

How to Use *myCalSTRS*

Quick & Simple Tips

Register & Activate Your *myCalSTRS* Account

To access *myCalSTRS*, you must register and activate your personal *myCalSTRS* account. Whether you are a first-time visitor or long-time user of *myCalSTRS*, the new security measures require the system to validate your identity and verify your personal information prior to logging in for the first time into the new system.

To begin, select the **Register Now** button and follow the instructions on each screen. Once you complete this one-time, five-step registration process, your *myCalSTRS* account will be active.

Log In to *myCalSTRS*

Log In to *myCalSTRS* from www.calstrs.com or my.calstrs.com. You must enter your Username, SiteKey, Personal Phrase and Password to Log In. You may select the link **Having Trouble Logging In?** for assistance, if you are unable to log in successfully.



Use *myCalSTRS* Homepage To Start

myCalSTRS Homepage outlines all of Your Online Services in a quick and easy way to scan your personalized options. Select any of the services to perform tasks, like **Access Your 1099-R** and related documentation or **View & Update Your TaxWithholdings**.

View Your Messages in *myCalSTRS* Inbox

Send and receive secure messages in your *myCalSTRS* Inbox. Once you Log In to *myCalSTRS*, you'll see a link to View Your Messages. Select this link to navigate to *myCalSTRS* Online Messaging service and follow the instructions provided.

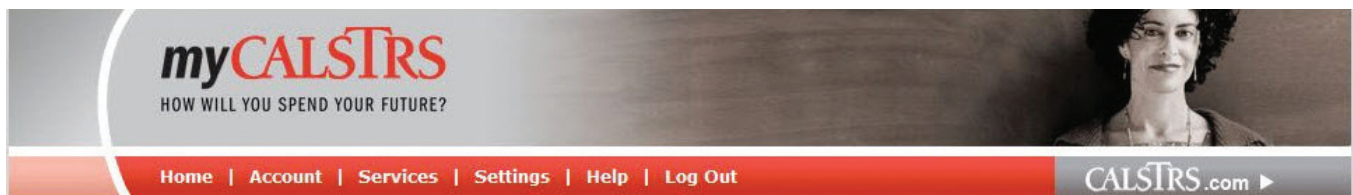


Update Your Profile

While logged in to *myCalSTRS*, you'll find that you can **Update Your Profile** from the Settings menu or from the *myCalSTRS* Homepage. Keep your personal and *myCalSTRS* account information up-to-date with CalSTRS. You can edit and submit your updates quickly and easily. Each screen has guiding instructions to help you complete your task successfully.

Apply & Manage Your Direct Deposit Account

If you are receiving an ongoing CalSTRS benefit payment, you may apply for a Direct Deposit account on *myCalSTRS*. Direct Deposit is an electronic payment deposited directly to a checking or savings account of your choice. You can apply, update or cancel your Direct Deposit account from the Services menu or from the *myCalSTRS* Homepage at anytime. You can access Direct Deposit FAQs and other helpful resources from the *myCalSTRS* Help menu.



Log Out of *myCalSTRS*

Log Out of *myCalSTRS* whenever you leave your computer unattended or have completed your session with *myCalSTRS*. You'll find the **Log Out** link in the top menu bar and in the footer on every screen within *myCalSTRS*.

Contact CalSTRS for Assistance with *myCalSTRS*

If you are experiencing any difficulty registering on *myCalSTRS*, please call the CalSTRS Contact Center to receive further assistance. When you call, be ready to go online and receive e-mail while on the phone with one of our Contact Center Agents.

Telephone support is provided Monday through Friday, 7:00 a.m. – 6:00 p.m. PST at (800) 228-5453.