

## To Register in ORBIT:

1. Go to [www.myncretirement.com](http://www.myncretirement.com) and click on the **Orbit login** button
2. To register as a new user select **Register**
3. On the next screen, enter your **social security number** (no spaces and no dashes)
4. Enter your complete **date of birth** (using slashes mm/dd/yyyy)
5. Click **NEXT**
6. You will then be asked to enter your **5-digit home zip code**
7. Click **NEXT**
8. You will now be asked to create a **user ID** and **password** to access your account. You will also choose and answer a **secret question** and then enter your **e-mail address**. The Retirement System uses e-mail to send you information and updates – this step is important.
9. Click **NEXT**
10. You will see the Welcome screen
11. Click on View Account Summary
12. **Proceed with directions for naming beneficiaries for Return of Contributions as well as for the Death Benefit.**

*Should you ever forget your User ID or Password, you can re-register.*

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(When e-mailing include name, date of birth, last 4 digits of ssn or ORBIT ID number)