Milton Retirement

ESS Web Portal – Self Registration

Effective: 10/31/2018

PENSION
TECHNOLOGY
GROUP

Milton Retirement Board
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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:
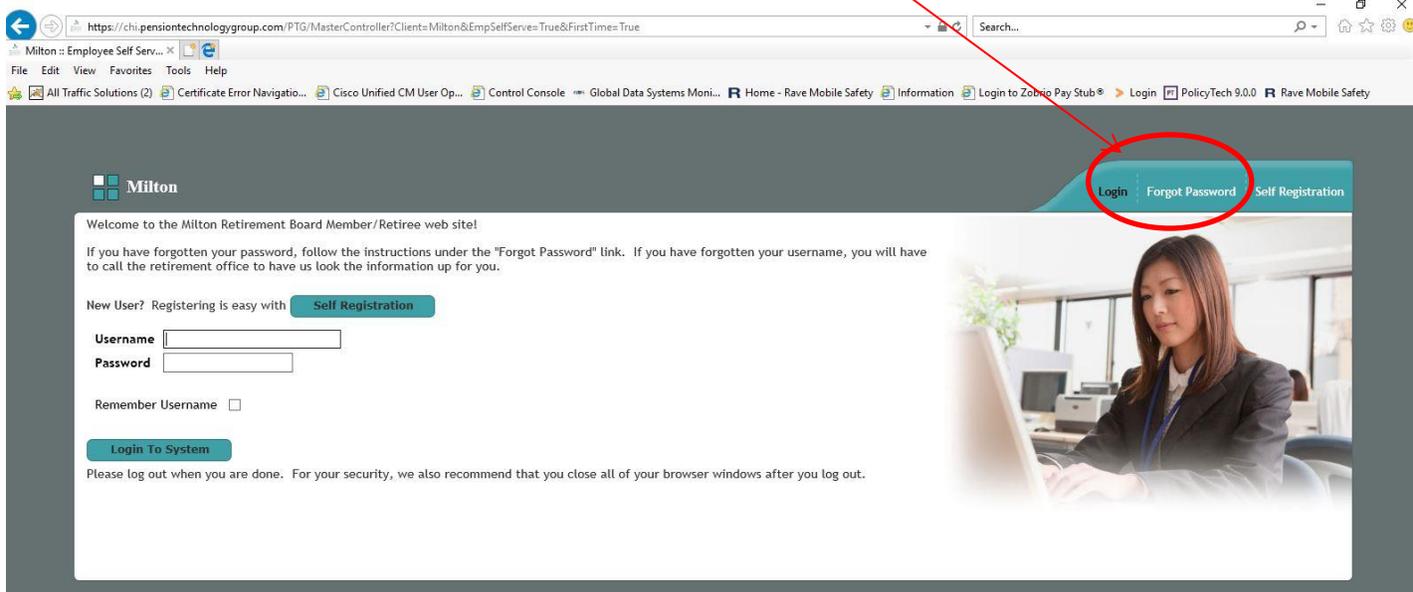
https://www.pensiontechnologygroup.com/milton

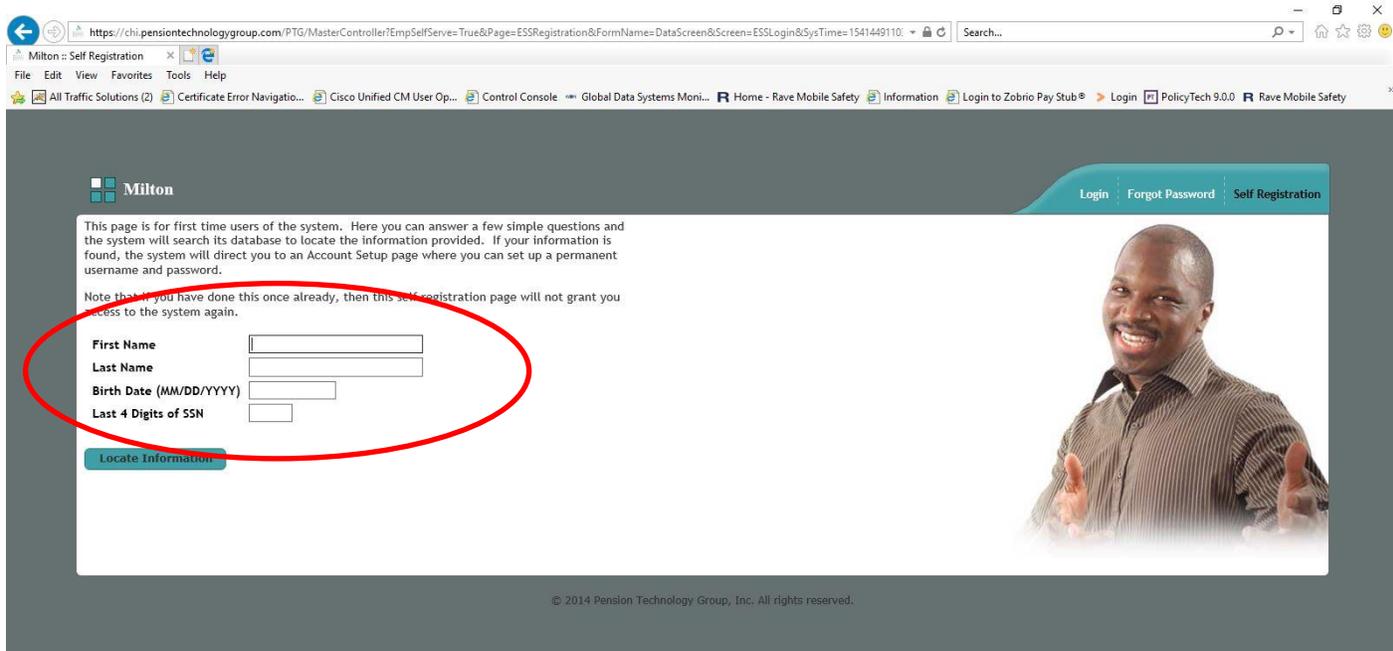Then, click **Enter** on your keyboard.
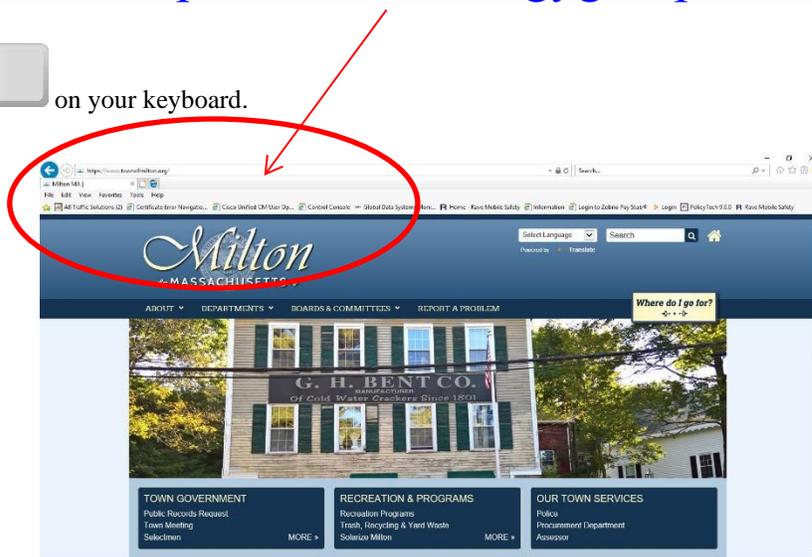
2.   Click on Self Registration in the upper right-hand corner of page.

Your screen should now look like this.

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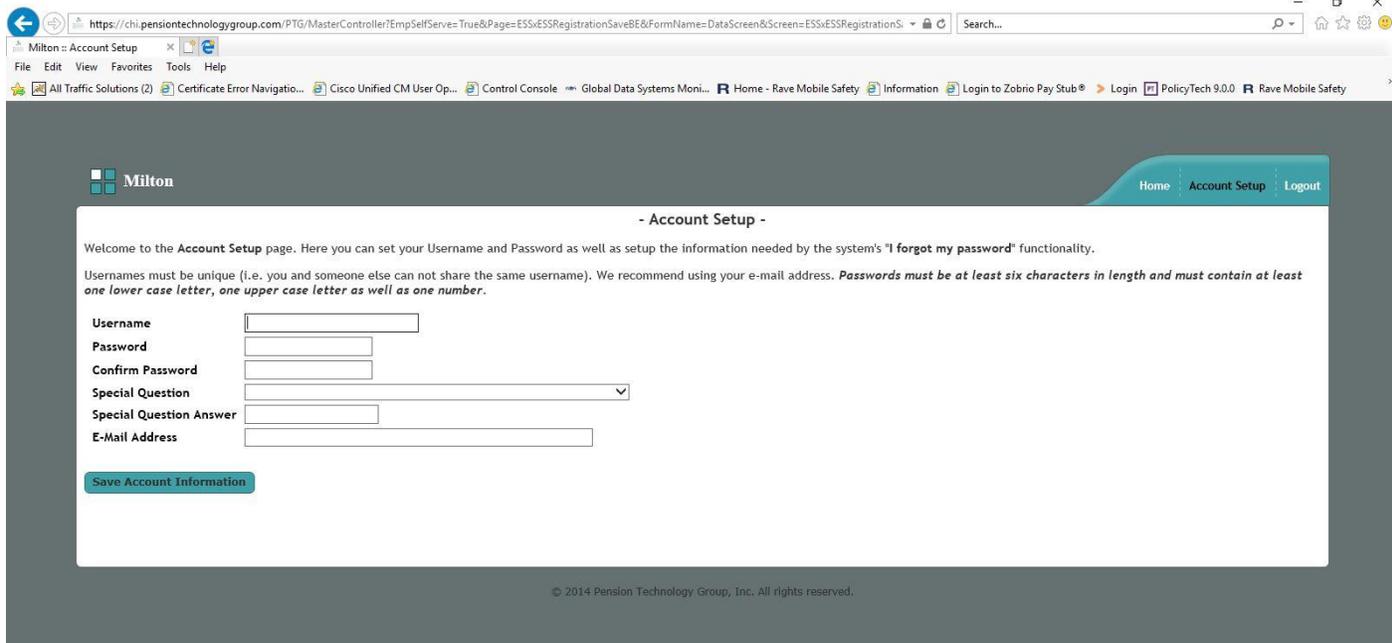

4. Enter your first name
5. Enter your last name
6. Enter your birthdate
7. Enter your last four (4) digits of your Social Security Number

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**.**

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

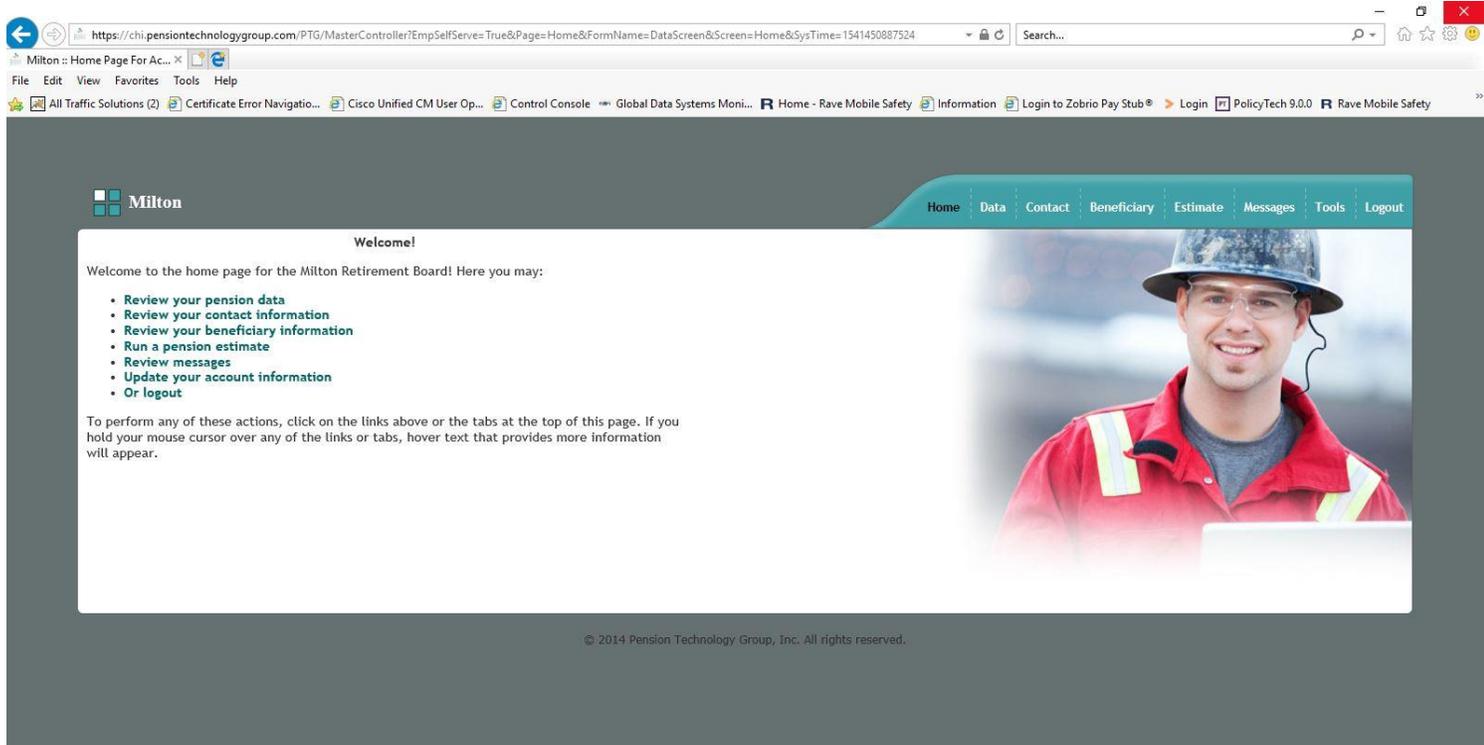11. Confirm the Password by re-entering it in the **Confirm Password** field

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.*
  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.*