

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Failure to do so, may result in outdated employment records and missed contributions.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 R	egistered
		1944 ^{- 19}	
Welcome! We've made it easy to start managing your retirement benefits.		Welcome! We've made it easy your retirement benefits.	to start managing
Simply by in with your user ID and parament. If you're baes for the first time, when EEE GISTER X000're per cannel.	Simply be in with your one ID and paramond. If works have for the first time, where ELECTIEN NOW to get narrod. (MESSTER NOW)		
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To REGISTER your new campus, you need to <u>RE-ENROLL</u> in the ORP and VSP

2. ORP Participants: Select ENROLL NOW.





3. Click on CHOOSE EMPLOYER and select your NEW campus.

SUN In the county								
Prepare for your financial future by enrolling in employer-sponsored retirement plans.								
Where do you work?								
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.								
		CHOOSE EMPLOYER						
		Or						
	۹	Enter Agency Name						
		SEARCH						
		ВАСК						

- 4. 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.
- 5. Next screen: Two options are available for enrollment **ORP only** or **ORP and VSP**. Select your preference as shown below.

OR

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CONTRIBUTIONS HIS	TORY EDUCATION & TOOLS		CONTRIBUTIONS H	STORY EDUCATION & TOOLS		
RETRIBUTION FROGRAM LILETION Thank you for making your retirement plan elections You exceed to entit in the following retirement plan:			RETREMENT PROGRAM ELECTION Thank you for making your retirement plan elections You exceed to avoil in the following reforment plan:			
SUNY Optional Retirement Program (ORP) PLANE BLECT		SUNY Optional Retirement Program (SRP) PLEASE SELECT				
OPTION 1	OPTION 2		OPTION 1	OPTION 2		
Enroll in the ORP only	Enroll in the ORP and save more with a VSP Plan		Enroll in the ORP only	Enroll in the ORP and save more with a VSP Plan		
Choose your investment provider and complet your enrollment online	Make additional contributions into the SUNY - Voluntary 403(b) Savings Plan (VSP). Choose your investment provider and complete your enrollment into both plans online		Choose your investment provider and complete your enrollment online	Make additional contributions into the SUNY - Voluntary 403(b) Savings Plan (VSP). Choose your investment provider and complete your enrollment into both plans online		
ENROLL IN SUNY ORP ONLY	ENROLL IN SUNY ORP & VSP PLANS		ENROLL IN SUNY ORP ONLY	ENROLL IN SUNY ORP & VSP PLANS		

Enroll in ORP only

Enroll in both the ORP and VSP

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

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.

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		Drenere fer very finencial future by envalling in						
employer-sponsored retirement plans.								
Where do you work?								
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.						
		CHOOSE EMPLOYER						
		Or						
	۹	Enter Agency Name						
		SEARCH						
		ВАОК						

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

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/contacts unless you would like to choose a new investment provider.