After electing the State System ARP group retirement plan, go to Retirement@Work® where you can:

- Review important plan documents
- View the list of available investment choices across ARP vendors
- Manage your preferred retirement plan vendor(s) across plans
- Link to the investment vendor’s website to complete your ARP investment account and designate your beneficiaries
- View retirement plan balances across plans and investment vendors
- Access tools and resources for planning
1. Access the State System Retirement@Work portal

Visit [www.passhe.edu/retirement](http://www.passhe.edu/retirement) and go to the Retirement@Work link location. Select Retirement@Work. If prompted, log in or register for access.

**Note:** If this is your first time using the site, you will need to register for access. Click Register and follow the prompts to enter your personal and security information. Once registered, you can take advantage of all the site has to offer.

2. Set up and manage your contributions

Click Set Up Contributions.

Returning users: Click the CONTRIBUTIONS tab at the top of the screen, then click Manage Contributions.

**Note:**
If you have more than one employee personnel number because you are employed in more than one position, the summary will show each position separately. For example, each position will be listed as:
State System Personnel #1
State System Personnel #2
State System Personnel #3
3. Select investment vendors

You initially chose an investment vendor with your ARP retirement plan election through the State System Employee Self Service portal. However, you may choose to invest with both TIAA and Fidelity by selecting a percentage of your contribution to each vendor. Enter the percentage you wish to allocate to each vendor. Ensure your total equals 100 percent.

Option 1: No voluntary plan

If you don’t want to contribute to the voluntary TSA plan, you may choose the No additional voluntary contributions option button. You will be asked to confirm this election to proceed without contributing to the TSA plan. Continue with Step 3.

Option 2: With voluntary plan

If you want to also contribute to the voluntary TSA plan, enter the amount you want to contribute to the TSA voluntary plan per pay period and when you want contributions to start. You have the option to contribute a percentage or dollar amount. Click NEXT.
4. Review your contributions

Check to be sure your desired selections are reflected in the summary. If they are not, click the Edit button to make changes.

Once your selections are shown, review the “Terms and Conditions,” check the box, then click Confirm. The next page will confirm that your elections were submitted.

5. Open your investment account(s) and select investments

Click the name of each vendor you selected to open an account with them (if you do not have one already) and select your investments by plan. You will exit Retirement@Work and be taken to each vendor’s website to complete this task. If you selected more than one vendor, you must return to this page to click each vendor’s name to complete the process.

TIAA
Clicking the TIAA button will take you directly to TIAA’s enrollment site.

If you do not already have an account at TIAA, you will need to set up your account and choose your investments. Once on the TIAA site, click Continue and follow the prompts.

If you already have an account at TIAA, you will be directed to your account on the TIAA participant website.

Fidelity
Clicking the Fidelity button will take you directly to Fidelity’s participant website.

If you do not currently have an account at Fidelity, you will need to click Register at the top of the screen and follow the prompts to open an investment account.

If you already have a Fidelity account, select Log in at the top of the Fidelity State System home page and enter your username and password.

Need help? We’ve got you covered.

Site support
Call Retirement@Work at 844-567-9090, weekdays, 8 a.m. to 10 p.m. (ET).

Advice and education
You can get help deciding how to create the right investment mix with your chosen investment vendor(s), over the phone or in person.

- TIAA: 800-842-2252
- Fidelity Investments: 800-343-0860

General plan questions
Contact your University Human Resources office.

Learn more
Visit www.passhe.edu/retirement.