Multi-factor Authentication for Retirement Manager Participants

Contents:
Participant Features / Experience
- New End User Registration - Initial registration for New RM Participants
• Access UTRM via [www.myretirementmanager.com](http://www.myretirementmanager.com)
• Click the Login button
• Click the Login link under “Participants”
Getting Started
• Click on the First-time User/Get Started
• Enter “UT [space]” to find employer
• Click Next
Identifying Information

- Enter Basic Client Information
  - Last Name
  - Birthdate
  - Employee ID
  - Last 4 of SSN
- Users can click on "Show" to view SSN entry
- Click Continue
Enter Create Profile Information

- Username (include alpha and numeric)
- Email Address (This email address is where the verification code will be sent to)
- Password

Users can click on "Show" to view password entry

Click Continue
Email Verification
- Verification Email sent to address shown at the top of the page (Email address is the same one user set up on "Create Profile Screen")
- Enter code provided in Email
- Users can click on "Show" to view code entry
- Click Submit

Additional Options
- Code Expires after 10 minutes
- New codes can be requested after 30 seconds
- For codes not received click Resend Email

Your request for registration/email verification has been received. To confirm this operation, enter the passcode: 527646

Please do not reply directly to this email. If you have questions regarding this mail, please call 1-866-294-7950.
Enter Primary Phone details
- Country; Primary Phone #
- Confirm ✓ text authorization – if unselected a phone call w/code is sent
- To add additional phone # click: + add secondary phone number
- Click Continue

Once verification text is received
- Enter code
- Click Submit

Additional options
- User can request to use a different phone number
- Code Expires after 10 minutes
- User can opt to request a new code after 30 seconds
- For codes not received click Resend SMS OTP
Success/Completed:
- Success Page Confirms Registration is complete
- User can click continue to proceed and log in –or- after 5 seconds they will be automatically redirected to log in with new credentials