**ASTO Web Portal Read-Only Access Guide**

**This guide will assist Read-Only access users to:**

* Retrieve e-Statements
* Retrieve transactions
* Reset password

**The user will need to have access to the ASTO Web Portal website:**

 <https://www.your-fundaccount.com/ASTO/Login.aspx>

**How to Retrieve e-Statements?**

1. Login in to the ASTO Web Portal using your username and password.
2. Select e-Statements
3. Look for the account number or group number associated with your agency on **Select Account.**



1. Enter a **Begin Date** and an **End Date** to retrieve statements for any date range. Select **Search** once the information is entered or select **Reset** to start a new search.
2. Click on **View Statement** once an account number or group number has been entered.



* Send emails to LGIP@aztreasury.gov if you have difficulty retrieving statement(s).

**How to Retrieve Transactions?**

1. Login in to the ASTO Web Portal using your username and password.
2. Select **Transactions**
3. On **Begin Date** and **End Date**, choose the dates that are close to the transaction and select **Search**. If needed, you can look for a transaction by entering information in the given sections below.



* Send emails to LGIP@aztreasury.gov if you have difficulty retrieving transaction(s).

**How to Reset Your Password?**

1. Go to the ASTO Web Portal: <https://www.your-fundaccount.com/ASTO/Login.aspx>
2. Select the **Forgot Your Password** link.



1. Enter your ASTO username and select **Send Email**. Send emails to LGIP@aztreasury.gov if you need further assistance with your username.
2. State Street Administration will send you an email with a temporary password and link to change your password. If you have not received an email from State Street Administration through your inbox, please check your junk mail.
3. Select the link on the email. It will send you to the ASTO Web Portal login. Enter your username and temporary password.
4. It will direct you to a web page allowing you to reset your password. Enter the temporary password on the **Enter Current Password** box. The new password needs to contain at least 1 Uppercase, 1 Digit and 1 Symbol; less than 15 characters.



1. You will need to re-login with your username and new password once you select **Change Password**.

Also, user can change their current password by selecting **Change Password** on the web portal.