



EMAILING DISTRIBUTION OF TRB 2018-19 ANNUAL STATEMENTS

TEACHERS' RETIREMENT BOARD

CURRENT:

765 ASYLUM AVE

HARTFORD, CT 06105

EFFECTIVE MAY 2020:

165 CAPITOL AVE

HARTFORD, CT 06106

- **INTRODUCTION**
- **EMAILING OF ANNUAL STATEMENTS**
- **TIMELINE**
- **NETWORK SECURITY**
- **SECURE EMAIL ACCESS**
- **MASTER FILE**
- **DISTRICT'S ROLES**
- **Q & A'S**



AGENDA

Background



Membership

- 50,000 Actives
- 10,000 Inactives
- 40,000 Retirees



Cost

- \$120,000 Budgetted annually for mailing of all TRB communications



Digital Access

- Demand for access to retirement documents need to be met
- Membership wants to be able to locate personal documents on their own electronically



Communication

- TRB needs to be able to quickly communicate important retirement information to membership in cost effective manner



Governor

- Ned Lamont has set forth several initiatives to make the State more digital, smarter, and more responsive to residents



Statutory Authority

- Chapter 167a
- Section 10-183n
- Duties of teachers' employers



Collect Email Addresses

- Started Summer 2019
- Received by Transmittal Upload
- Supplemental Spreadsheets



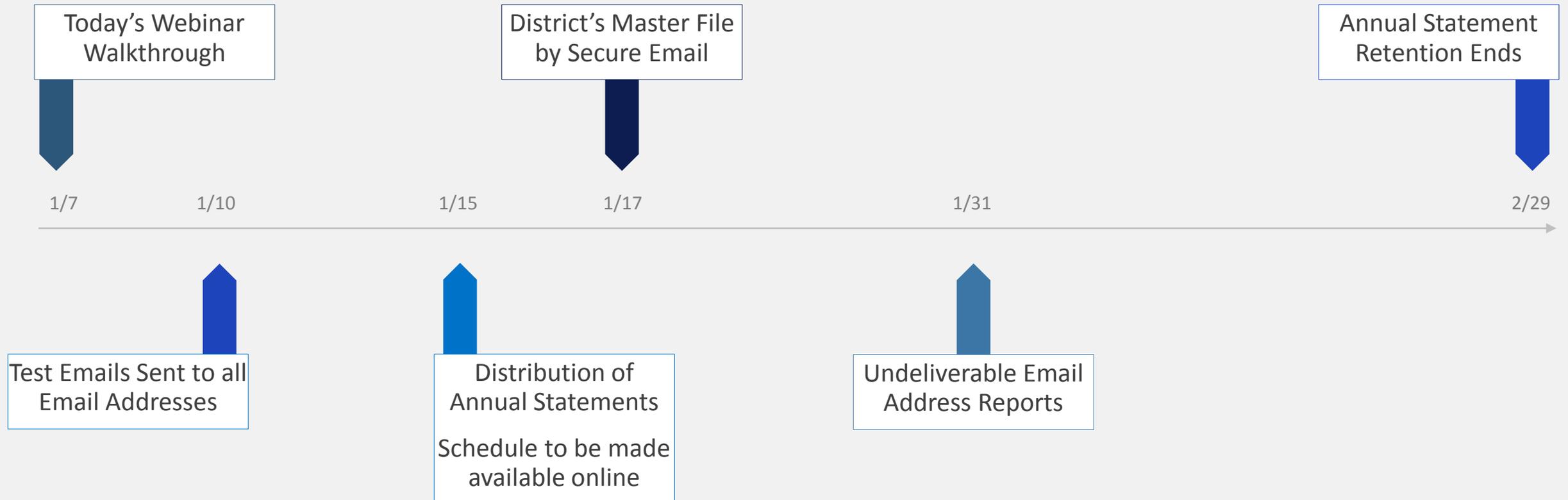
Distribution by Email

- Send through State of Connecticut Secure Email Server

Emailing of Annual Statements

Chosen as first project for distribution of retirement documents

Timeline



Network Security



- Communicate to IT or Network Staff
- TRB.fiscal@ct.gov
- White List email address/domain
- IP Range: 159.247.76.1-255

User Registration

First Name:

Last Name:

Email Address:

Enter Password: *

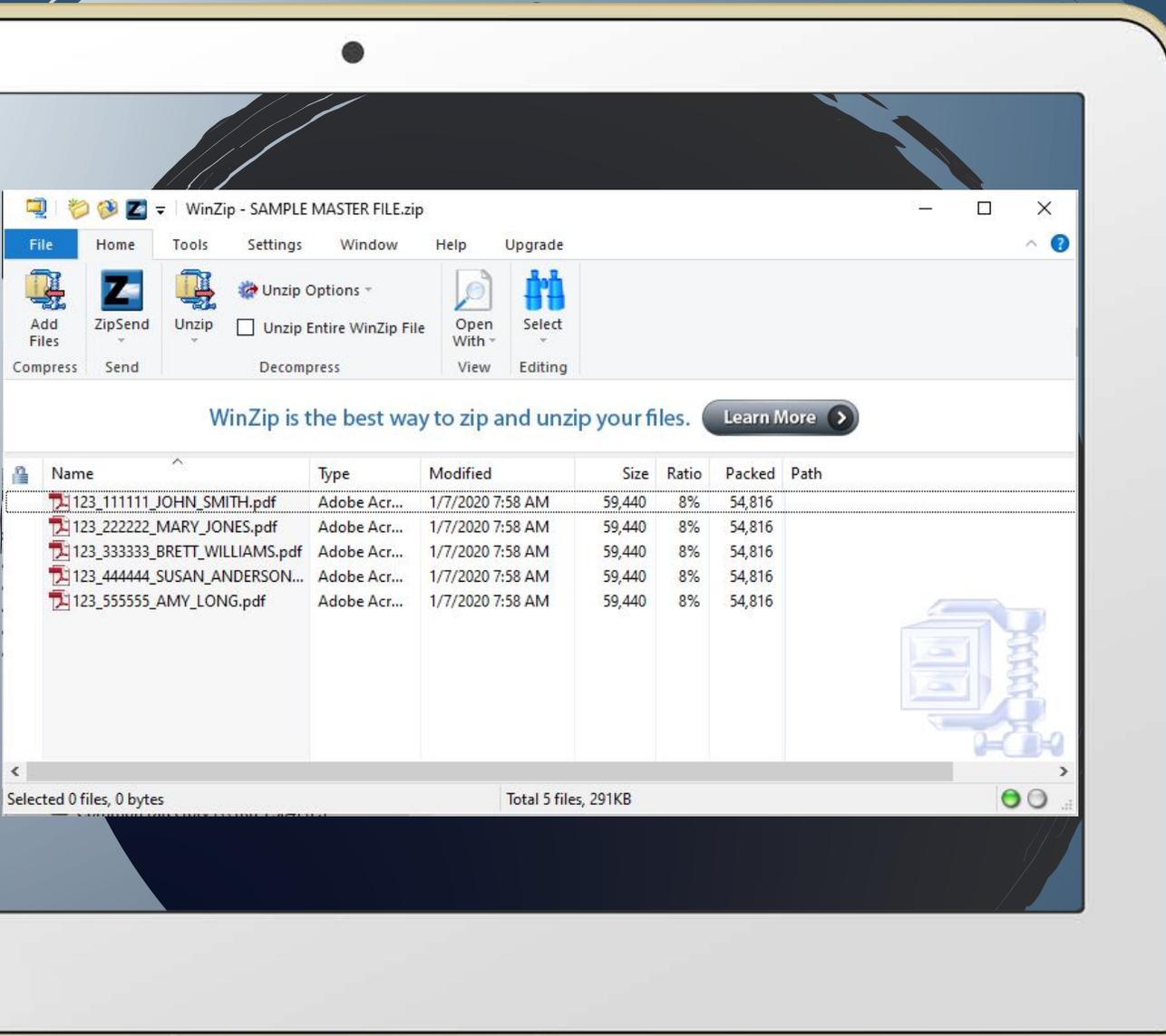
Confirm Password: *

Password Hint Phrase:

Save

Secure Email

- New users will need to register
- Can always reset password
- Emails are retrievable for 30 days



Master File

- District will receive secure email
- Attachment is zipped with your employee's statements
- Individual files are named by Member Number & Name

DISTRICT'S ROLE

- **PREPARE NETWORK TO RECEIVE MASS EMAILS TO SCHOOL SERVER**
- **PROVIDE COPIES OF ANNUAL STATEMENT SHOULD EMPLOYEE ASK THROUGH FEBRUARY 29**
- **ADVISE TO REPLY TO EMAIL OR TRB.FISCAL@CT.GOV WITH ANY STATEMENT QUESTIONS**
 - [#ANST18-19#] in Subject Line
 - Addresses are updated in Transmittal Process by Employer
 - Beneficiary Updates need form completed found on website
- **CONTINUOUSLY MAINTAIN EMAIL ADDRESS IN TRANSMITTAL PROCESS AS PART OF DEMOGRAPHIC INFORMATION**



QUESTIONS?



THANK YOU!

EMAIL: LOC.PHO@CT.GOV