



# Pensioner Portal

## Initial Registration and Log On

1. Launch your browser and go to <https://portal.innovestsystems.com/usb/usb>
2. The Welcome page appears. Click on the **Register** tab.
3. Enter your full Social Security Number, your date of birth, an email address and the Payment Account Number 001050989830. Click **Continue**.
4. If your SSN, date of birth or Payment Account Number are not correct, you will receive the following error message:  
*Entered data does not correspond with the information held on file. Please review and re-enter or contact your account administrator.*  
If you receive this message, please contact U.S. Bank Retirement Services at 800-843-2399 for help with your registration.
5. If all information is correct, you will receive an email with a code at the email address provided in step #3. Enter the code and click **Continue**.
6. Create a username, password, select a security question and provide an answer. Click **Register**.
7. Click on the **Login** tab.
8. Enter the username and password you created in step 6. Click **Log In**.
9. Review and accept the Terms and Conditions. Click on **Accept and Proceed**.
10. You will receive an email with a link. Click on the link in the email.
11. You will be routed to a screen confirming your log in. Click on **Log In**.
12. Reenter your username and password. Click **Log In**.
13. You are now logged on to the Pensioner Portal.
14. You can access a full User Guide by clicking the **Documents** tab and then clicking on the **Other** tab. The User Guide is at the bottom of the page.

*If you have any questions or need assistance navigating the Portal, please contact U.S. Bank Retirement Services at 800-843-2399.*