



## NEWLY HIRED RETIREMENT SYSTEM MEMBERS

As a newly hired Retirement System Member, you will have online access to your retirement information and the benefits available to you. It is important that you access your account to designate your beneficiary for the employee death benefit and for a return of contributions in the event of your death prior to retirement. You can complete your beneficiary designations through ORBIT (Online Retirement Benefits through Integrated Technology), which provides secure, online access 24 hours a day.

To designate your beneficiaries, please visit the NC Retirement System web page at [www.myncretirement.com](http://www.myncretirement.com), and then click on ORBIT on the right-hand side of the page. This will take you to the log in page where you can register for your account, if you have not already done so. After you register and are logged in, you will then come to the ORBIT welcome page for your personal account. There will be several links on the page to choose from ... you will need to choose "View Account Summary." This is where you will designate your beneficiaries. ***It is very important that you complete this part.***

Member ID:

After payroll is processed we will assign you a Member ID. To protect your personal information and limit the display of Social Security numbers on retirement-related communication, your Member ID will be the number you will use when you correspond with the Retirement System Office. Retirement counselors are available at (1-877-627-3287) from 8:00 am – 5:30 pm, Monday through Friday.