### Online Retirement Application Process

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#### Get an Estimate of Your Retirement Benefits
- If you're a member of TSERS or LGERS, you can start your online application when you're about 120 days from your desired retirement date. In Step 1, your intent to retire is made official, so make sure you inform your employer before starting your online application.

#### Start Your Online Retirement Application
- After clicking “Submit” in Step 1, an analyst will work with your employer to confirm your years of service, salary and any unused sick leave you may have. You'll receive an email when it's time to start Step 2. You'll also receive an email about options for any NC 401(k), NC 457 or NC 403(b) funds you may have.

#### Retirement Analyst/Employer Verify Your Data
- In Step 2, you'll make all the big decisions:
  - Decide if you want another person to receive monthly payments after your death (you'll be able to recalculate to see how a different beneficiary affects your payments)
  - Determine your tax deductions
  - Elect beneficiaries for other important retirement benefits

#### Make Your Retirement Benefit Selections
- After you finish Step 2, you'll immediately start Step 3 where you will be asked to upload needed documents. A full list of all the documents we need from you will be provided in Step 3. If you would prefer to fax or mail in copies of your documents, you'll see instructions for that as well.

#### Submit All Required Documents
- Once all required documents have been received, a retirement analyst will review everything you've submitted and will process your completed application. You will be notified by email if additional details or documents are needed.

#### Retirement Analyst/Your Application
- Congratulations! Your retirement application has been approved! At this point you'll receive an email confirming your retirement. It's time to celebrate! Your first monthly retirement payment will be sent in the form of a paper check. Each payment after the first one will be direct deposited into your account.

#### You Are Notified that Your Retirement is Approved!
- The confirmation email you receive will include details about your auto-enrollment in the State Health Plan. If you want to disenroll from coverage or want to add dependents, you have 30 days to make that decision. You will also receive information about supplemental dental, vision and identity theft protection available through Pierce Insurance.

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**North Carolina Total Retirement Plans**

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