STATE OF CONNECTICUT
STATE TEACHERS' RETIREMENT BOARD

21 GRAND STREET   HARTFORD, CT 06106-1500

Toll-Free 1-800-504-1102   (860) 241-8400   Fax (860) 525-6018

www.state.ct.us/trb

This software application was developed by the Connecticut Teachers' Retirement Board (TRB) to facilitate the monthly reporting of contribution and demographic information to TRB's Manage Membership System. The latest version of the software is designed to be used on personal computers (PC's) with Microsoft Windows 95, Windows 98, Windows NT, Windows 2000, Windows ME and Windows XP operating systems.

Getting Help

For help in using the Transmittal Software or for any other matters relating to TRB reporting please contact TRB as follows:
- Linda Hanson's number: (860) 241-8431
- E-mail: linda.hanson@po.state.ct.us
- Fax: (860) 525-6018
- Mail: State Teachers' Retirement Board
    21 Grand Street, 2nd Floor
    Hartford, CT 06106-1500

Directory Information

Before installing the new software backup your data directory to disk or network drive.
The setup program installs the software in the "C:\Program Files\TRB Transmittal Software" directory (or the directory you selected during installation). A "Data" folder is also created in that directory (C:\Program Files\TRB Transmittal Software\Data). This is where the transmittal files you create are saved for historical purposes. The Transmittal Software Program looks for transmittal files only in this directory.

Removing The Software

To remove the TRB Transmittal Software from your computer, follow these instructions:
1. Click on the "My Computer" icon.
2. Click on "Control Panel"
3. Click on "Add/Remove Programs"
4. Scroll to "TRB Transmittal Software" and highlight it.
5. Click on the "Add/Remove" button
6. Click on "Yes" to remove.
7. Reboot

Downloading and Installing The Software

Go to Employer Info page on our website. www.state.ct.us/trb
1. Click on TRB Transmittal Software Update, save the file "Distribution-Disk.zip" to your computer and unzip using WINZIP (Available for free at http://www.winzip.com).
2. Click on "Start", Run, Browse to Distribution-Disk\DISK1\setup.exe and highlight it.
3. Click on "Open" and "OK"
4. Unless you choose otherwise through "Browse", Setup will install the program in C:\Program Files\TRB Transmittal Software. Click on "Next" to continue.
5. Click on "Finish" to complete setup.
6. Copy backed up "Data" folder to C:\Program Files\TRB Transmittal Software.
7. Reboot