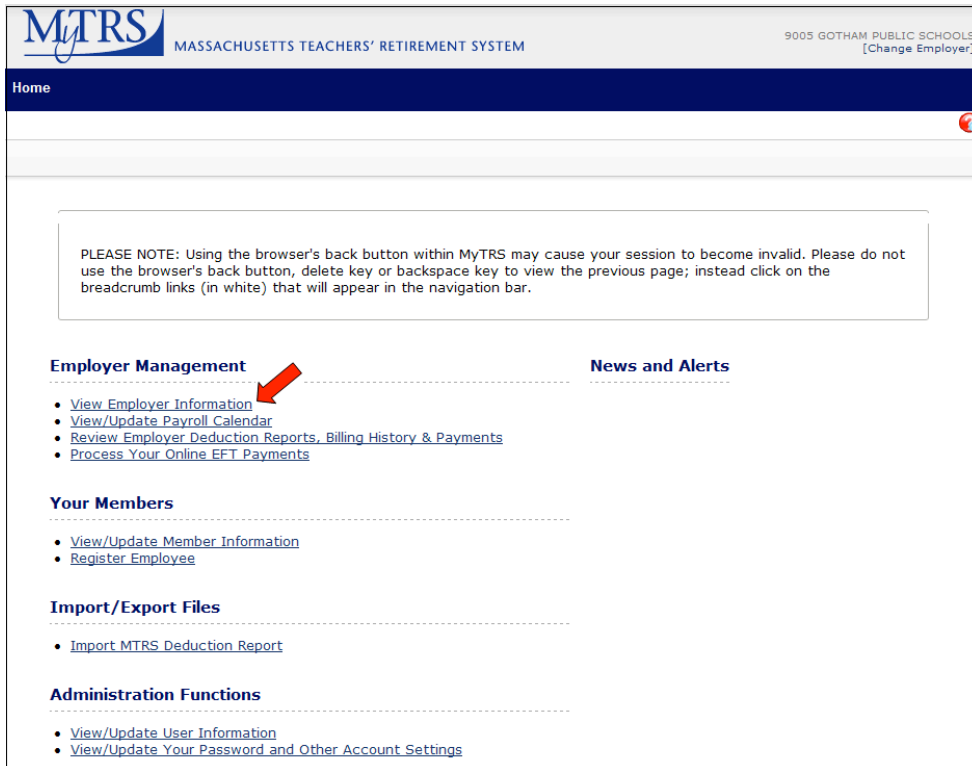


## Viewing employer information

In this guided practice, you will learn how to review the information that MyTRS has on file for your employer.

### Reviewing your employer's profile

- 1) Log in to MyTRS.
- 2) Click **View Employer Information**.




The *View Employer Information* window for the selected employer appears. This window contains three tabs:

- Demographics*
- Additional Information*
- Contacts*

**Note** You cannot change any information on this window or any of its tabs. If you need to update an Employer Information record, please contact your Employer Services Representative.

## Viewing demographics

- 3) Click the *Demographics* tab to view basic employer, address, and contact information.


MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM

[Home](#) » [Employer Management](#) » [View Employer Information](#)

Demographics
Additional Information
Contacts

### Employer Information

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**Employer Code:**   
**Employer Name:**   
**Federal Tax ID No:**   
**Employer Type:**

### Address Information

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**Address Type:**   **Valid:**  
**Address Period:**  **Address Source:**

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**Address 1:**   
**Address 2:**   
**Attention:**   
**Country:**  **Zip:**   
**City:**   
**State:**   
**County:**

### Contact Information

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**Phone**      [Primary] (617) 679-6877 UNITED STATES ✓  
**Email**        [Primary] mytrsuser@gmail.com ✓  
**Fax**          [Primary] (617) 679-1661 UNITED STATES ✓

## Viewing additional information

- 1) Click the *Additional Information* tab to display the Additional Information section.

The screenshot shows the MTRS (Massachusetts Teachers' Retirement System) web interface. At the top, the MTRS logo and name are displayed. Below the logo, a navigation breadcrumb reads 'Home » Employer Management » View Employer Information'. Three tabs are visible: 'Demographics', 'Additional Information' (which is selected), and 'Contacts'. Below the tabs, the employer name is listed as '9005 GOTHAM PUBLIC SCHOOLS'. The main content area is titled 'Additional Information' and contains a table with the following data:

Name	Value
GIC Number:	123456
GIC Participant:	<input checked="" type="checkbox"/>
Website Address:	www.mass.gov/mtrs
MTRS Representative:	Robert George
Correspondence By:	Email

Below the table, a note states: '\* Denotes Required Field'

The *Additional Information* tab displays your district's:

- Group Insurance Commission (GIC) information,
- Website Address,
- MTRS Employer Services Representative name, and
- preferred communication method with the MTRS, when available.

## Viewing employer contacts

- 1) Click the *Contacts* tab. A list of your employer's contacts appears. This tab includes other employer-related contacts, such as attorneys or employer vendor contacts.

**Note** All MTRS Employer Services Representatives will appear in your Contacts section because we must have access to your district for MyTRS support purposes. If you see a name you don't recognize and that person's role is MTRS User, that contact works for the MTRS.

**Note** This is a long window displaying multiple sections. The Contacts section is the first section on the screen. Contacts with multiple district roles (e.g., deduction reporting and service certification) will be listed multiple times.

Home » Employer Management » View Employer Information

Demographics Additional Information **Contacts**

**Contacts**

Active	Name	Type
<input type="checkbox"/>	George, Robert M	Employer Business
<input checked="" type="checkbox"/>	Gordon, James Worthington	Employer Business
<input type="checkbox"/>	Gordon, Barbara	Employer Business
<input type="checkbox"/>	Wayne, Bruce	Employer Business

**Role**

Contact Role:

Contact Details

- 2) Click on the radio button next to the contact you wish to view. The selected contact's information will appear below the contact list.

<input checked="" type="radio"/>	Gordon, Barbara	Employer Business
<input type="radio"/>	Wayne, Bruce	Employer Business

### Role

Contact Role:

### Contact Details

Type:

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Title:

### Address Information

Address Type:  Valid:

Address Period:  Address Source:

Address 1:

Address 2:

Attention:

Country:  Zip:

City:

State:

County:

### Contact Information

Phone [Work Phone ] (617) 679-6877 UNITED STATES ✓

Email [Primary] mytrsuser@gmail.com ✓

Fax [Primary] (617) 679-1661 UNITED STATES ✓

You have completed this guided practice.