

Arizona State Retirement System (ASRS)

All contracted and permanent full-time hourly employees of the Phoenix Union High School District (PUHSD) are members of the ASRS and must enroll on-line with the ASRS to establish an employee/employer relationship with PUHSD. If you are already retired from the ASRS, you must complete the Working After Retirement tool in lieu of enrollment via the below website.

<https://www.azasrs.gov/content/return-work>.

ASRS Enrollment Instructions -

1. Access the following website:
2. <https://secure.azasrs.gov/web/MemberRegistrationWizard.do?execution=e1s1>
3. Read the "Online Registration Access Agreement" and then select "**I agree**"
4. Input your name, social security number and Date of birth in the appropriate areas and then input Enrollment Code: **3KM00036** and then "**Continue**"
5. Select "**Phoenix Union High School District**" from the drop down menu and then hit "**Enter**"
6. Read the "Welcome to the ASRS" page and hit "**Continue**"
7. Input enrollment information. Upon completion, hit "**Confirm**"
8. Verify data for accuracy and hit "**Continue**"
9. If you provided an email address during the enrollment process, you will be able to "**Register for Secure Account Access**" once I confirm your enrollment. If you did not, you are done.

If/when you provide an email address to the ASRS you will be able to complete the enrollment process.

Thank you for your cooperation. If you have any questions or concerns, please contact Cyndy Nelke @ 602-764-1538 or nelke@phoenixunion.org.