

ACTION REQUIRED if you recently moved from one NYS or NYC agency to another

IMPORTANT: This guide is designed for you if you have changed agencies or are now employed at an additional agency with NYS or NYC and you have accounts in the **New York State Voluntary Defined Contribution Plan (NYS VDC)**.

It is critical to register your account(s) under your new NYS or NYC agency.

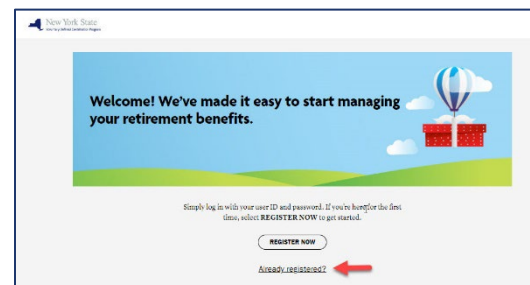
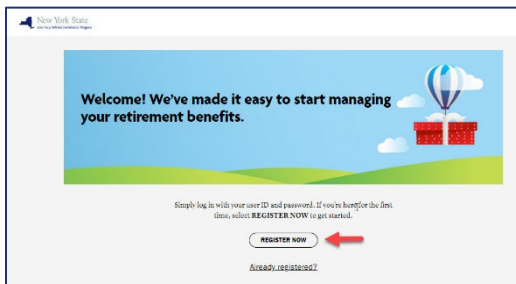
Failure to do so, may result in outdated employment records and missed contributions.

1. Create a user ID and password in [Retirement@Work](#) if you have not already done so by selecting **“REGISTER NOW.”**

Register now

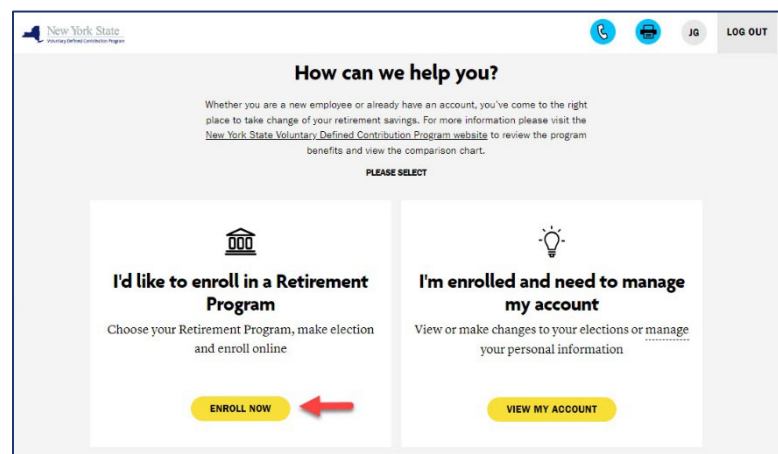
OR

Already Registered



To REGISTER with your new agency, you need to RE-ENROLL in the NYS VDC

2. NYS VDC Participants: Select **ENROLL NOW**.



Retirement@Work Help Line
1-866-271-0960

RETIREMENT@WORK

3. Select *New York City Agency* or *New York State Agency* then click on **CHOOSE EMPLOYER** or use the **SEARCH tool** to begin typing your agency name to select your **NEW NYS** or NYC agency.

The screenshot shows the 'SET UP ENROLLMENT' page. At the top, there is a navigation bar with the New York State logo, a 'LOG OUT' button, and icons for email, phone, and a bus. The main heading reads 'Prepare for your financial future by enrolling in employer-sponsored retirement plans.' Below this, a section titled 'Where do you work?' asks the user to search for their employer's name. A sub-heading 'Select City or State to see a list of employers' is followed by a note: 'Choose from the list provided, then select Continue. You can also search your employer using the search box.' There are two radio button options: 'New York City Agency' (unselected) and 'New York State Agency' (selected). A black button labeled 'CHOOSE EMPLOYER' is positioned below the options. Underneath, the word 'Or' is centered. A search box contains the placeholder text 'Enter Agency Name' and a magnifying glass icon. Below the search box is a 'SEARCH' button and a 'BACK' button.

4. Next screen: Complete the required fields and select **New York State Voluntary Defined Contribution Program (NYS VDC)** from the RETIREMENT PROGRAM LIST. Note: The process will appear as if you are enrolling as a new employee.
5. Complete the registration process by following the prompts or download one of the guides below for step-by-step instructions.

New York City version: https://www.tiaa.org/public/pdf/nys_vdc_program_city_brochure.pdf

New York State version: https://www.tiaa.org/public/pdf/vdc_nys_enrollment_guide_spreads.pdf

Important: If you already have an account/contracts with one of the authorized investment providers there is no need to create a new account/contracts unless you would like to choose a new investment provider.