

Enrolling in the Optional Retirement Program (ORP)

As an employee of the Commonwealth of Massachusetts, you must enroll in either the **State Employees' Retirement System (SERS)** or the **Optional Retirement Program (ORP)** before you can be entered in the Payroll system. If you choose to take advantage of the 180-day ORP enrollment period, you must temporarily enroll in the State Employees' Retirement System and you may transfer your contributions to your ORP account upon enrollment in the ORP.

IF/WHEN YOU CHOOSE TO ENROLL IN THE ORP, YOU MUST COMPLETE THE FOLLOWING FOUR STEPS:

1. **Choose an ORP provider.** Information on the available providers is available at www.mass.edu/orpenrollment.
2. **Establish your provider account online** by going to the ORP Enrollment Center at www.mass.edu/orpenrollment and, upon completion of that process, **print the confirmation page** *that shows you have enrolled on a Massachusetts ORP.* (Please note that you must open a new provider account specific to the ORP *even if you already have an account with that provider.*)
3. **Complete the Department of Higher Education enrollment forms** (ORP Enrollment/Change Form, Standard Insurance Form, and Form SSA-1945) which are included in your Enrollment Guide or may be downloaded from the ORP website.
4. **Return the Enrollment Forms with a copy of the confirmation page** from step 2 to Human Resources, 325 Whitmore Administration Building before the end of your enrollment period.

Notes:

- If you are establishing an account with TIAA, you will be required to enter the access code MU87.
- If you are establishing your account prior to your hire date and encounter an error, you may use the current date. This will not impact the effective date of your contributions.

An overview of the Optional Retirement Program and complete instructions for enrollment are included in the Enrollment Guide that has been provided to you. If you have any questions, you may contact your Benefits Administrator at 413-545-6113 or the Massachusetts Department of Higher Education at 617-994-6976.