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.

5. The next screen has two sections. Scroll to the lower section, which reads Benefit Plans. Choose the SELECT button.

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. Choose the Yes or No radio button, then select Accept to proceed.

7. On the following screen, choose the Select button next to the plan you wish to enroll in: ASRS, Fidelity ORP, or TIAA ORP.

8. You will return to the Benefits Enrollment home page. The Benefits Plans section will display Status: Changed.

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

10. A confirmation will pop up, indicating you have enrolled successfully.
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.

5. Under the Enrollment Summary you will see “An election is required, select ‘Edit’ to continue” for each benefit option (medical, dental, vision, and so on)

6. Starting with medical, click the SELECT button.

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

7. Elect or waive your healthcare vendor by clicking the SELECT 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 enrolled your dependents, if any, 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** for the next voluntary benefit in the list. Repeat instructions 7–9 to elect or decline that benefit.

11. After you have made all 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 change any of your elections, select **Cancel** to go back and edit your choices.

11. Once you are ready to finalize your elections, select **Submit**. Your Confirmation Statement will pop up in a new window. Please return to your enrollment and click **OK** to have your confirmation statement emailed to you. Be sure to save or print your enrollment confirmation for future reference. It may be requested if there are any inconsistencies with your enrollment.

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