





## How To Access Your myNCRetirement Statement

Step 1. Enter your User Name and Password to access your ORBIT Account.

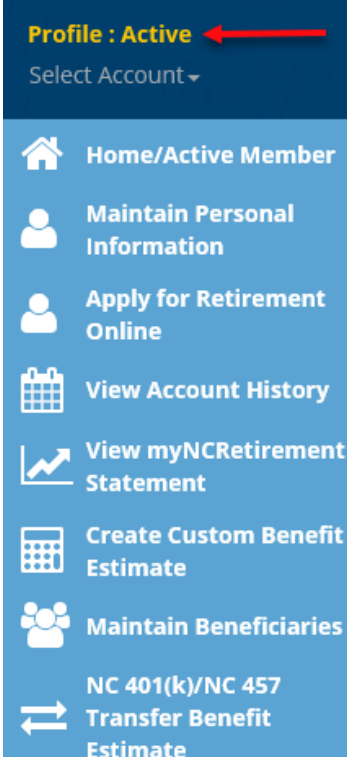
User Name 

 [Forgot your User Name](#)

Password (case-sensitive) 

 [Forgot/Change Your Password](#)

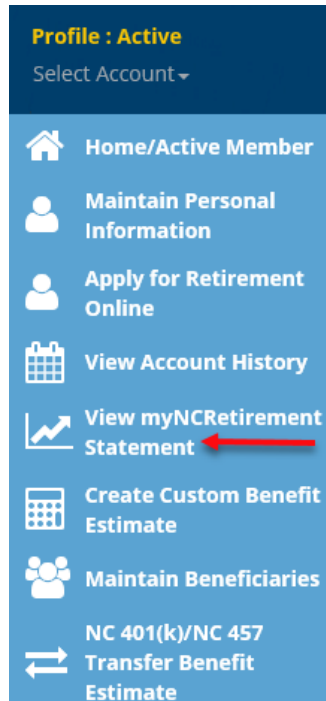
Step 2. Once you are logged in, make sure your Active account is selected from the menu on the left-hand side of your screen:



The screenshot shows a vertical menu on a dark blue background. At the top, it says "Profile : Active" in yellow text, with a red arrow pointing to it. Below this is a "Select Account" dropdown menu. The menu items are listed below, each with a white icon to its left:

- Home/Active Member (house icon)
- Maintain Personal Information (person icon)
- Apply for Retirement Online (person icon)
- View Account History (calendar icon)
- View myNCRetirement Statement (line graph icon)
- Create Custom Benefit Estimate (calculator icon)
- Maintain Beneficiaries (group of people icon)
- NC 401(k)/NC 457 Transfer Benefit Estimate (double arrows icon)

Step 3. Once your Active account is selected there will be an option in the menu on the left-hand side of your screen that says “View myNCRetirement Statement”. Select that option:



Step 4. Once selection is made, the View myNCRetirement Statement will show in the center with a list of available statements:

Home / View myNCRetirement Statement

## View myNCRetirement Statement

Your myNCRetirement Statement contains a wealth of information regarding your membership. The statement reflects your years of service and Retirement System contributions as of


myNCRetirement Statement	
Action	Statement Year
<a href="#">Download</a>	2018
<a href="#">Download</a>	2017



Step 5. Select "Download" next to the Statement Year you would like to view:

[Home](#) / [View myNCRetirement Statement](#)

## View myNCRetirement Statement


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 **myNCRetirement Statement**

Action	Statement Year
 Download	2018
 Download	2017

Step 6: Once "Download" is selected, you will be asked if you want to Open, Save, or Cancel the download. Select "Open":

Do you want to open or save **annualStatement.pdf** from **orbit.myncretirement.com?**

Step 7: Once "Open" is selected, your myNCRetirement Statement will download and open:



**2018 myNCRetirement Statement**

Step 8: Now you can print and/or save your Statement!