



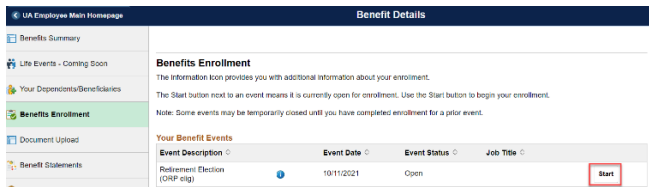
Retirement Enrollment Instructions: Step 1

New hires and newly eligible University Staff may elect the Arizona State Retirement System (ASRS) or the Optional Retirement Plan (ORP). If an election is not made within 30 days of your hire/eligibility date, your retirement plan will irrevocably default to ASRS. **You must enroll through both UAccess Employee and the investment provider website.**

1. Go to **UAccess Employee/Manager Self Service** at uaccess.arizona.edu and log in using your NetID and password.
2. Select **UA Employee Main Homepage** from the drop-down menu.
3. Click on the **University Benefits** tile.

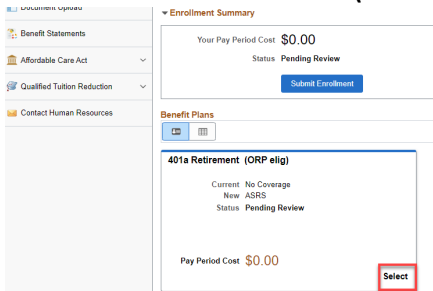


4. Select **Benefits Enrollment** from the vertical toolbar on the left-hand side. You will see a **Your Benefit Events** box.

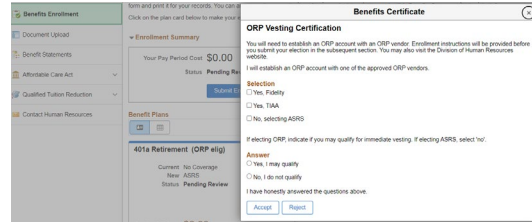


The event description will be **Retirement Election (ORP elig) or 401a Retirement, no wait**. Click the **Start** button.

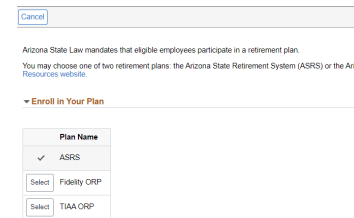
5. The next screen has two sections. Scroll to the lower section, which reads **Benefit Plans**. Click the **Select** button on the **401a Retirement (ORP elig)** plan card.



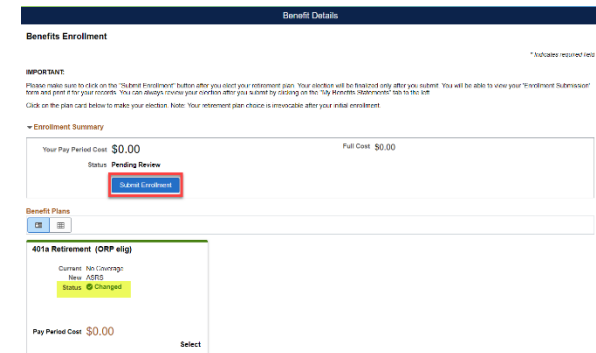
6. The ORP Vesting Certification will pop up. If you plan to choose the ORP and have funds on account at another institution, you may qualify for immediate vesting. Provide your response, then select **Accept** to proceed.



7. On the following screen, click the **Select** button next to the plan you wish to enroll in (ASRS, Fidelity ORP, or TIAA ORP), then click **Done**.

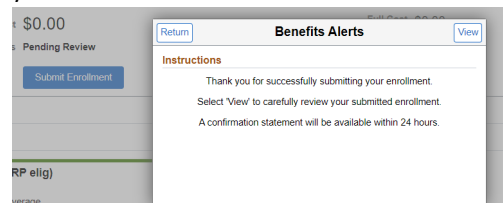


8. You will then be redirected to the Benefits Enrollment homepage. The **401a Retirement (ORP elig)** plan card will display a Status of **Changed**.



If you are certain of your choice, select the **Submit Enrollment** button.

9. A confirmation box will pop up, indicating you have enrolled successfully. Click **View** to access your Submitted Enrollment statement.





Retirement Enrollment Instructions: Step 2

If you are enrolling in the Optional Retirement Plan (ORP):

Visit the appropriate investment company website to establish your account.

Fidelity Investments: Click on **Enroll Now** and use **Plan ID 67444**

TIAA: Click on **Ready to Enroll**, select the **University of Arizona** as your employer from the drop-down menu. Under the **Arizona University System Optional Retirement Plan** heading, click on **TIAA Account Online** then **Register Now**. Use **Access code AZQ192**.

If you are enrolling in the Arizona State Retirement System (ASRS):

Visit the [ASRS website](#) and complete the online registration using **Enrollment Code 69V00040**.

Voluntary Benefits Enrollment Instructions

NOTE: You must make your retirement choice **first**. The morning after you submit your retirement election, your voluntary benefits will open for election.

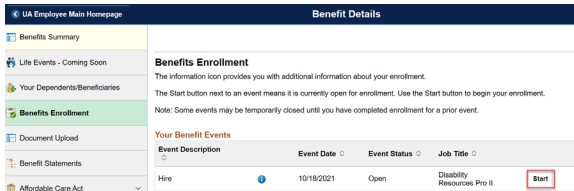
1. Go to **UAccess Employee/Manager Self Service** at uaccess.arizona.edu and login using your NetID and password.

2. Select **UA Employee Main Homepage** from the drop down menu.

3. Click on the **University Benefits** tile.

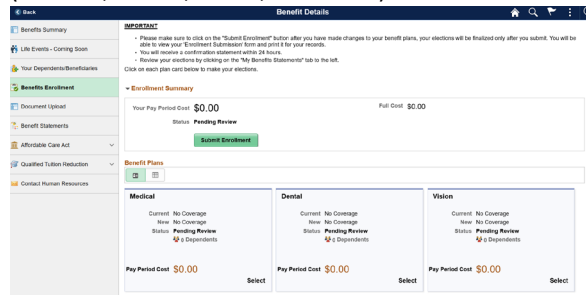


4. Select **Benefits Enrollment** from the vertical toolbar on the left-hand side. You will see a **Your Benefit Events** box.



The event description will be **Hire**. Click the **Start** button.

5. An election is required for each benefit option (medical, dental, vision, and so on).



To begin, click **Select** on the medical plan card.

Click the *Overview of All Plans* link to view costs for each plan.

6. Elect or waive medical by clicking the **Select** button next to the corresponding Plan Name.



7. You may enroll your dependent(s) by selecting the **Add/Review Dependents** button located in the middle of the screen.

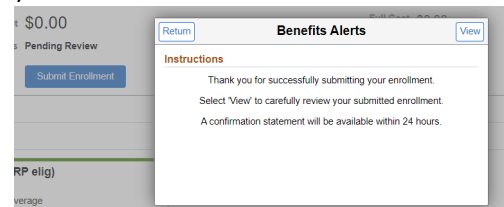
*Please add your dependents and/or beneficiaries before continuing. **Social security numbers are required for all enrolled dependents.***

8. Once you have elected your healthcare vendor and enrolled your dependents, if any, click the **Done** button on the upper right corner. You will then be redirected back to the Benefits Enrollment homepage. A Status of **Changed** and **Pay Period Cost** will display under the corresponding benefit option (plan card).
9. Proceed by clicking **Select** for each voluntary benefit option (plan card). Repeat instructions 5–8 to elect or waive that benefit.

Benefits Enrollment Instructions

You must select Waive for all benefits you do not want to elect or you will not be able to complete your enrollment.

10. After you have made all your benefit elections, click **Submit Enrollment** located on the Benefits Enrollment homepage (under the Enrollment Summary section).
11. A confirmation box will pop up, indicating you have enrolled successfully. Click **View** to access your Submitted Enrollment statement.



Questions? Contact the Division of Human Resources at 520-621-3660 or email hresolutions@email.arizona.edu.