You must complete these FOUR STEPS immediately after you are hired or become eligible for benefits.

**STEP 1 ACTIVATE YOUR ID**

**NEW HIRES:** Activate your ASURITE User ID at asu.edu/asurite  
**MORE INFO:** Call the ASU Help Desk at 480.965.6500

**STEP 2 RETIREMENT ENROLLMENT (within 30 days)**

LEARN about your retirement program: cfo.asu.edu/hr-benefitsenrollment  
**INSTRUCTIONS:** cfo.asu.edu/hr-enrollmentpackets

- Faculty, Academic Professionals, Administrators and University Staff Category 02, 03 or 04 must elect to participate in either the Arizona State Retirement System (ASRS) or the Optional Retirement Plan (ORP).

**IMPORTANT NOTE:** Your election is **IRREVOCABLE** for the duration of your continuous employment in the Arizona University System, as long as you remain employed in an ORP-eligible position. Failure to elect a mandatory retirement plan during your 30-day enrollment period will result in forfeiture of your option to participate in the ORP and default participation in the ASRS, which may include retroactive contributions.

- **Faculty, Academic Professionals, Administrators and University Staff Category 02, 03 or 04** must elect to participate in either the Arizona State Retirement System (ASRS) or the Optional Retirement Plan (ORP).
- **Faculty, Academic Professionals, Administrators and University Staff Category 02, 03 or 04** must elect to participate in either the Arizona State Retirement System (ASRS) or the Optional Retirement Plan (ORP).

**STEP 3 BENEFITS ENROLLMENT (within 30 days)**

COMPARE your benefit plan options: cfo.asu.edu/hr-benefitsguide  
**LEARN about your healthcare plan options:** cfo.asu.edu/hr-health  
**INSTRUCTIONS:** cfo.asu.edu/hr-benefitsenrollmentpackets

**IMPORTANT NOTE:** Failure to enroll within the 30-day enrollment period **waives your right to enroll** in health, life, and disability plans until the next Benefits Annual Open Enrollment period or until you have a Qualified Life Event.