

## Work smart, retire smart.

### State Optional Retirement Program (State ORP)

Administered by MassMutual®



## MassMutual — A State ORP Service Provider

Congratulations on your new position. Saving for your retirement is an important decision and MassMutual, one of the State ORP service providers, is here to help you!

As you may know, you only have 30 days from your date of hire to select your retirement plan.

You have the opportunity to select the State Optional Retirement Program (State ORP) at this time. If you do not make a selection within the 30 day time period, you will automatically become an irrevocable member of the South Carolina Retirement System (SCRS).

To make your selection, you must complete the online enrollment process through the South Carolina Public Employee Benefit Authority (PEBA) Electronic Enrollment Services (EES) system. Your employer will be able to assist you with this process. State agency employees must complete an enrollment form, please see your HR department for more information.

**Once you select MassMutual and have enrolled online through the PEBA EES system, MassMutual will create an account for you.**

Next, follow these 3 easy steps:

#### 1. Access your account

- Visit [www.MassMutual.com/scorp](http://www.MassMutual.com/scorp)
- From the home page, click **Register for Online Access**
- Create your account with your email, password and phone number (for verification)

#### 2. Select Your Investments

- Go to the **My Account** drop-down menu and click **Investment Selection** under the *Moving Money Around* section
- Choose the investment strategy that is right for you

#### 3. Complete the Beneficiary Information

- Go to the **My Account** drop-down menu and click **Personal Info** under the *Everything Else* section
- Select **Add Beneficiary**

If you prefer to make selections using paper forms, you may download these immediately at [www.MassMutual.com/scorp](http://www.MassMutual.com/scorp) in the **Forms** section. Or, MassMutual will automatically mail you the investment selection and beneficiary forms once we are informed by PEBA of your State ORP selection.

Return your forms either by fax or email:

**Fax:** 816-701-8005

**Email:** [rscsoprocessing@MassMutual.com](mailto:rscsoprocessing@MassMutual.com)

**Our Participant Education Consultants are available to help you:**

- Research investment options
- Access financial wellness tools, calculators, and educational articles
- Understand the mobile app and website
- Download forms

**GRETA D. WALDRON BUTTS**

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**HUGH KINLAW**

**Phone:** 413-209-2128

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You may also call the Participant Information Center at **800-743-5274**, Monday thru Friday 8 a.m. — 8 p.m. ET.