

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.

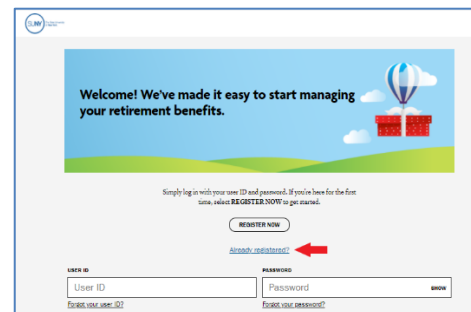
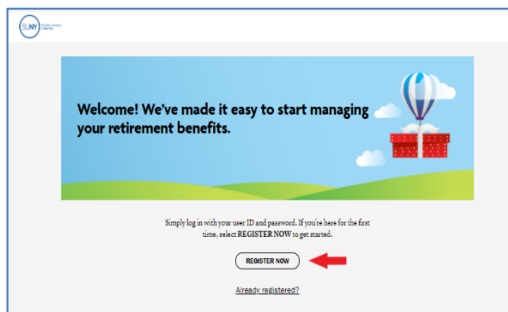
Failure to do so, may result in outdated employment records and missed contributions.

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

Register now

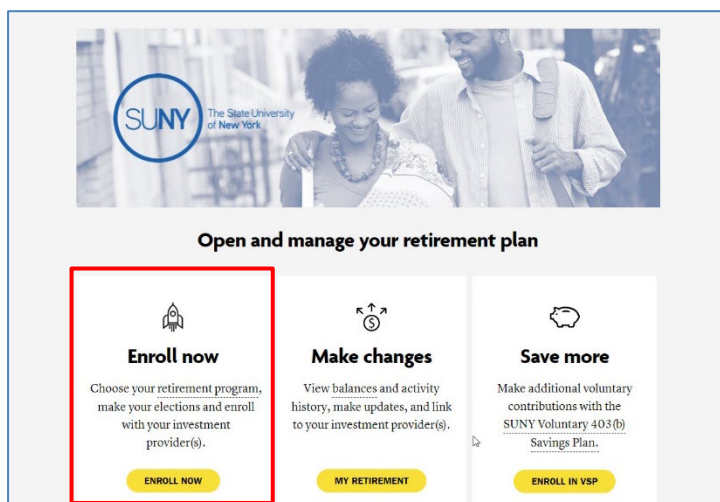
OR

Already Registered

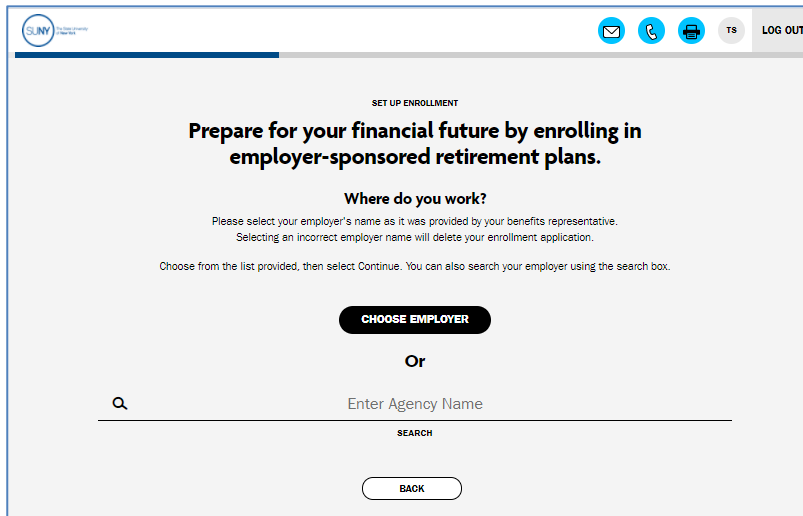


To REGISTER your new campus, you need to RE-ENROLL in the ORP and VSP

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



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

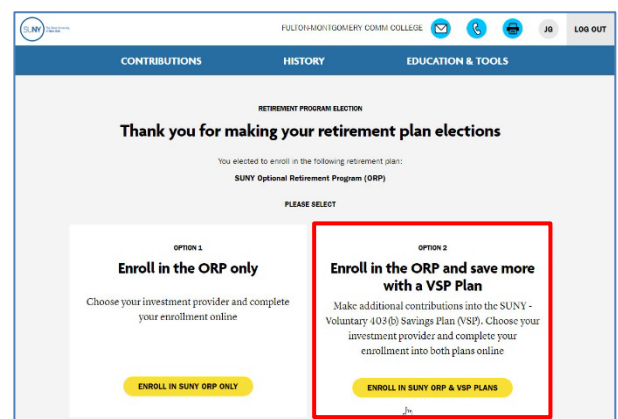
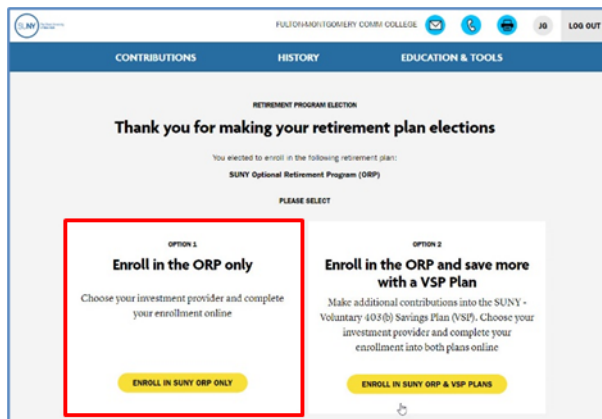


- Next screen: Complete the required fields and select **SUNY Optional Retirement Plan** from the RETIREMENT PROGRAM LIST. Note: The process will appear as if you are enrolling as a new employee.
- Next screen: Two options are available for enrollment – **ORP only** or **ORP and VSP**. Select your preference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

Enroll in ORP only

OR

Enroll in both the ORP and VSP

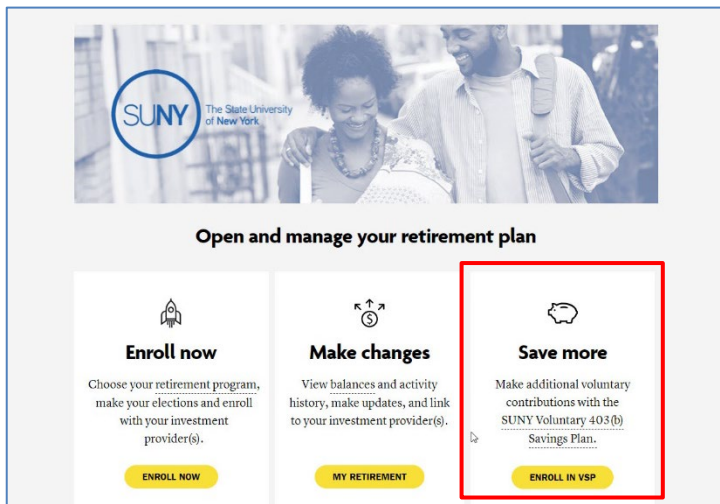


- Complete the registration process by following the prompts or download the guide below for step-by-step instructions:

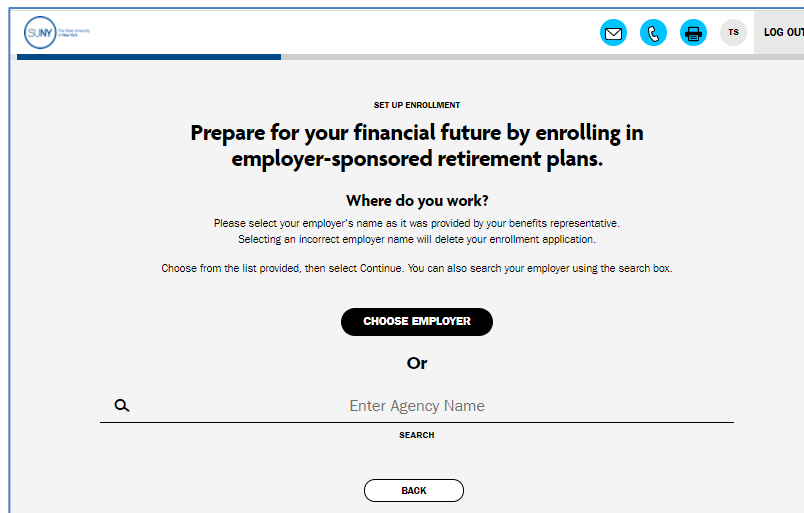
[http://www.tiaa.org/public/pdf/SUNY MVC ORP Enrollment Guide.pdf](http://www.tiaa.org/public/pdf/SUNY_MVC_ORP_Enrollment_Guide.pdf)

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.



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