



CT TEACHERS' RETIREMENT BOARD  
165 CAPITOL AVENUE HARTFORD CT 06106-1673

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<http://www.ct.gov/trb>

### ***Before Installing the Software***

Before installing the software on a new PC, close the application and be sure to take a backup of your entire Data folder from your old PC to a disk or network drive. You will need to copy this to the new PC after the Software is installed.

### ***Directory Information***

The setup program installs the software in the "C:\TRB Transmittal Software" directory (or the directory you select during installation). Copy your "Data" folder from your backup to C:\TRB Transmittal Software. This is where the transmittal files you create are saved for historical purposes. The Transmittal Software Program looks for transmittal files only in the "Data" directory.

### ***Downloading the Software***

Go to the Employer Info page on our website:

<https://portal.ct.gov/TRB/Content/Employers/Employers-Menu/Software-Applications>

1. Select Transmittal Software.
1. Select TRB Transmittal Software V3 Update, download the file "trbtransv3.zip" to your computer.
2. The file is compressed in a ZIP format, a compression and packaging method used to reduce file size and consequently reduce download time. You need software (i.e. PKZip or WINZip) to unzip the file.
3. After the file is unzipped go to the Installation Instructions below.

### ***Installing the Software***

Instructions for installing are as follows:

1. Exit all Windows programs
2. Double click the TRBSetup.exe file.
3. Accept the agreement and click Next.
4. "Create a desktop shortcut." should be checked and click Next.
5. Click on "Install"
6. Click on "Finish" to complete the setup

### ***Downloading the Software***

Go to the Employer Info page on our website: [www.ct.gov/trb](http://www.ct.gov/trb).

2. Click Transmittal Software.
4. Click on TRB Transmittal Software V3 Update, download the file "trbtransv3.zip" to your computer.
5. The file is compressed in a ZIP format, a compression and packaging method used to reduce file size and consequently reduce download time. You need software (i.e. PKZip or WINZip) to unzip the file.
6. After the file is unzipped go to step 2 of the Installation Instructions above.

### ***Removing the Software***

In the event you want to remove the TRB Transmittal Software from your computer, follow these instructions:

1. Exit all Windows programs.
2. Go to "Control Panel" and click on "Add/Remove Programs".
3. Scroll to "TRB Transmittal Software V3" or "TRB Transmittal Software V2" and highlight it.
4. Click on the "Add/Remove" button and click on "Yes" to remove.
5. The C:\TRB Transmittal Software directory may have to be removed manually. Especially if your "Data" folder is still in it. Be sure to copy the "Data" folder to a different location before you delete this directory.

## **Getting Help**

For help installing the Transmittal Software or for help generating the transmittal file, please contact TRB IT Staff at [TRB.IT@ct.gov](mailto:TRB.IT@ct.gov)

For help in using the Transmittal Software or for any other matters relating to TRB reporting please contact TRB as follows:

- E-mail: [exceptions.transmittal@ct.gov](mailto:exceptions.transmittal@ct.gov)
- Fax (860) 241-9295
- Mail CT Teachers' Retirement Board  
165 Capitol Avenue  
Hartford CT 06106-1673