

Enroll in your Retirement plan(s) using TIAA's secure system!

✓ Part 1 – Completing your Plan Enrollment

If you are a new participant with TIAA:

1. Open your account(s) with TIAA by going to <https://www.tiaa.org/public/retire/enroll-now/nazareth>
2. Choose the plan that you are interested in (See Plan Options below.)

Plan Options

- **Nazareth University Defined Contribution (DC) plan**
 - Requires 2 years of service with Nazareth University or prior service credit
 - Employee contributes 2% for University match of 5%
 - After 5 years of service with Nazareth University, the University's contribution increases to 7%
 - **Nazareth University Tax Deferred Annuity (TDA) plan**
 - Supplemental retirement plan
 - Can contribute while waiting for eligibility into the Defined Contribution plan or to supplement your contributions to the Defined Contribution plan.
 - You can change your contribution amount at any time by updating your salary reduction form
3. Select "Begin Enrollment"
 4. Enter your SSN and date of birth. The Nazareth access code, 104605, will automatically be entered. Complete the rest of application with your personal information, create a user id, password, make your fund/investment selection(s) and provide your beneficiary information for the plan(s).

If you have an existing TIAA online account, go to: <http://www.tiaa.org> and log into your account using your user ID and password by clicking on the "LOG IN" button.

1. Click on the Menu button, then the yellow "Open an Account" button.
2. In the Employer-Sponsored Retirement Plans section, click on the "Open an Account" link
3. In the "Find Retirement Plans" section, select the plan you are electing to enroll in using the applicable Nazareth access code: 104605 for the Defined Contribution plan, 104606 for the Tax Deferred Annuity (TDA) plan.

✓ Part 2 – Complete A Salary Reduction Agreement

The salary reduction form, available on the Human Resources website authorizes payroll to begin to deductions from your paycheck.

No deductions from payroll will begin until you have completed a salary reduction form!

If you have any questions regarding your enrollment and eligibility for these retirement plans, please contact Human Resources at benefits@naz.edu /585.389.2060