit.





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You will then be taken to the MSS Portal Registration webpage. You should have your SIN, date of birth and employee ID or TPP Pension ID ready. Your employee ID can be found on your cheque stub with the label *Employee No., No.*, or *Employee #*. To obtain your TPP Pension ID or if you require other assistance, please contact TPPC Pension Administration support using the details provided below.

After registering you can create your personal account using your email address and a password of your choosing to securely log in to the MSS Portal.

The MSS Portal for pensioners is delivered as part of TPPC's ongoing commitment to service excellence to our membership, and we will continue to provide new features.

How Do I Contact Support?

If you require support for the MSS Portal, please contact TPPC Pension Administration Support at:

EMAIL: memberservices@tppcnl.ca

PHONE: 709-793-8772 (Local) TOLL FREE: 1-833-345-8772

