# RE Guide for RE and Member Document Upload Sites

November 2025
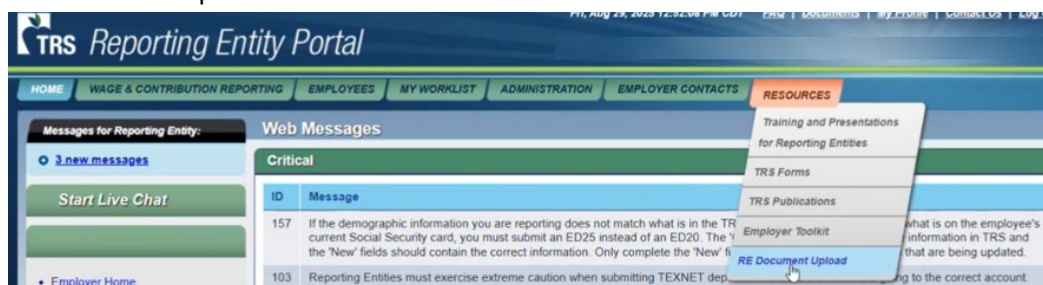
TRS
TEACHER RETIREMENT SYSTEM OF TEXAS

*This document outlines the procedures REs will follow to submit documents through the RE Document Upload and Member Document Upload sites.*

## Contents

## Upload Process for REs Utilizing the RE Document Upload

- Log in to the RE Portal and click on the Resources tab
- Click on RE Document Upload



- Once clicked, you will be routed to the RE Document Upload website. Example below:

**Work Email** *

**Document Type** *

- Select - ▾

**Comments**

Character limit: 100

**Upload File** *

Choose File    No file chosen

Allowed file types: PDF, PNG, JPEG, JPG. Maximum file size: 3 MB.

**Captcha** *

☐ I'm not a robot    reCAPTCHA
                     Privacy - Terms

Files are uploaded upon clicking "Submit". Wait for the confirmation before leaving this page.

Submit ➤

- **REs can upload PDF, PNG, JPEG, and JPG**
  - Up to 3MB for each file
- **Documents allowed via the RE Document Upload site:**
  - APS011 Proportionality Forms
  - Employee Demographic Supporting Documents
    - Social security card
    - Driver's license
    - Legal documents such as a marriage license, legal name change, gender change
  - 597A Form
  - Employee Contracts
  - Settlement Agreements
- **Required Fields**
  - Reporting Employer (RE) Name
  - RE Number
  - RE Contact First Name
  - RE Contact Last Name
  - Work Email

- o Document Type – Drop down menu
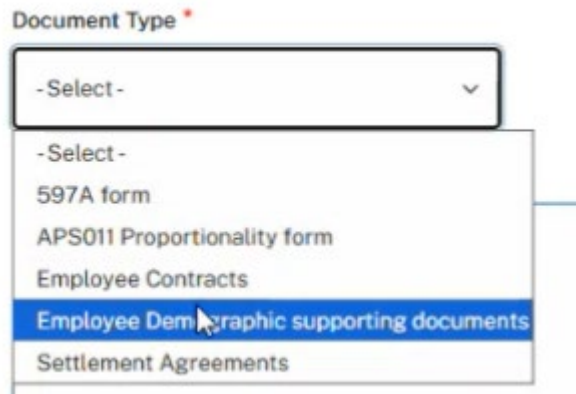


- o Comments Box (not required)
  - ▪ Can include up to 100 characters.
  - ▪ Comment examples include
    - • Specifying section of a settlement agreement that needs to be reviewed by TRS.
    - • Explanation of supporting documentation being uploaded.
- o Upload File
  - ▪ Choose a file or drag and drop the file into upload box.
  - ▪ Only allows one file per submission.
- o Captcha
  - ▪ Must click box confirming not a robot.
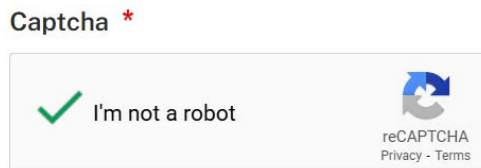


- o Click Submit
  - ▪ You will receive a notification that your upload was successful.
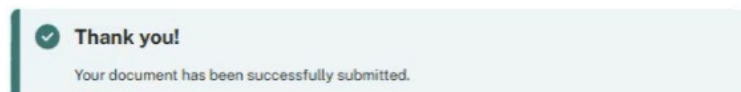


- o Once uploaded, you will not be able to view any documents that you uploaded.
- o Additionally, you will not be able to upload a new file. You will need to go back to the RE Portal, and access the Resources tab, and then RE Document Upload link again for any additional document uploads.

## Upload Process for REs Utilizing the Member Document Upload

For all *other* member documents not included on the RE Document Upload site, please use the Member Document Upload site.

There is an information box on the RE Document Upload site (see image below) that states if you need to upload a TRS28 or SSA-1945 form, you will click on the link referenced within the information box, which will route you to the Member Upload site.
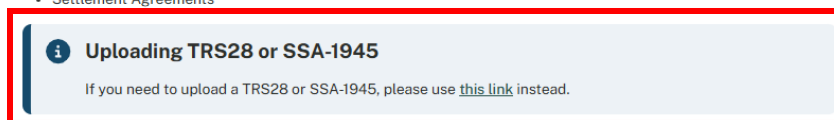
## Upload Reporting Employer Forms and Documents

TRS now allows Reporting Employer forms and documents, related to monthly reporting, to be securely uploaded for processing in lieu of mailing and faxing. Please do not upload member related forms or documents on this page.

TRS will accept the following document types: PDF, PNG, JPEG and JPG (up to 3 MB for each file).

Reporting Employers upload is intended for the following documents:

- APS011 Proportionality Forms
- Employee Demographic supporting documents
- 597A Form
- Employee Contracts
- Settlement Agreements

> ℹ **Uploading TRS28 or SSA-1945**
>
> If you need to upload a TRS28 or SSA-1945, please use this link instead.

- **Examples of documents to be uploaded via the Member Document Upload site:**
  - TRS 28
  - SSA-1945 Forms
  - All other employee specific documents not included in the RE Document Upload site

**TRS 28 Forms:**

- **Submitting one form per upload** – Enter your RE contact information in the First and Last Name, Phone, and Email fields. Input your 4 digit RE number in the SSN field and **leave PID field blank**. In the comments section add "TRS 28 form".

- **Submitting multiple forms per upload –** If you have a large batch of TRS28 forms, you can combine up to 50 pages into one file. When utilizing this upload method, enter your RE contact information in the First and Last Name, Phone, and Email fields. Rather than inputting the employee's PID or SSN, you will enter your 4-digit RE number in the SSN field and **leave PID field blank**. In the comments section add "TRS 28 forms". The number format will read 000-0, this is acceptable.

**SSA-1945 Forms:**

**\*Please note\*:** When uploading an SSA-1945 form, REs must utilize the form found on the TRS Website, and *not* the form found on the SSA website.

- **Submitting one form per upload** – Enter your RE contact information in the First and Last Name, Phone, and Email fields. Input your 4-digit RE number in the SSN field and **leave PID field blank.** In the comments section add "SSA-1945 form".

- **Submitting multiple forms per upload –** If you have a large batch of SSA-1945 forms, you can combine up to 50 pages into one single file.
    o Enter your RE contact information in the First and Last Name, Phone, and Email fields. Input your 4-digit RE number in the SSN field and **leave PID field blank**. In the comments section add "SSA-1945 form".