

# Introduction to myPENSION

Helping You Achieve Your Retirement Goals

## myPENSION

The Teachers' Pension Plan myPENSION is a secure, web-based application designed to provide members with enhanced on-line services available at your convenience. myPENSION is integrated with the Teachers' Pension Plan Corporation (TPPC) pension administration system, and provides you with access to your personal data, and retirement modeling tools to assist you with understanding your retirement benefit options, and even help you create a personalized retirement plan. The integration of myPENSION with our pension administration system provides access to your most recent service information and personal calculations.

### What Key Features Are Available on myPENSION?



**Feature #1: Main Drop-Down Menu**

WELCOME PERSONAL INFORMATION RETIREMENT MODELING DOCUMENTS AND INFO MY PROFILE

**Feature #2: General Information**

WELCOME LOGOUT

**Retirement Modeling**

- Retirement Milestones
- Defined Benefit Retirement Estimate
- Retirement Planning
- Past Calculations

**Feature #3: Quick Links**

**General Information**

Frequently Asked Questions:  
We have provided easy access to several Frequently Asked Questions.

General Documents and Links:  
Here you have access to links to useful sites and can download useful forms.

Questions:  
If you have any questions, please contact [memberservices@tpcni.ca](mailto:memberservices@tpcni.ca).

**Disclaimer**

The information contained in and the results provided by this Retirement Modeling tool are for the information of plan members and are not intended to supply accurate legal or financial advice that can be relied upon to make retirement decisions. Teachers' Pension Plan Corporation offers this Retirement Modeling tool for the convenience of plan members but accepts no responsibility for errors, omissions, inaccurate or misleading statements obtained through its use. The results produced by this tool are not binding on Teachers' Pension Plan Corporation or its employees. It is strongly recommended that you obtain a formal pension estimate and consult with a financial planner if required before making any final decisions regarding your employment or retirement benefits.

If you have any questions or require any additional information regarding this Retirement Modeling tool or the rules and provisions of the Teachers' Pension Plan, please do not hesitate to contact Teachers' Pension Plan Corporation at [memberservices@tpcni.ca](mailto:memberservices@tpcni.ca) or 1-709-793-8772 (toll free: 1-833-345-8772).

## myPENSION has drop down menus to easily select features.

### Feature #1: Main Drop Down Menu:

- **PERSONAL INFORMATION** – Validate your member plan, financial history and beneficiary history information. Complete, view and update your beneficiary election online.
- **RETIREMENT MODELING** – Access multiple retirement planning tools.
  - Review retirement milestones – understand your retirement options at key milestone dates.
  - Estimate your retirement benefit – easily estimate your pension benefit for a range of retirement ages.
  - Create a personal retirement plan – explore retirement plan questions like, should you consider additional savings to supplement your retirement benefit so you can meet your retirement goals?
  - Access past retirement benefit calculations you have saved during previous sessions.
- **DOCUMENTS AND INFO** – Access and submit documents. Access useful links and information.
  - View your Annual Statement.
  - View general and personalized documents.
  - Upload completed forms and other documents for processing.
  - Access Frequently Asked Questions (FAQ), and useful links.
- **MY PROFILE** – Update your login credentials.
  - Update your email address/user id and password as well as manage multi factor authentication.

**Feature #2: General Information:** Quick access links and myPENSION support documents.

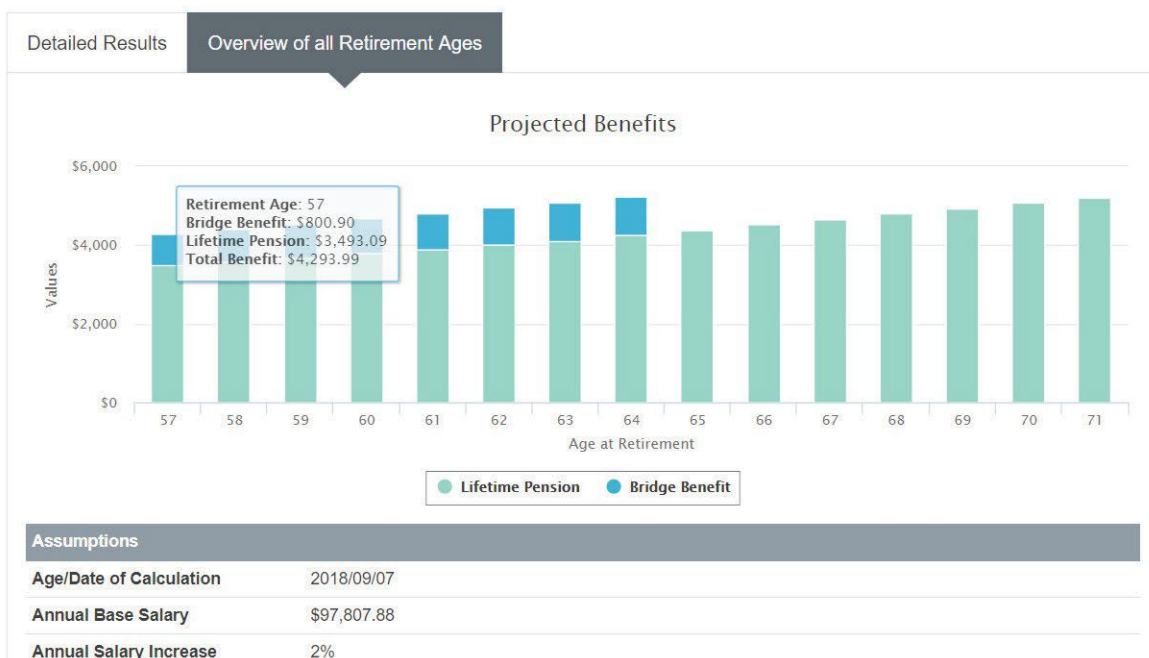
**Feature #3: Quick Links:** Quick access menus to the Retirement Modeling Tools.

Just one of the exciting features available under the Retirement Modeling menu of myPENSION is the **Defined Benefit Retirement Estimate**. In less than a minute you can create a picture of your estimated pension benefit for a range of eligible retirement ages. Hover your mouse over an individual column in the resulting *Projected Benefits* chart to view details.



RETIREMENT MODELING | PAST CALCULATIONS

Logout



Another important feature accessed under the Personal Information menu is **Beneficiary Information** where you can review and update your current beneficiary election. myPENSION will guide you through the steps to complete the process.



Once you have finished, the completed form is automatically generated for you to save and print. The signed and witnessed form can be submitted through myPENSION, sent to TPPC via email, or mailed to the TPPC for approval.



11735944 Jane Doe



### Final Step

In order for your beneficiary designation to become effective, you must print the Designation of Beneficiary Form, sign it, and return it to Teachers' Pension Plan Corporation, 130 Kelsey Dr, Suite 101, St. John's, NL, A1B 0T2.

An email address is required for further communications related to processing this form.

The email address on file will be used for further communications related to processing this form.

**Current Email Address:** jane.doe@tppcnl.ca

You can update your email address in section My Profile → Update Email / User ID at any time.

Keep a copy of the printed beneficiary form for your records and provide a copy to your Beneficiary(ies). The **Original** signed and witnessed form must be mailed via post to the Teachers' Pension Plan Corporation, 130 Kelsey Dr., Suite 101, St. John's, NL, A1B 0T2. Please do not email or fax the form.

You must click the 'SAVE INFORMATION AND PRINT FORM' button in order to complete the election of beneficiaries.

Save Information And Print Form

Previous

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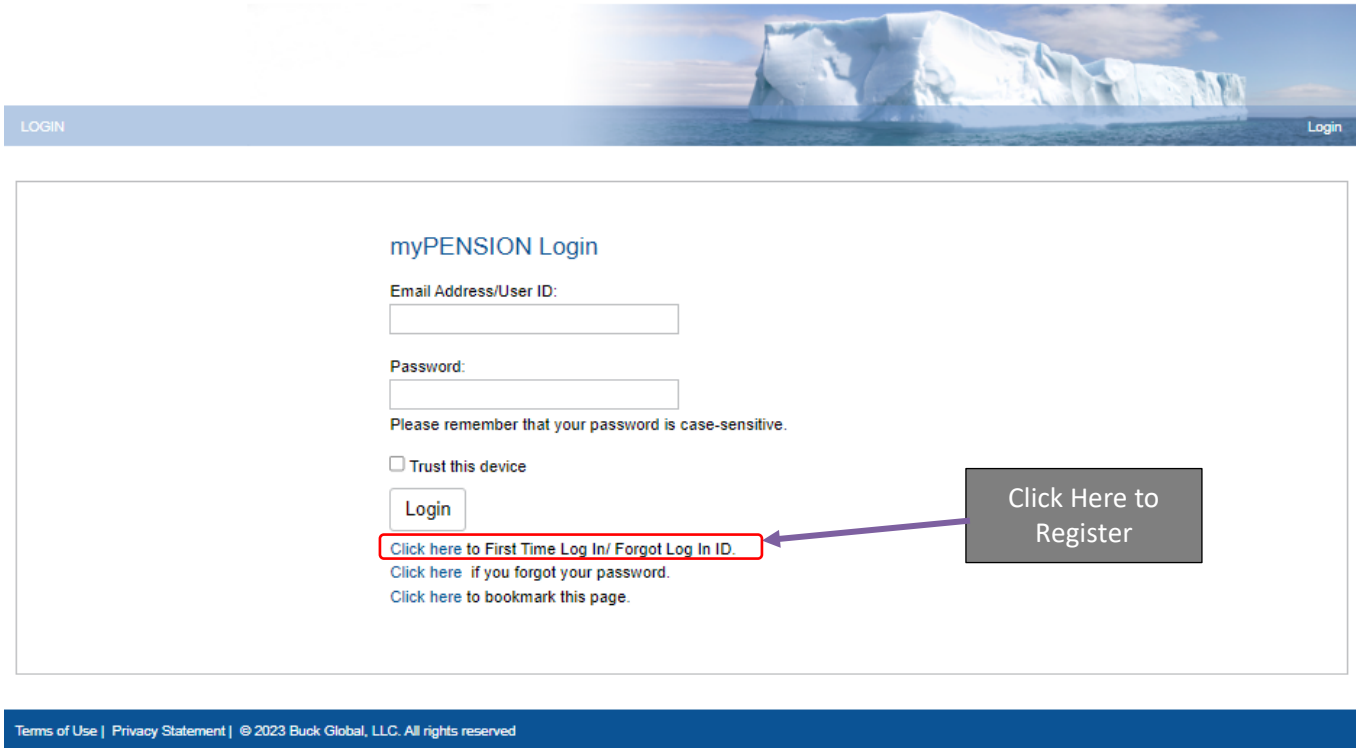
Once saved your pending beneficiary information can be reviewed by selecting the **Pending Beneficiary** feature until it is reviewed and approved by the TPPC. Once approved you will be advised via email and your **Beneficiary Information** record is updated and can be viewed at any time.

Once your initial beneficiary election has been completed you should review your beneficiary information during key life milestones, such as a change in marriage status or in your dependents.

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## How Do I Access myPENSION and Register?

To access the secure myPENSION go to the TPPC website at [www.tppcnl.ca](http://www.tppcnl.ca) and click myPENSION'. When you reach the myPENSION login page, select **“Click here to First Time Log In/ Forgot Log In ID”** to register on your first visit.



You will then be taken to the myPENSION 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 refer to your latest annual benefit statement. If you require 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 myPENSION. After you first log in you will be required to add an email address and phone number for multi factor authentication to provide additional security for your information.

As part of the ongoing efforts to deliver value and excellence to its members, the TPPC is continuing to build on the myPENSION feature set. We will keep you updated as new capabilities become available.

## How Do I Contact Support?

If you require support for myPENSION, please contact TPPC Pension Administration Support at:

**EMAIL:** [memberservices@tppcnl.ca](mailto:memberservices@tppcnl.ca)

**PHONE:** 709-793-8772 (Local)

**TOLL FREE:** 1-833-345-8772

