Benefits Enrollment Instructions

Retirement Enrollment Instructions Step 1 – Appointed Personnel

Appointed Personnel 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 Benefits tile.

4. Select Benefits Enrollment from the vertical tool bar on the left hand side.

5. You will see an Open Benefit Events box.

   The event description will be Retirement Election (ORP elig). Click the button.

6. Click the button in the Enrollment Summary section to continue.

7. The ORP Account and Vesting Cert pop-up will appear. Answer the questions to proceed.

8. You will be redirected to the 401a Retirement (ORP elig) page.

   Select an Option

   Here are your available options:

   Select one of the following plans:

   - ASRS Plan for ORP Elig
   - Fidelity ORP Non-Vested
   - TIAA-CREF ORP Non-Vested

   Update and Continue

9. Select your retirement plan by clicking the radio button next to the plan name. Click Update and Continue to continue.

10. Next, you will be asked to confirm your election. Click the button.

11. You will be redirected to the Enrollment Summary landing page. Finalize your enrollment by clicking.

12. Once you are ready to submit your elections, select . On the Submit Confirmation page, select to save or print your enrollment confirmation for future reference. Your confirmation statement will be required if there be any inconsistencies with your enrollment.
If you are enrolling in the Optional Retirement Plan (ORP):
Visit an 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, and click on Arizona University System Optional Retirement Plan hyperlink. Click Register with TIAA and 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.

Classified Staff are required to participate in the Arizona State Retirement System (ASRS). Enrollment in UAccess Self Service is automatic, but you must take action and enroll through the ASRS website.

To enroll, visit the ASRS website. The enrollment code is 69V00040.
1. Go to **UAccess Employee/Manager Self Service** at [uaccess.arizona.edu](http://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 **Benefits** tile.

4. You will see an **Open Benefit Events** box. The event description will be **Hire**. Click the **Select** button.

5. Under the **Enrollment Summary** you will see “An election is required, select ‘Edit’ to continue” under each benefit option: medical, dental, vision, etc.

6. Starting with medical, select the **Edit** button. Click the **Overview of All Plans link** to view costs for each plan.

7. Elect or waive your healthcare vendor by clicking the radio button next to the vendor’s name.

8. You may enroll your dependent(s) by selecting **Add/Review Dependents** toward the bottom of the screen. Please add your dependents and/or beneficiaries before continuing. **Social security numbers are required for all enrolled dependents.**

9. Once you have elected your healthcare vendor and, if applicable, enrolled your dependents, click **Update and Continue**. The final screen will display your chosen vendor and your per-pay period costs. Click **Update Elections** to finalize your benefit plan election.

10. The **Enrollment Summary** landing page will now display your updated coverage status. Proceed by clicking **Edit** on the next voluntary benefit following the steps above. You must select “Decline” for all benefits you do not want to elect or you will not be able to complete your enrollment.

11. After you have made all of your benefit elections, click **Save and Continue** at the bottom of the **Enrollment Summary** page. You will then arrive at the **Submit Benefit Choices** screen. If you want to make any changes to your elections, select **Cancel** to go back and edit your choices.

12. **Once you are ready to submit your elections,** select **Submit**. Your benefit elections are not processed, until you hit “Submit.” On the Submit Confirmation page, select **Confirmation Statement** to save or print your enrollment confirmation for future reference. Your confirmation statement will be required if there be any inconsistencies with your enrollment.

Questions? Contact the Division of Human Resources at: (520) 621-3660 or email [HRSolutions@email.arizona.edu](mailto:HRSolutions@email.arizona.edu).