Arizona State Retirement System (ASRS) Enrollment

ASRS - Arizona State Retirement System
Online Enrollment Instructions

The ASRS provides for lifelong retirement income and is a valuable benefit that is part of your overall benefit package as an employee at Maricopa County. It is vital that you enroll as soon as possible so that contributions that have been deducted from your paycheck are properly applied to your retirement account. Maricopa County is now utilizing a paperless process for enrolling employees into the ASRS system.

To learn more about the Arizona State Retirement System, please visit their website at
http://www.azasrs.gov

To begin the process you will need to access the following web page:
https://www.azasrs.gov/web/EnrollOnline.do

Online Registration

Access Agreement

Welcome to the Arizona State Retirement System (ASRS) Member Web Account. Please read the entire agreement below and then click on the accept button if you accept the terms of this agreement.

Agreement:

1. As a member of the ASRS, I acknowledge that I am creating this account as the authorized user.
2. I understand any unauthorized access is not permitted.
3. I have read the ASRS Privacy Policy and I understand the terms regarding the collection and use of my Personal Identifiable Information (PII).
4. I agree to protect my personal online assets by not revealing my password to anyone.
5. I will change my password regularly and contact the ASRS if an unauthorized person gains access to my password or if I discover any unauthorized activity.
6. I will not leave my computer unattended while in the middle of a session and will use the secure Log Off when I have completed my visit.

Disclaimer:

Although the ASRS strives to provide timely data, the ASRS does not guarantee the accuracy, reliability or timeliness of information on the ASRS website. The ASRS will not be responsible or liable for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information. The information on this website may have been derived from other sources and could be reviewed by the ASRS for eligibility and accuracy throughout the duration of the account. If you notice any data that appears to be incorrect, please notify the ASRS. It is your responsibility as the member to update your personal information.

| I agree | I do not agree |

You need to read the statement and either agree or disagree.

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Once you agree to the terms then a new window will pop up that is a secure place for you to enter your information.

New employee with previous ASRS enrollment

As a current ASRS member, an ASRS account has already been created for you. However since you are a new employee with Maricopa County you will still need to enroll in the Arizona State Retirement System (ASRS) with your new employer Maricopa County. Enter the top three fields and enter Maricopa County Region Code **7EY00042**, then click **Continue.**

Select **Maricopa County** and click **Enter**.

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Below is a screen shot of the required information this is notated with a red asterisk. Please **note** an email address is not indicated as a required field however this is **necessary** and **required** for notification of enrollment and **must** be entered. **Note: An Email address must be entered**

Enroll Online   **SAMPLE**

Continue your enrollment by filling out the information below.

The ASRS collects personal demographic and contact information from members in order to reach you regarding your account balance, as required by statute, to keep you informed about your retirement plan, and to properly evaluate the fund (which affects contributions rates). Be sure to provide an email address.

Fields marked with an asterisk(*) are required. Use the **Tab** key instead of the **Enter** key to move through the fields.

If you are unable to **Confirm** your information please contact your HR department.

First Name *		SSN *		###-##-####
Middle Initial		Date of Birth *		mm/dd/yyyy
Last Name *		Gender *	○ Male ○ Female	
		Marital Status *	Select ▾	

Contact Info

Home Phone *

Business Phone

Email Address

Re-enter email address

☐ I do not have an email address

Primary Mailing Address

Care of			
Address *		City *	
		State *	AZ - ARIZONA ▾
		Zip / Postal Code *	

Secondary Mailing Address

Care of			
Address		City	
		State	AZ - ARIZONA ▾
		Zip / Postal Code	

Confirm ⟵ **Select Confirm**

Disclosure of your Social Security number is mandated by Section 6109 of the Internal Revenue Code. The ASRS will use Social Security numbers only to obtain information about an individual's ASRS account and to inform the Internal Revenue Service of distributions and withholdings with respect to the individual's account.

Upon clicking Confirm the information you entered will populate to your screen.   You are provided one more opportunity to make changes to the online form. To make a change select "Make a Correction". The Online Registration form will populate for your review continue to make the any necessary changes and select Confirm.

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The information will populate to your screen verify that it is correct and select "Send to Employer" and the information will be routed to Human Resources for release.

Note you **MUST** complete the enrollment process or your information will **NOT** be submitted.

You will receive an email alerting you that the enrollment was completed and you must designate a beneficiary. Once you receive this email it will contain vital information to assist you in completing the beneficiary process. (See Designating Your Beneficiary)