Benefits Enrollment Instructions

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 Your Benefits Enrollment from the vertical toolbar 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 Edit button in the Enrollment Summary section to continue.

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

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

   - ASRS
   - Fidelity ORP
   - TIAA ORP

   Click Update and Continue to move on.

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

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

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

12. Once you are ready to finalize your retirement election, 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.

   **NOTE:** You must make your retirement choice first. The morning after you submit your retirement election, your voluntary benefits will open for election.
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 dropdown 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 Your Benefits Enrollment from the vertical toolbar on the left-hand side.
5. You will see an Open Benefit Events box.
6. 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)
7. Starting with medical, select the button.
8. Waive coverage or elect your healthcare vendor by clicking the radio button next to the vendor’s name.
9. 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.**

10. 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.

11. 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.

12. 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. Confirm your benefit choices. If you want to change any of your elections, select **Cancel** to go back and edit your choices.

13. 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.