Milton Retirement



ESS Web Portal - Self Registration

Effective: 10/31/2018



Milton Retirement Board 40 Willard Street, G102 Quincy, MA 02169

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Hours: Monday – Thursday 7:30 AM – 4:30 PM Friday 7:30 AM – 1:00 PM

retirement@townofmilton.org

You can now access your Milton Retirement Account Online!!!

This document will assist you on setting up your account to be able to access your retirement information.

Steps to Register

Open your web browser on your computer.

If you have a windows personal computer, you most likely will have one of the following web browsers installed which you can use to access the portal to register for your account:



If you have a mac personal computer, you most likely will have one of the following web browsers installed which you can use to access the portal to register for your account:



1. Double click on your web browser (*in this document, demonstration will be using Microsoft Internet Explorer*) and within the URL Address bar, type in the following:

<u>https:/</u>	<u>/www.pensior</u>	<u>itechnolo</u>	gygroup.c	<u>:om/milton</u>
Then, click	on your keyboard.			
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	Milton		Select Language 💟 Select în Q 🐴	
			Place do las bar?	
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2. Click on Self Registration in the upper right-hand corner of page.

Your screen should now look like this.

https://chi.pensiontechnologygroup.com/PTG/MasterController?Client=Milton&EmpSelfServe=True&FirstTime=True	Search	오- 公公:
: Employee Self Serv 🗙 🚺 🤤		
View Favorites Tools Help		
Traffic Solutions (2) 🧧 Certificate Error Navigatio 👸 Cisco Unified CM User Op 🤌 Control Console 📼 Global Data Systems Moni 🦷 Home - Rave I	Mobile Safety 📄 Information 👩 Login to Zobrio Pay Stub® 🗲 Lo	gin M PolicyTech 9.0.0 R Rave Mobile Safety
Milton	Login	Forgot Password Self Registration
Welcome to the Milton Retirement Board Member/Retiree web site!		
If you have forgotten your password, follow the instructions under the "Forgot Password" link. If you have forgotten your user	name, you will have	
to call the retirement office to have us look the information up for you.		
New User? Registering is easy with Self Registration	the Party	
	1990 Y	
Username	2ª	
Password		
Remember Username		
	The second s	
Login To System		
Please log out when you are done. For your security, we also recommend that you close all of your browser windows after you	u log out.	
		Vice and Contraction of the

3. This will bring you to the Registration Page where you will fill in your information.

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Milton	Login Fo	orgot Password Self Registration
This page is for first time users of the system. Here you can answer a few simple questions and the system will liserach its database to locate the information is found, the system will direct you to an Account Setup page where you can set up a permanent username and password. Note the second have done this once already, then this set constration page will not grant you coss to the system again. First Name Last Name Birth Date (MM/DD/YYYY) Last 4 Digits of 5SN Locate Information		
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- 4. Enter your first name
- 5. Enter your last name
- 6. Enter your birthdate
- 7. Enter your last four (4) digits of your Social Security Number

8. Then, click on the Locate Information button, looks like this:

Locate Information

The **Web Portal** will locate your information, match up what was entered and display the **Username / Password Page – Account Setup --** page.

Milton Account Setup Account Setup - Account Setup - 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 one lower case letter, one upper case letter as well as one number. Username Password Confirm Password	Account Setup Log
- 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 one lower case letter, one upper case letter as well as one number. Username Password Confirm Password	must contain at least
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Username Password Confirm Password	
Password Confirm Password	
Confirm Password	
Special Question	
Special Question Answer	
C-MAIL ADDRESS	

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. The Special Question / Special Answer is used to verify you are who you are when and if you ever forget your password to this application and you need to reset your password through the **forgotten password link**. The Web Portal will send an email with the password to the address provided on this screen.

Unit–Town Employees = 10 Unit-School = 12 Unit-School Lunch = 13

- 9. Enter a Username in the **Username** field
- 10. Enter a Password in the **Password** field
- 11. Confirm the Password by re-entering it in the Confirm Password field
- 12. Select a special question in the Special Question drop-down menu
- 13. Enter the answer to the question you selected in the Special Question Answer field

14. Enter your email address in the E-Mail Address field

15. Click Save Account Information

You will be brought to the Welcome Page.



From the Welcome Page (Home) you can navigate through the pages by using the tabs at the top right.

- Home *The Welcome Page*
- Data Demographic Information, Status History, Service History, Annuity Savings Balance, Salary History.
 Error this page, you can also submit any data correction or inquiry to the Board via smail.

From this page, you can also submit any data correction or inquiry to the Board via email, directly from the Web Portal.

- Contact Address Information, Telephone #, Cell #, Email Address
- Bene *Beneficiaries currently on file with the Board.*
- Est Enter a retirement date and Web Portal displays estimate information for A, B, & C.
- Msgs Members can send a message directly from the Web Portal and the Board can respond.
- Acct Member account information. Here is where you can change Username, Password, Security Question, etc.