

## ACTION REQUIRED if you have a new SUNY campus employer

**IMPORTANT:** This guide is designed for you if you have changed campuses or are now employed at an additional campus and you have accounts in the **Optional Retirement Program (ORP)** or **SUNY Voluntary Savings Plan (VSP)**, (formerly named Tax Deferred Account (TDA) / Supplemental Savings Account (SRA)).

**It is critical to register your account(s) under your new campus location.**

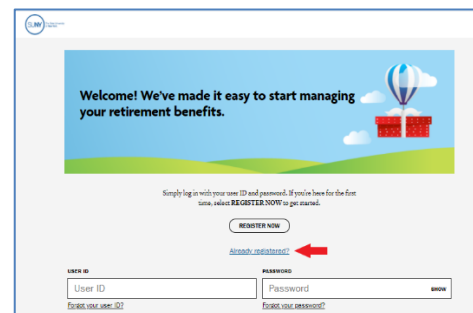
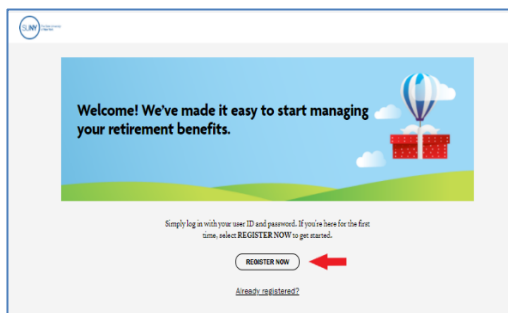
*Failure to do so, may result in outdated employment records and missed contributions.*

1. Create a user ID and password in [Retirement@Work](#) if you have not already done so by selecting **"REGISTER NOW."**

Register now

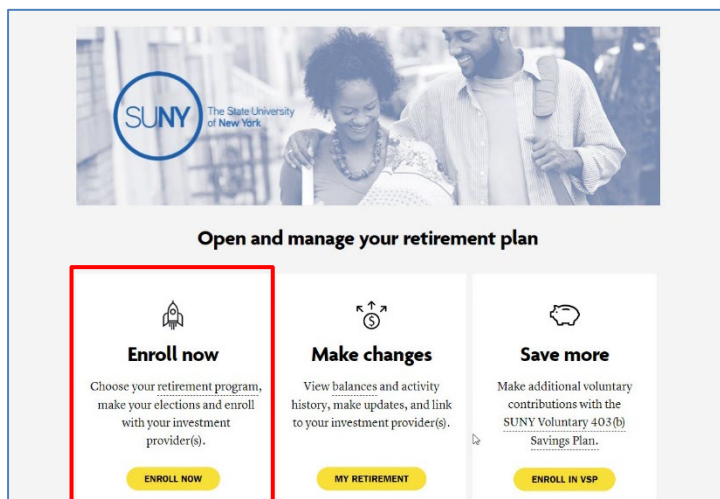
OR

Already Registered

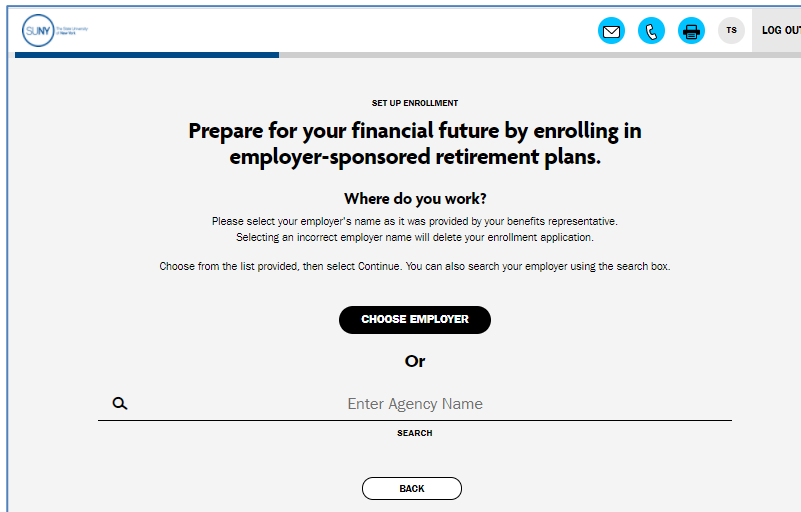


To **REGISTER** your new campus, you need to **RE-ENROLL** in the ORP and VSP

2. ORP Participants: Select **ENROLL NOW**.



- Click on **CHOOSE EMPLOYER** and select your NEW campus.

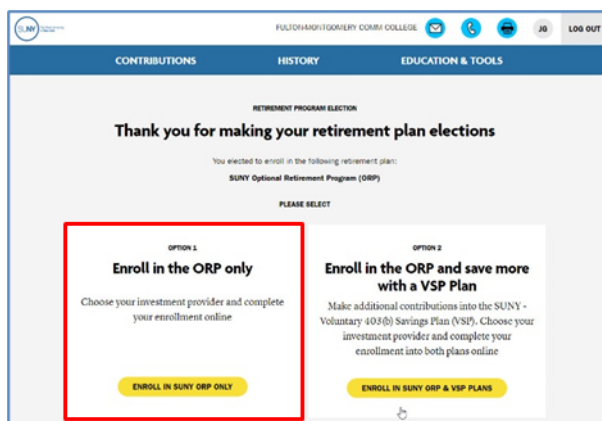
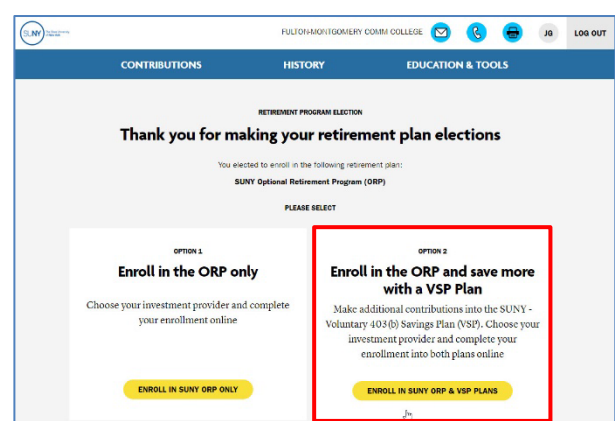


- Next screen: Complete the required fields and select **SUNY Optional Retirement Plan** from the RETIREMENT PROGRAM LIST. Note: The process will appear as if you are enrolling as a new employee.
- Next screen: Two options are available for enrollment – **ORP only** or **ORP and VSP**. Select your preference as shown below.

Enroll in ORP only

OR

Enroll in both the ORP and VSP

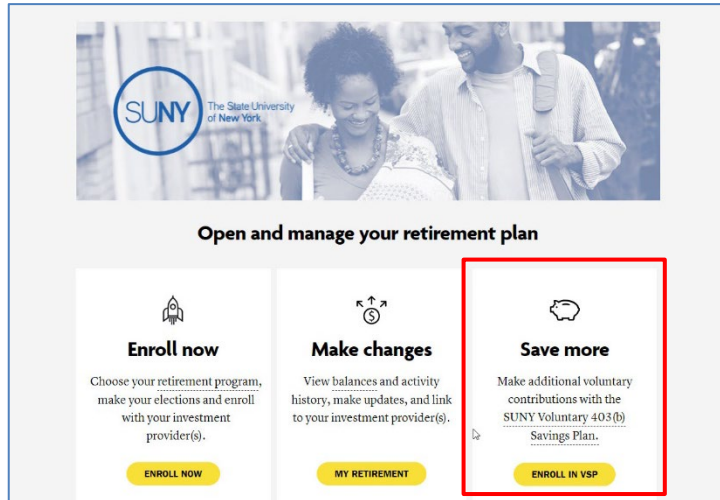



- Complete the registration process by following the prompts or download the guide below for step-by-step instructions:

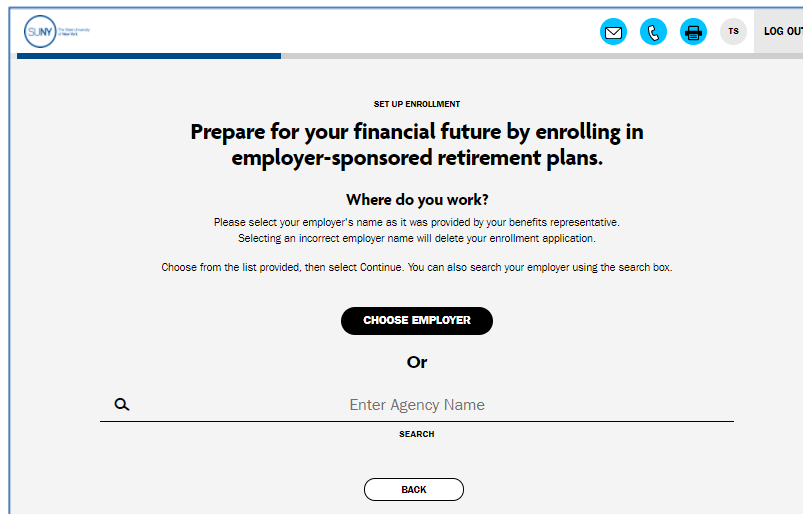
[http://www.tiaa.org/public/pdf/SUNY MVC ORP Enrollment Guide.pdf](http://www.tiaa.org/public/pdf/SUNY_MVC_ORP_Enrollment_Guide.pdf)

## To register your new campus in the VSP, you need to RE-ENROLL

1. If you are enrolling or currently participating in the **VSP only**, once logged in to Retirement@Work (step 1 above), select **ENROLL IN VSP** as shown below.



2. Click on “**CHOOSE EMPLOYER**” and select your **NEW** campus.



The screenshot shows the "SET UP ENROLLMENT" page. At the top, it says "Prepare for your financial future by enrolling in employer-sponsored retirement plans." Below this, it asks "Where do you work?" and provides instructions: "Please select your employer's name as it was provided by your benefits representative. Selecting an incorrect employer name will delete your enrollment application. Choose from the list provided, then select Continue. You can also search your employer using the search box." There is a prominent black button labeled "CHOOSE EMPLOYER". Below this, it says "Or" and provides a search bar with the placeholder text "Enter Agency Name" and a "SEARCH" button. A "BACK" button is also visible at the bottom.

3. Complete the registration process by following the prompts or download the following guide for step-by-step instructions:

[http://www.tiaa.org/public/pdf/SUNY MVC TDA Guide Enrollment Guide.pdf](http://www.tiaa.org/public/pdf/SUNY_MVC_TDA_Guide_Enrollment_Guide.pdf)

**Important:** If you already have an account/contracts with one of the authorized investment providers there is no need to create a new account/contracts unless you would like to choose a new investment provider.