



Orientation Brochure for New Employees

All new employees should be provided with a copy of the orientation brochure called “**Choose Your FRS Retirement Plan**.” This publication is a quick and easy way to get your new hires up to speed on the important retirement plan decision they need to make. You can request free copies of this brochure by calling the FRS Employer Assistance Line at 1-866-377-2121 or by ordering them **online**.

ChooseMyFRSplan.com Is the Fastest Way to Submit a Retirement Plan Choice

Here are some additional options from next fastest to slowest:

A speedometer icon with a needle pointing to the far right, labeled "FASTEST". The speedometer has a color gradient from green on the left to red on the right.	Call the MyFRS Financial Guidance Line at 1-866-446-9377, Option 4 (TRS 711). <i>This is a good option if the employee has questions.</i>
A speedometer icon with a needle pointing to the right, labeled "FAST".	Submit the online EZ Retirement Plan Enrollment Form .
A speedometer icon with a needle pointing to the left, labeled "SLOW".	Submit the hard copy form available on MyFRS.com : By Fax: 1-888-310-5559
A speedometer icon with a needle pointing to the far left, labeled "SLOWEST".	By Mail: Plan Choice Administrator P.O. Box 785027 Orlando, FL 32878-5027



Schedule an Appointment with a Financial Planner

By selecting the “[Schedule an Appointment with an EY Financial Planner](#)” link, members can make an appointment to speak with an EY financial planner at a convenient time. The online MyFRS Financial Guidance Line Appointment System allows you to select the date and time that best fits your schedule.

Free Financial Planning Workshops for Employees

January 30	Using the FRS to Plan for Your Retirement	10:00 a.m. to Noon
January 30	Income Tax Planning: Smart Planning for Your Taxes	1:00 to 3:00 p.m.
January 31	Taking Control of Your Finances (90 minutes)	10:00 a.m. to Noon
January 31	New Employee Retirement Plan Choice	1:00 to 3:00 p.m.
April 3	Using the FRS to Plan for Your Retirement	10:00 a.m. to Noon
April 3	Using the FRS to Plan for Your Retirement (SPANISH)	1:00 to 3:00 p.m.
April 4	Protecting Yourself and Your Loved Ones	10:00 a.m. to Noon
April 4	New Employee Retirement Plan Choice (SPANISH)	1:00 to 3:00 p.m.
July 6	Taking Control of Your Finances (60 minutes)	10:00 a.m. to Noon
July 6	Investment Planning	1:00 to 3:00 p.m.
July 7	Education Planning	10:00 a.m. to Noon
July 7	Understanding the FRS Investment Plan	1:00 to 3:00 p.m.
October 2	Social Security and Your Retirement	10:00 a.m. to Noon
October 2	Understanding Your Benefits under the FRS Pension Plan	1:00 to 3:00 p.m.
October 3	Nearing Retirement in the FRS	10:00 a.m. to Noon
October 3	Group Health Insurance (state employees only)	1:00 to 3:00 p.m.

ALL TIMES ARE ET

The following live workshops are free and unlimited for FRS members. To schedule an in-person workshop or live webinar for your FRS employees, please reach out to Angela Ko by email at Angela.Ko@ey.com or by telephone at 201-872-0176.

To register:

By phone:

1-866-446-9377, Option 2

Online:

- Go to the [workshop calendar](#).
- Locate the employee workshop you want to attend (in-person or via Zoom), then register.
- You will receive a confirmation email after registration. Zoom registrants will also receive a reminder email the day prior to the webinar date.



How to Reach the DMS, Division of Retirement



Department of Management
Services, Division of Retirement
P.O. Box 9000
Tallahassee, FL 32315-9000



850-410-2010



1-844-377-1888 (toll-free)
or 850-907-6500



these reports regularly and direct those employees to name a beneficiary through their FRS Online account.

Active or Inactive Employees

The member can view or update their beneficiary designation at any time using their FRS Online account at frs.fl.gov.

Retired and Receiving a Benefit

The retiree can view their current beneficiary designation at any time using their FRS Online account at frs.fl.gov.

Keep Beneficiaries Current

Investment Plan Members

Investment Plan members have four options for submitting their beneficiary information:

- **Online FRS Investment Plan Beneficiary Designation form** on **MyFRS.com**. (Accessible without login)

- Logging in to **MyFRS.com** and clicking Investment Plan, then clicking on the “profile” icon on the top right of the page, then selecting “Beneficiaries” from the drop-down menu.

- Mailing or faxing an **FRS Investment Plan Beneficiary Designation form (IPBEN-1)**, available online, to the Investment Plan Administrator.

- Calling the MyFRS Financial Guidance Line at 1-866-446-9377, Option

Pension Plan Members

Employers can access two reports on FRS Online that identify active Pension Plan members missing a beneficiary designation. Please review