



## ASRS (Arizona State Retirement System) Personal Online Account

The ASRS mandates that all employee changes (name, address, beneficiary, etc.) must be performed on your personal online account. ASRS has also stopped mailing out annual employee statements. Therefore, it is important for all employees to open a personal account in order to update information and view contributions. Please find instructions on how to open a personal online account below.

### **Step 1**

Go to [www.azasrs.gov](http://www.azasrs.gov)

### **Step 2**

Click on Register/Login tab which is located under the *I Want To..* section and the following screen will appear.

### **Step 4**

Click on First Time Registering link.

### **Step 5**

Click on the Register for Secure Account Access link to start the registration process.

### **Step 6**

Once you have completed the review for the Access Agreement select “I Agree” to continue the registration process.

### **Step 7**

Complete all the required fields. Make sure you also provide a valid e-mail address. Note: If any information you provide does not match ASRS records or is not on file, you may receive an “Unable to Verify” message.

### **Step 8**

Complete the security questions.

### **Step 9**

After completing your registration –you will receive an e-mail with a link to “activate” your account. Click on the link provided in the e-mail and follow the instructions. You will have 14 days to activate your account or it will be necessary to restart the registration process.

### **Step 10**

**Final Step:** Check your assigned beneficiary, address, etc. If a beneficiary is not properly assigned, funds may be held in probate or delayed when requesting a refund.

**If you are unable to register, send an email to [AskMAC@azasrs.gov](mailto:AskMAC@azasrs.gov) or call member services at (800) 621-3778.**