

Employer Login Two-Factor Authentication

To utilize two-factor authentication (2FA), while logged in to the secure employer portal, select "My Profile" from the drop-down menu. Important note: if you report for multiple employers and have multiple employer account logins, a different user ID and separate setup are required for each one if you wish to activate 2FA for all your employer accounts logins.

The screenshot shows the 'Employer Inbox' page of the Teachers Retirement System of Georgia. The page header includes the TRS logo and a welcome message. A navigation bar at the top right contains 'Desktop' and 'Menu -'. The 'Menu -' dropdown is open, showing options such as 'Employer Inbox', 'Monthly Summarization Report', 'Employee Detail File', 'Employment Verification for a Retiree', 'File Locker', 'Employer Contact Information', 'My Profile' (highlighted with a red box), 'TRS ID Lookup', 'TRS Event Host Request', and 'Sign Out'. Below the menu, the 'Employer Inbox' table is visible, containing columns for 'Edit', 'Fiscal Year', 'Item Type', 'Member/Retiree Name', and 'SSN'. The table lists various items like 'Retirement Certification', 'Sick Leave Certification', and 'Refund of Contributions' for different fiscal years and members.

Edit	Fiscal Year ↑	Item Type ↑	Member/Retiree Name	SSN			
Edit	2016	Retirement Certification	DO	XXX-XX-3			
Edit	2023	Sick Leave Certification	RI	XXX-XX-5			
Edit	2023	Sick Leave Certification	HA	XXX-XX-7			
Edit	2023	Sick Leave Certification	MA	XXX-XX-2			
Edit	2023	Sick Leave Certification	MA	XXX-XX-6			
Edit	2018	Refund of Contributions	AD	XXX-XX-9	12/9/2018 3:52:57 PM	NOT STARTED	
Edit	2020	Refund of Contributions	PA	XXX-XX-4	8/28/2020 2:51:41 PM	NOT STARTED	
Edit	2021	Refund of Contributions	CU	XXX-XX-3	5/17/2021 9:58:26 AM	NOT STARTED	

Click on the "Account Security" button.

Update Your Profile



Instructions: Please enter your email address, credential password, and contact information in the fields provided below.

***Please note:** If this page is exited without clicking the Save button, any changes made will be discarded.

* Indicates required fields.

Click the button below to update your Username, Password, or two factor authentication method.

* Email Address:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

* Phone:

Ext:

Mobile Phone:

Note: this number will be used for two factor authentication verification.

* Fax:

* Address 1:

Address 2:

* City:

* State:

* Zip Code:

Note: there is now a new field for a mobile number on this page. This number will be used if the employer chooses to have their two-factor authentication sent as SMS text message.

Three new options will appear on the account security page. Each can be edited and updated independently of the others by clicking the “Edit” button and changing the information. Choose the one you want to utilize, then click the “Edit” button for that option.

Update Your Account Security Information

Instructions: Please set your credential information and security questions in the fields below.

Enter your user id and password carefully! It is very important that you retain these to access your account.

<h3>User Id</h3> <p>Your unique User Id must abide by the following rules:</p> <ul style="list-style-type: none">Must be between 6 and 50 characters.Can not contain spaces or unicode characters.Optionally, it may be the same as your email address. <p>User Id: <input type="text" value="v[REDACTED]u"/></p> <p>EDIT</p>	<h3>Password</h3> <p>Your case sensitive password must abide by the following rules:</p> <ul style="list-style-type: none">Must be at least 8 characters consisting of letters, numbers, and special characters.Must contain at least 1 number and 1 Upper case character <p>Password: <input type="password" value="*****"/></p> <p>EDIT</p>
<h3>Enhanced Login Security</h3> <p>You may elect to use our Enhanced Login Security to further protect your account.</p> <p>By electing to use this feature, an additional layer of security will be enforced. During login, we will send a temporary security code to you via the method selected below that will be required to complete the login.</p> <p>*Note: Standard text messaging rates apply if you choose the Text Message option.</p> <p>Enhanced Login Security Election: <input type="text" value="None"/></p> <p>EDIT</p>	

After clicking "Edit" the section will become editable and will display "Save" and "Cancel" buttons. Clicking on "Save" will update that section, while "Cancel" will return the field to being un-editable. Click on the "Edit" button again to make changes to that section.

User Id

Your unique User Id must abide by the following rules:

- Must be between 6 and 50 characters.
- Can not contain spaces or unicode characters.
- Optionally, it may be the same as your email address.

User Id:

Confirm User Id:

SAVE **CANCEL**

Password

Your case sensitive password must abide by the following rules:

- Must be at least 8 characters.
- Must contain at least one number, one letter, and one special character.

Password:

EDIT

Enhanced Login Security

You may elect to use our Enhanced Login Security to further protect your account.

By electing to use this feature, an additional layer of security will be enforced. During login, we will send a temporary security code to you via the method selected below that will be required to complete the login.

The Enhanced Login Security section contains the options for enabling the new two-factor authentication option for the account.

User Id:

EDIT

character

Password:

EDIT

Enhanced Login Security

You may elect to use our Enhanced Login Security to further protect your account.

By electing to use this feature, an additional layer of security will be enforced. During login, we will send a temporary security code to you via the method selected below that will be required to complete the login.

***Note:** Standard text messaging rates apply if you choose the Text Message option.

Enhanced Login Security Election:

- Not at this time.
- Text Message to: Valid cell phone not on file. You can update your Contact Info [here](#)
- Email to: v [REDACTED] u
- Authentication App: Select this option to use an authenticator app such as Google Authenticator or Microsoft Authenticator.

SAVE **CANCEL**

If the authenticator app is chosen, an app must be installed on your mobile device. Authenticator apps include Google Authenticator, Microsoft Authenticator, etc. Scan the code that is generated and enter it before saving to confirm that it is properly stored in your device.

- Email to: v[REDACTED]u
- Authentication App: Select this option to use an authenticator app such as Google Authenticator or Microsoft Authenticator.

GENERATE SETUP CODE



Manual Setup Code : (Do NOT include dashes)GU3W-
GZ [REDACTED]
KL [REDACTED]
AM [REDACTED]

Scan the QR code or enter the manual code into your chosen Authenticator App. Once it is setup, generate a code and enter it below to verify it has been generated correctly before saving.

Auth Code:

SAVE

CANCEL

After enabling any of the two-factor authentication modes, the following screen requiring the code will appear with the next login. The code will be sent via the delivery method selected during set-up, or generated by the authentication app if that option was chosen.



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Enhanced Login Security



For added security, we have sent a temporary security code to [REDACTED]. Please note, this code expires in 5 minutes.

Instructions: Please enter the Security Code that you received, then click the Submit button.

Authentication Code:

SUBMIT