



# Get More Out of the TMRS City Portal!

Presented by

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## What the Portal Does Today

- Updates City Contact Information
- Enrolls employees in TMRS
- Displays Member account information
- Generates Member and city reports
- Uploads documents directly to TMRS

## Administrator Tidbits

- Designate more than one City Portal Administrator
- Create executive and finance contacts to receive relevant information
- Review contact information regularly

## Enroll New Employees Online

- Enrolling employees in the City Portal is fast and easy, no need to follow up with paper forms.
- In November, all enrollments **MUST** be done online

# Looking for a report?



City Portal

Home

Contributions

Enrollment

Member Information

Document Upload

Reports

Contacts

My Profile

- Retirement Eligibility
- Vesting Eligibility
- Member Service Credit Listing
- Vested Members with No Beneficiary

## Coming Soon ... Online Contributions!

- In November, you will be able to create, reconcile, submit and pay your October contributions report online

## Before November

- Assign the Contributions and/or Payment User Roles to the appropriate staff
- Enroll all new employees through the City Portal

# No Worries, Be Happy

The City Contributions Team has your back!



**Anna Silva**  
City Contributions  
Team Supervisor



**Fernanda Garcia**  
Abernathy through Crowley



**Rachel Mota**  
Crystal City through Huntsville



**Terraye Whitehead**  
Hurst through Nash



**Kitty Tom**  
Navasota through Slaton



**Amanda Martinez**  
Smithville through Zavalla





## **Have Questions? Please Contact:**

TMRS City Contributions Team  
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800-924-8677