

## **ORBIT REGISTRATION FOR THE STATE RETIREMENT SYSTEM**

1. GO TO [WWW.NCTREASURER.COM](http://WWW.NCTREASURER.COM)
2. POINT YOUR CURSOR TO RETIREMENT
3. POINT YOUR CURSON TO ORBIT
4. CLICK ON REGISTER
5. TYPE IN SOCIAL SECURITY NUMBER AND BIRTH DATE
6. TYPE IN ZIP CODE
7. TYPE IN REQUESTED USER ID (WHAT YOU WANT THE SYSTEM TO IDENTIFY YOU AS)
8. TYPE IN NEW PASSWORD AND RETYPE PASSWORD(SEE PASSWORD HELP AS THERE ARE RULES FOR THE PASSWORD)
9. ANSWER CHALLENGE QUESTIONS. THE SYSTEM SHOULD THEN BE ABLE TO LOG YOU IN.

**PLEASE NOTE: ONCE NEW EMPLOYEES ARE REGISTERED WITH THE STATE RETIREMENT SYSTEM, THEY WILL BE SENT A BENEFICIARY FORM FROM THE STATE RETIREMENT SYSTEM. IT IS IMPERATIVE THAT THIS FORM BE COMPLETED, NOTARIZED, AND SENT BACK INTO THE STATE RETIREMENT SYSTEM. YOU SHOULD KEEP A COPY OF THIS INFORMATION FOR YOUR RECORDS.**