To Register in ORBIT:

1. Go to 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.

Retirement Systems Division
325 North Salisbury Street
Raleigh, NC 27603
Fax: 919-508-5350
Phone: 919-807-3050
1-877-627-3287

Website: www.myncretirement.com
E-mail: nc.retirement@nctreasurer.com
(When e-mailing include name, date of birth, last 4 digits of ssn or ORBIT ID number)