

## ASRS ENROLLMENT STEPS

### Step One - Enroll

1. From the public ASRS website (link above), click "**Register/Login**" and then "**First Time Registering**"
2. In order to continue the registration process you must review and agree to the ASRS Access Agreement.
3. Provide information requested and Enrollment Code "**2MR00015**" click "**Continue**"
4. Choose "**Pima County**" from the drop-down menu and click "**Enter**"
5. Enroll by providing your demographic data and click "**Enter**"  
**Note:** Messages will appear if a required field is missing information
6. Review the information, if correct click "**Continue**"



an official digital communications portal of the ASRS



**Arizona State Retirement System**  
return to the ASRS public website

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### Online Registration

You are now in a secure session.

	Last Name:	<input type="text"/>
	Social Security Number: (xxx-xx-xxxx)	<input type="text"/>
	Date of Birth: (MM/DD/YYYY)	<input type="text"/>
Have a code from your employer? Enter it here. Otherwise, continue without it.	Enrollment Code:	<input type="text"/>



If you are here to register for secure access to your existing ASRS account, enter the top three fields and click 'Continue'. The last name we have on file for you could be a few years old. If your current last name does not work please try any previous last names you have used.

If you have an Enrollment Code from your employer, enter the code and click 'Continue'. If you do not have an Enrollment Code, that's okay. It's only for employees who just started with a new employer.

If you are unsuccessful during the registration process, please [Contact Us](#).

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## Step Two - Register for Secure Account Access

1. Enter your email address and create your Login ID and Password
2. Once your email address is verified, you will have access to a limited access online account where you can name a primary beneficiary.



Arizona State Retirement System  
return to the ASRS public website

### Member Login and Online Registration

Secure access to your Arizona State Retirement System retirement account is both easy and safe. When logged in, you can review your detailed balances, see your projected retirement date, run custom benefit estimate scenarios, file for refund or retirement, and much more!

Please note:

- **Need help logging in?** Resetting and/or unlocking your account access is easy! If you have forgotten your Login ID and/or password, click the [Having Trouble Logging In](#) link to reset your secure access. To assist you along the way, watch this video: [Help on Unlocking Your Account](#)
- **Heightened security:** When you log in, you may be prompted to update your password, Login ID or both to make them more secure.
- **Attention! New ASRS members:** If you were directed to this page by your employer, and were given an Employer Enrollment Code, click on the [First Time Registering](#) link to enroll and get access to your retirement account. Check with your employer if you have questions about this process.

Click the  icon for tips to assist you along the way.

 Login ID

 Password

[Having Trouble Logging In?](#)

[First Time Registering?](#)

If you are an **employer representative** user, please refer to the registration instructions found on our [Employer Login and Registration Page](#).

## Step Three - Eligibility Verification

Once ASRS verifies your eligibility with Pima County and you begin contributing, the limited online account will convert to a full service account.