



Chicago Teachers'
Pension Fund

Create a *myCTPF* account in **5 EASY STEPS**



myCTPF Registration Quick Guide

What you'll need prior to registration:

- Your first and last name
(as it appears on your CTPF records)
- Last 4 digits of your Social Security number (SSN)
- Your CTPF Member ID
(found on your Member Statement or Pay Advice)
- Your Date of Birth
- A personal email address you can access
- A mobile phone to receive a 6-digit security code by text



ENTERING YOUR MEMBER INFORMATION

Fill in the required fields (*Name, Last four of SSN, Member ID, and Date of Birth*). Once you have filled in each field, **check the Terms of Use Box** and **click Next**.

NOTE: Your CTPF Member ID can be found on a pay advice or Member Statement. It is issued by CTPF and different from an employer ID/CPS ID. If you cannot locate your CTPF Member ID, please contact Member Services at 312-641-4464. For security purposes, you will be asked to verify your identity. Member Services cannot provide Member ID through email; you must call for assistance.

myCTPF Registration
Click on the icon for more information. All fields must be completed.

First Name

Last Name

Last Four of SSN

Member ID

Date of Birth

I have read and agree to [Terms of Use](#).

ANSWER THE VERIFICATION QUESTIONS

You'll be asked **three security questions to confirm** your identity. If you miss one, you may see a new set of questions, **follow the on-screen prompts**. If you're locked out after multiple failed registration attempts, wait 24 hours before trying again.

CREATE YOUR LOGIN

(*email and password*)

Enter your personal (non-work) email address and create a password.

This email will be used for password resets. Passwords **must** be at least 15 characters and include an upper and lowercase letter, a number, and a special character.

myCTPF Registration
Click on the icon for more information.

Email
Enter a valid personal (not employer-provided) email address.

Confirm Email

Password
Password must be populated and contain a minimum of ten characters with one uppercase, lowercase, one number and a special character [!@#\$%^*].

Confirm Password

Mobile Phone Number
Your Mobile Phone Number will be used for account security. After entering, click the **Submit** button and a six-digit code will be sent to your mobile phone number. The six-digit code will be needed to complete your myCTPF registration. Message and data rates may apply.



CONFIRM YOUR PHONE NUMBER

Enter your mobile number to receive a 6-digit security code by text. You'll need access to this phone number for future logins. Enter the code when prompted, then select submit.

VALIDATE YOUR EMAIL ADDRESS & SIGN IN AFTER YOU REGISTER

Check your inbox for an email from myCTPF Email Validation and select confirm to finish registration.

Then return to the myCTPF page, and click log in, enter the email and password you created, and complete the 6-digit code verification (sent to your mobile phone) to log in.

