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 required to register your account(s) under your new campus location.**
> *Failure to do so, may result in: duplicate contributions in the same pay period, outdated employment records, missed contributions or potentially cancel your ongoing contributions.*
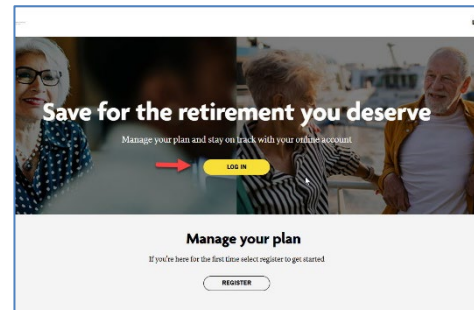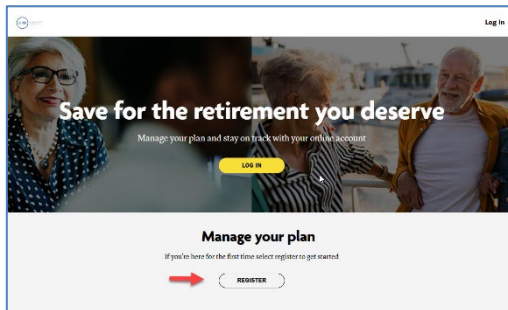>
> *It's also important to verify you are only enrolled with your new campus. See page 4 for instructions to verify you're not enrolled with multiple campuses.*

1. Create a user ID and password in Retirement@Work if you have not already done so by selecting "**REGISTER**."
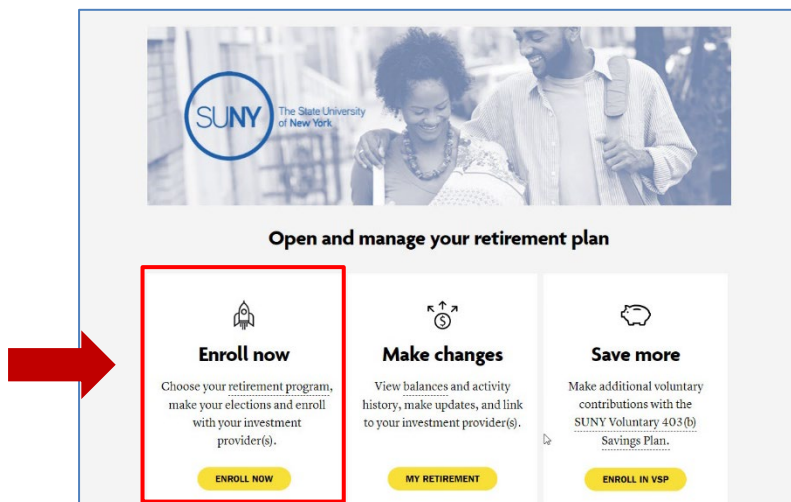
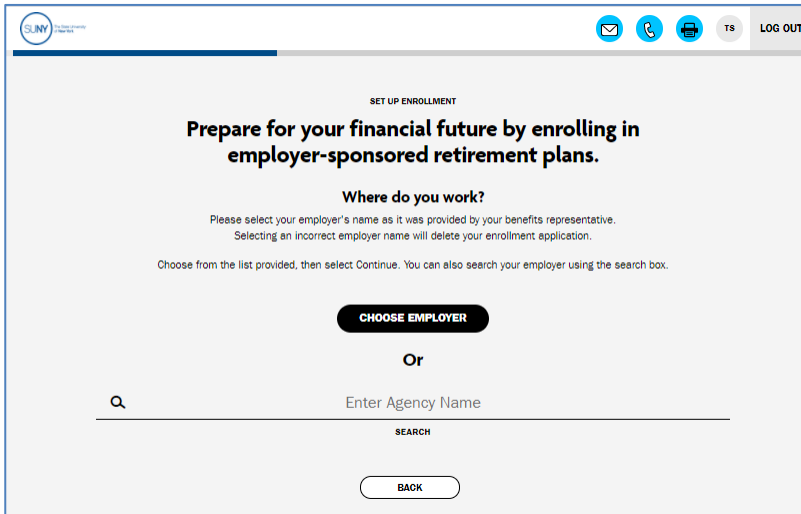Register   OR   Log in if already registered

To REGISTER your new campus, you need to RE-ENROLL in the ORP and VSP (403(b))

2. Optional Retirement Program Participants: Select **ENROLL NOW.**

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

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.

Enroll in ORP only   OR   Enroll in both the ORP and VSP
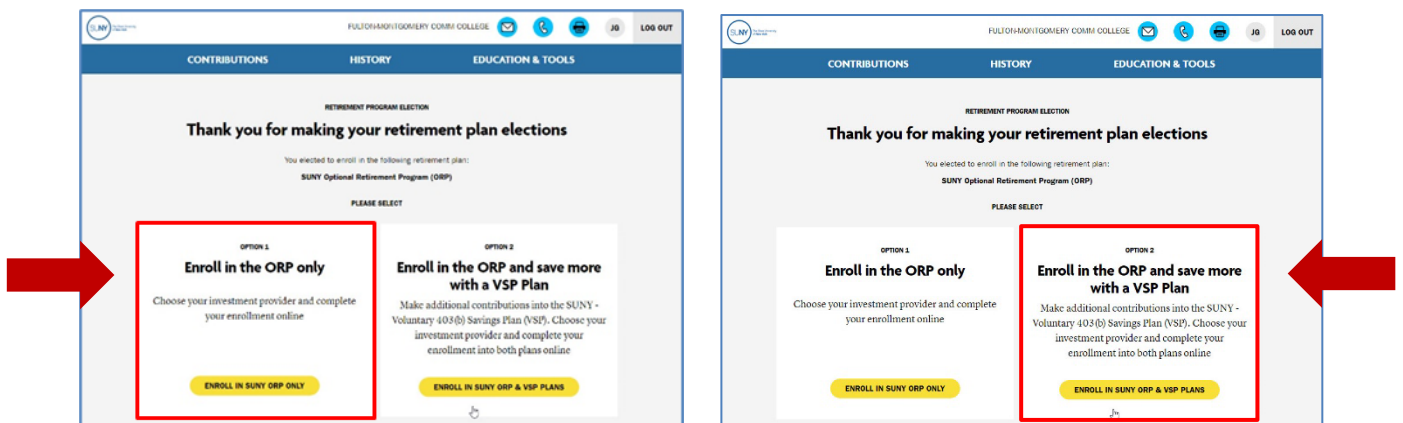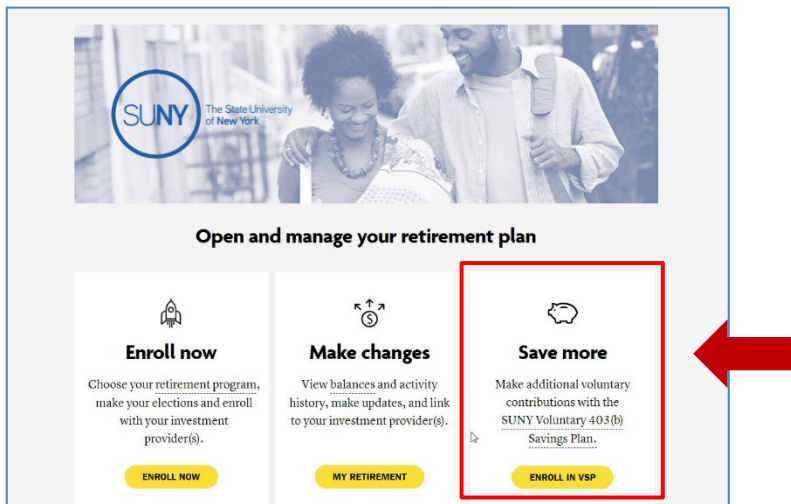

6. Complete the registration process by following the prompts or download the guide below for step-by-step instructions:
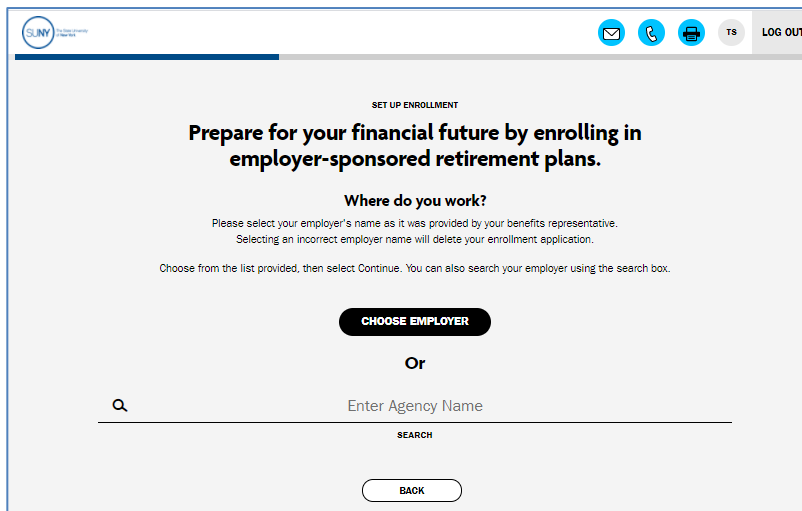   http://www.tiaa.org/public/pdf/SUNY_MVC_ORP_Enrollment_Guide.pdf

To register your new campus in the VSP (403(b)), 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.

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

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.

4. **Verify you are only enrolled with your current campus.**
   Once enrolled with your new campus, **log back in to Retirement@Work** or click "**Back to home**" if you're still logged in and choose "My Retirement" under Make Changes. If you see two active employers listed, you will need to **stop the contribution from your old campus**. To do this, choose your previous campus (an example is shown below) by clicking "Continue."
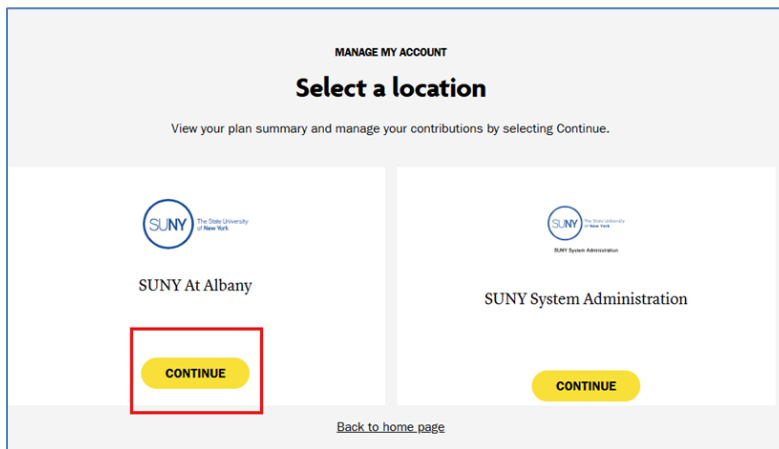
Select "Contributions" tab.
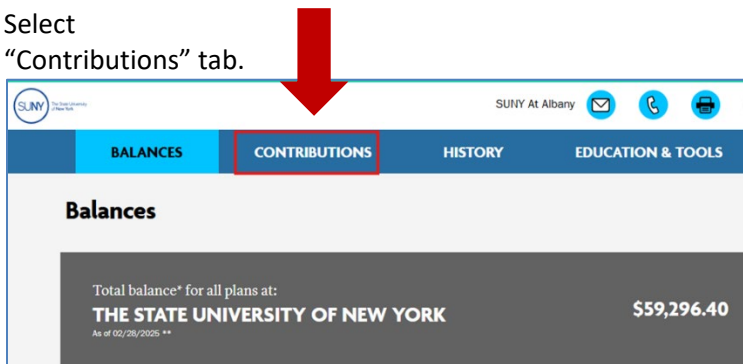
Finally, click the link for "**Stop voluntary contributions**," accept the Terms & conditions then click the "Stop contributions" button. This will ensure your new campus election is the only active one.