## **Online Retirement Application Process**





**Start Your** 

**Online** 

Retirement

**Application** 













Get an **Estimate** of Your Retirement **Benefits** 

your application.

This is the perfect If you're a member of place to start if you're TSERS or LGERS, you not sure whether can start your online you're ready to retire application when and don't want to tell you're about 120 your employer that days from your you're thinking of desired retirement retiring just yet. Log date. In Step 1, your in to ORBIT to get a intent to retire is customized estimate made official, so of what you could make sure you receive each month inform your at retirement. Then, employer before you can decide when starting your online you're ready to start application.

Retirement Analyst/ **Employer Verify Your** Data

After clicking "Submit" in Step 1, an analyst will work with your employer to confirm your years of service, salary and any unused sick leave you may have. You'll receive an email when it's time to start Step 2. You'll also receive an email about options for any NC 401(k), NC 457 or NC 403(b)

funds you may have.

**Make Your** Retirement **Benefit Selections** 

In Step 2, you'll make all the big decisions: • Decide if you want another person to receive monthly payments after your death (you'll be able to recalculate to see how a different beneficiary affects your payments) • Determine your tax deductions

- Elect beneficiaries
- for other important retirement benefits

**Submit All** Required **Documents** 

Once all required After you finish Step 2, you'll immediately documents have start Step 3 where been received, a you will be asked to upload needed will review documents. A full list everything you've of all the documents we need from you process your will be provided in completed Step 3. If you would prefer to fax or mail in copies of your documents, you'll see or documents are instructions for that needed.

as well.

Retirement **Analyst Processes** Your **Application** 

retirement analyst submitted and will application. You will be notified by email if additional details

You Are **Notified that** Your Retirement is Approved!

Make Your Health Benefit **Decisions** 

Congratulations! The confirmation Your retirement email you receive will application has been include details about approved! At this your auto-enrollment point you'll receive in the State Health an email confirming Plan. If you want to disenroll from your retirement. It's time to celebrate! coverage or want to Your first monthly add dependents, you retirement payment have 30 days to will be sent in the make that decision. form of a paper You will also receive check. Each payment information about after the first one will supplemental dental, be direct deposited vision and identity into your account. theft protection available through Pierce Insurance.



