



# Arizona State Retirement System

3300 North Central Avenue, Phoenix, AZ 85012  
WWW.AZASRS.GOV  
AskMac@azasrs.gov

## **Online Registration Notice**

### **Action Required!**

As a member of the Arizona State Retirement System (ASRS), your employer is required to deduct required contributions from your paycheck and remit those funds to the ASRS.

To ensure proper accounting and access to your account data, you are required to complete registration with the ASRS via our quick and easy online process. If you have previously registered or enrolled with ASRS through prior employment, please complete this online registration process. This will provide the ASRS with your most recent contact information and allow your new employer to verify your eligibility

Your employer should provide you with details for completing the online registration process, including your employer's unique Enrollment Code.

If you have questions about this important process or need assistance, contact your human resources department.

Upon completion of the online registration process, you will have immediate access to a limited online account where you can designate one primary beneficiary.

After your employer verifies your eligibility and your first contribution has posted, you will have a full service online account where you can:

- ✓ Access your ASRS retirement account information 24/7
- ✓ Add additional beneficiaries to your account, ensuring your benefit is passed on to whom you want
- ✓ Change or update your address, phone number and email address, ensuring we'll be able to keep you informed about your retirement benefits
- ✓ See your projected retirement dates, and estimates of your future pension benefits
- ✓ Receive electronic communications from the ASRS, including our quarterly E-Newsletter

Failure to complete the Online Registration will result in:

- x Preventing you access to your account information online and through the ASRS Member Services Advisory Center
- x Preventing you from adding beneficiaries to your account, complicating payment of benefits to your survivors
- x Preventing future distribution of your money to you or your survivors
- x Not receiving important communications from the ASRS about your benefits