

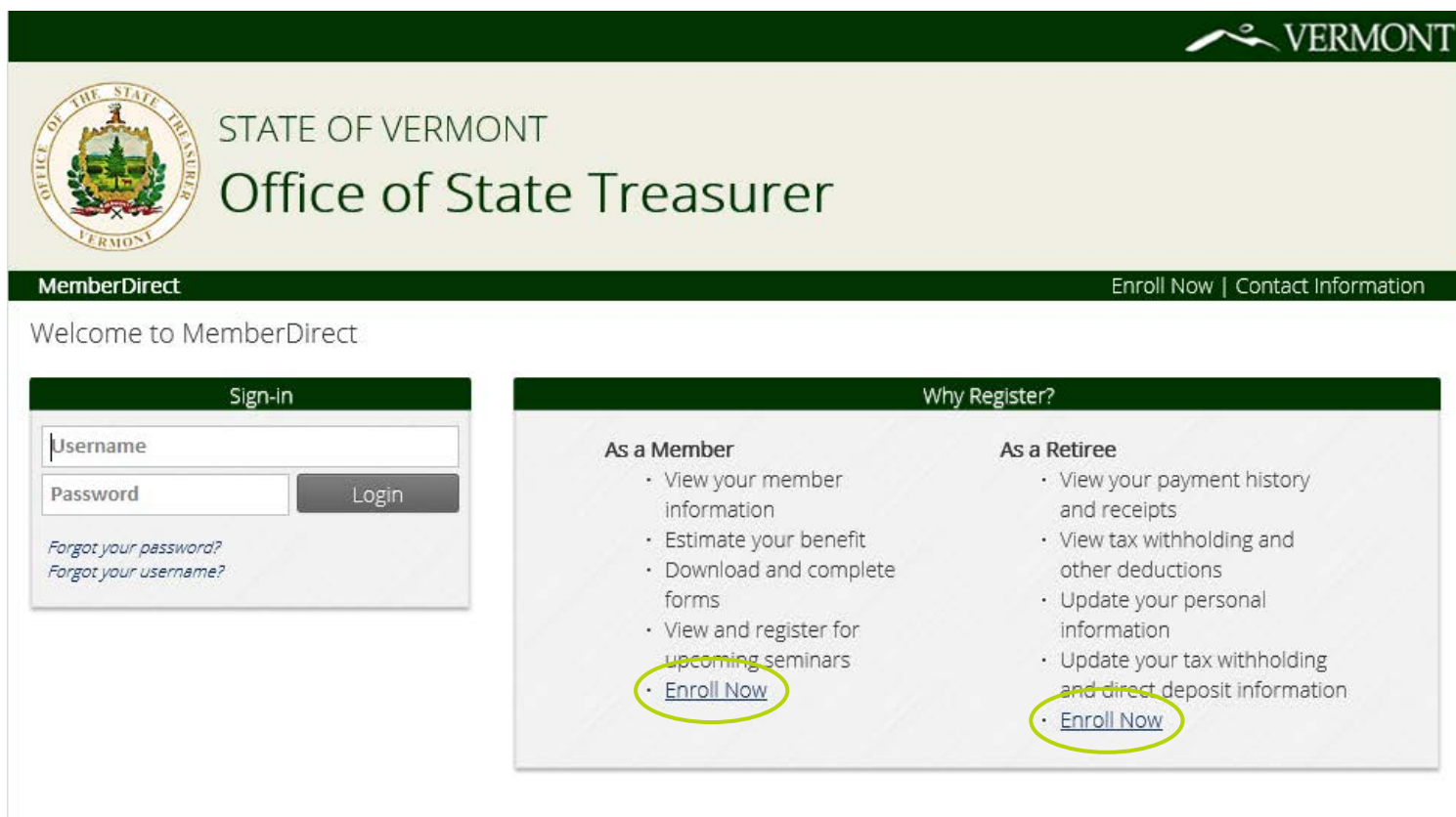
# MEMBER DIRECT FIRST-TIME ENROLLMENT

## Welcome to Member Direct

### Enrollment Guide to Member Direct

If you have any questions or have issues enrolling for Member Direct, please contact the Retirement Division at [TRE.RetirementCorrespondence@vermont.gov](mailto:TRE.RetirementCorrespondence@vermont.gov) or 802-828-2305 (800-642-3191 in VT).

1. Navigate to our secure Member Direct website at: [retire.vermont.gov](https://retire.vermont.gov).
2. Click on either “Enroll Now” links under “Why Register?” to enroll.



The screenshot shows the MemberDirect website interface. At the top right, there is a logo for VERMONT. Below it, the text reads "STATE OF VERMONT Office of State Treasurer". The page is titled "MemberDirect" and includes links for "Enroll Now" and "Contact Information". The main content area is divided into two sections: "Sign-in" and "Why Register?".

**Sign-in**

Username  
Password

*Forgot your password?*  
*Forgot your username?*

**Why Register?**

As a Member	As a Retiree
<ul style="list-style-type: none"><li>• View your member information</li><li>• Estimate your benefit</li><li>• Download and complete forms</li><li>• View and register for upcoming seminars</li><li>• <a href="#">Enroll Now</a></li></ul>	<ul style="list-style-type: none"><li>• View your payment history and receipts</li><li>• View tax withholding and other deductions</li><li>• Update your personal information</li><li>• Update your tax withholding and direct deposit information</li><li>• <a href="#">Enroll Now</a></li></ul>

# MEMBER DIRECT FIRST-TIME ENROLLMENT

3. For security reasons we will assign an enrollment PIN to you before you can enroll for Member Direct. This enrollment PIN will be mailed to your address on record. You can request an enrollment PIN anytime by clicking on the "Request an Enrollment Pin" link.



STATE OF VERMONT  
Office of State Treasurer

Enrollment

Contact Information

Enter the following information to help us identify you

SSN:

Last Name:

Birth Date:

Home Zip Code:

Country: USA

Enrollment PIN:

[Request an Enrollment PIN](#)

Enter your new account information

Username:

Email:

Confirm Email:

Your password must be at least 8 characters, include both upper and lower case, and be alphanumeric.

Password:

Confirm Password:

Define challenge questions for identity protection

Question #1: What is the name of your first pet?

Answer:

Question #2: What is your mother's maiden name?

Answer:

Disclosure

I read and agree to the [Terms And Conditions](#) of service.

Enroll

Cancel

# MEMBER DIRECT FIRST-TIME ENROLLMENT

4. Requesting a PIN requires personally identifiable information that matches what we have on record. **If none of the information matches what is on record, then you will not be assigned a PIN for enrollment.** Please contact us at [TRE.RetirementCorrespondence@vermont.gov](mailto:TRE.RetirementCorrespondence@vermont.gov) or 802-828-2305 (800-642-3191 in VT) for assistance.



## STATE OF VERMONT Office of State Treasurer

Request Enrollment PIN

Contact Information

Enter the following information to help us identify you so that we may send your Enrollment PIN. Please allow time for review and processing after your request is received.

[<< Back to Enrollment](#)

### Your information

SSN:

Last Name:

Birth Date:  

Home Zip Code:

Country:  

Upon request, the Retirement Division will be notified to **mail a PIN Confirmation Letter to your address on record.** This is for security; to verify identity for Member Direct enrollment. You will receive the PIN Confirmation Letter via USPS mail delivery. If you would like immediate access, please contact the Retirement Division at [TRE.RetirementCorrespondence@vermont.gov](mailto:TRE.RetirementCorrespondence@vermont.gov) or 802-828-2305 (800-642-3191 in VT). We will verify your identity and provide you the PIN.

# MEMBER DIRECT FIRST-TIME ENROLLMENT

6. Enter your personal information, Enrollment PIN, and account information. Please note that your **username can not be your email address. Username must be alphanumeric, no special characters or spaces, and must be 8 characters minimum.** The email address you establish will be used for all correspondence including password reset. Please establish the security questions and answers that are unique to you. Also, please read and agree to the Terms and Conditions before you enroll. Keep a record of your password and answers to your security questions in a secure place.



## STATE OF VERMONT Office of State Treasurer

Enrollment

Contact Information

Enter the following information to help us identify you

SSN:

Last Name:

Birth Date:

Home Zip Code:

Country: USA

Enrollment PIN:

[Request an Enrollment PIN](#)

Enter your new account information

Username:

Email:

Confirm Email:

Your password must be at least 8 characters, include both upper and lower case, and be alphanumeric.

Password:

Confirm Password:

Define challenge questions for identity protection

Question #1: What is the name of your first pet?

Answer:

Question #2: What is your mother's maiden name?

Answer:

Disclosure

I read and agree to the [Terms And Conditions](#) of service.

Enroll

Cancel

# MEMBER DIRECT FIRST-TIME ENROLLMENT

7. You will be directed to the login screen for your initial login to Member Direct. Please enter the Username and Password you established as your account information during enrollment.

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STATE OF VERMONT  
Office of State Treasurer

MemberDirect Enroll Now | Contact Information

Welcome to MemberDirect

**Sign in**

Username  
Password

[Forgot your password?](#)  
[Forgot your username?](#)

**Why Register?**

**As a Member**

- View your member information
- Estimate your benefit
- Download and complete forms
- View and register for upcoming seminars
- [Enroll Now](#)

**As a Retiree**

- View your payment history and receipts
- View tax withholding and other deductions
- Update your personal information
- Update your tax withholding and direct deposit information
- [Enroll Now](#)

8. You will be challenged to answer your security questions during initial login. These security questions will be used each time we need to confirm your identity. Don't forget to check "Remember this device" to skip the security questions on this computer.

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STATE OF VERMONT  
Office of State Treasurer

We do not recognize this device, or this device has not been registered as a trusted device to access your account.

Please answer the following questions so we can verify your identity.  
Your answers must match exactly the answers you have on file with your account.

**Question 1:** What is the name of your first pet?  
**Answer:**

**Question 2:** What is your mother's maiden name?  
**Answer:**

Remember this device \*

\*Do not check this if you are using a public computer.

**Welcome to Member Direct! We recommend the tutorial for an overview of how to navigate the site.**