

Member Portal Quick Reference Guide

Active Members

To login to the Member Portal, go to www.fwretirement.org

To Register for the Member Portal, go to www.fwretirement.org and click on the Member Portal tab above and to the right of the logo.



Registration

Registration

New User? Don't have an account? Click register to get started!

Register

First time users will need the following information to login and establish your identity in the Member Portal:

- E-mail address
- Social Security number
- Last name
- Gender
- Employee ID

You will be asked to create a password that requires at least 6 characters with at least 1 non alphanumeric, such as #, @, \$ or &. You must also set up answers to 3 security questions that will be used if you forget your password or log on from a different location/computer.

Once you successfully register, you will receive an email with a link. You must click on the link from the email to activate your account.

Login

Login

Email Address:
 Password:

- Forgot password? [Click Here.](#)
- By logging into this site, I agree to the [terms and conditions.](#)

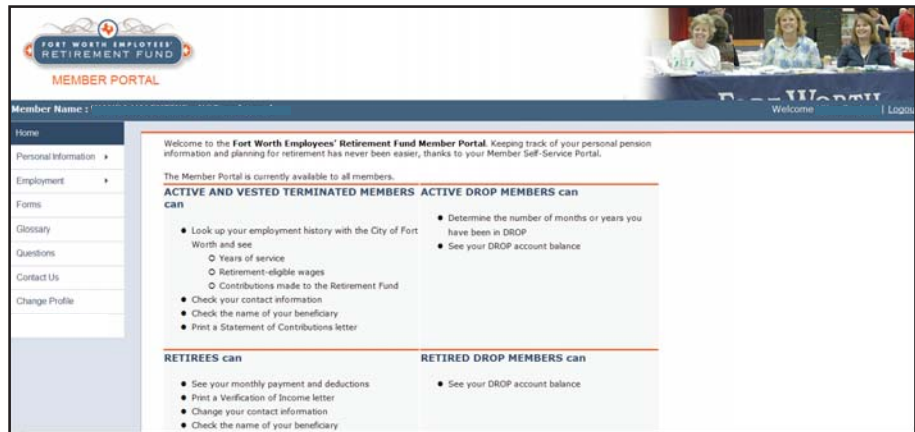
To login, use the email and password you provided during registration.

Forgot Password?

On the Login screen, click the link after "Forgot password?" and you will be asked one of your security questions. Once answered, you will receive an email with a new password.

Need help?

Call us at 817-632-8900.



When you login, on the left side of the Member Portal screen, you will find the following:

Personal Information

Name/Contact Information

Here you will find the name, date of birth, address, phone number and email information we have on file for you. Any changes to this information must be submitted to Human Resources at the City of Fort Worth.

Beneficiaries

On this screen, you can see your Refund/Death beneficiaries' information.

Employment

Summary	Wage History	Service Buybacks	DROP
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Summary

Here you will find general information about your service credit, contributions and interest. You can also open, print and save a letter of verification of your contributions.

Wage History

This page shows the information of your annual retirement eligible earnings up to the latest information submitted by the City for the current year. You should be able to determine the highest annual earnings from this screen.

Service Buybacks

If you purchased service, bought back previous service time worked for the City, or bought back service time while you were off for military duty, you can see the impact of these purchases. If you are buying back service through payroll deduction, your financing plan details will be here.

DROP

If you enrolled in DROP after you became eligible to retire, you will be able to see your monthly accrual and current DROP balance on this screen.

Forms

If you need a form to make changes, you can find it here.

Glossary

This is the place to go if you don't understand some of the terms or words used on this website or its related documents.

Questions

A list of our frequently asked questions (FAQs) can be found here.

Contact Us

Need to talk to someone about your specific information? This is where you can find the appropriate staff member to assist you, along with contact information.

Test Your Retirement Calculations Here!

Click **Calculator** to start a calculation. START by selecting a . . .

1 Retirement Type: The default date is your normal retirement date. You may select another retirement type (see types below). Selecting another retirement type will require that you change the date. For example, if you would like to retire earlier, you may choose Early Retirement and type in an earlier date. You can always pick a later date and keep the Normal Retirement type. The different types of retirement are:

Early Retirement: Date must meet the age and service requirement (at least 5 years of employment) and either age 50 for Tier I members or age 55 for Tier II members.

Special Retirement: Only for Police Civil Service members, who may retire with 25 years of service (no minimum age required).

Normal Vested: The date you are first eligible to receive pension benefits if you have already separated service with the city but left your money in the Retirement Fund. You must be age 50 for a Normal Vested Retirement if you are in Tier I. Tier II members must be age 55 AND your age and years of service must equal 80 points to be eligible to start receiving pension benefits.

Early Vested: It is considered Early Vested Retirement if you have already separated from the city but would like to start receiving your benefits prior to your Normal Vested Retirement date.

2 Retirement Date: Enter the date you plan to leave employment and start receiving retirement payment. Dates must always be the first of the month. Again, the default date is your Normal Retirement date. Earlier dates will require you to change the Retirement Type.

3 DROP Start Date: If you are planning to enroll in the DROP on or after the Normal Retirement date, you will enter that date here. Dates must always be the first of the month. If you choose a retirement date and DROP date that are the same, you will see the Monthly DROP amount. If you change the retirement date to a later date when you plan to leave employment, you will get an estimate of the total amount of DROP balance you will accrue up to that date (maximum up to 5 years).

4 Actuarial Equivalent Lump Sum Percentage: You may choose to receive a portion of your benefit as a Lump Sum amount at the time of your Normal Retirement. This will reduce your monthly pension. You can enter any percentage between 5% and 25% to see an estimate of a Lump Sum and your reduced monthly pension.

Click **+** to expand service to see **Final Average Compensation (FAC) and Leave...**

Benefit Service (2)				
	Service Start Date	Service End Date	Pay Group	Tier
<input type="checkbox"/>	10/31/1989	9/30/2013	General (100)	Tier I
<input type="checkbox"/>	10/1/2013	12/31/2016	General (100)	Tier I

5 Final Average Compensation (FAC): For each listed service period, your currently allocated FAC will default. If you have not been employed long enough to get a FAC, you may enter an estimate here. You may also enter any estimate of FAC if you are expecting future salary changes.

6 Leave: The balance in your major medical or Civil Service sick leave at retirement, after any usage or payment, is converted to service credit for the purpose of calculating your monthly benefit. The default amount is the last reported balance from the city.

To calculate your retirement benefit, click the **Calculate** button. You will be taken to the Results screen to see the details of the calculated benefit. There is a link to a PDF summary page of your calculation results that may be printed.

Clicking the **Save Calculation** button at the top will keep this calculation on your **History** screen.

You can review the saved calculation by clicking on the History tab.

