

## TIAA Instructions

### Quick guide to managing your TIAA retirement account online

#### To enroll:

- Go to [TIAA.org/norwich](https://TIAA.org/norwich).
- Click *Ready to Enroll*, choose your plan(s), and if you haven't already, complete a salary reduction agreement
- Select *Begin Enrollment* to be taken to the *Welcome* page.
  - If you are a first-time user: Click *Register with TIAA* to create your user ID and password.
  - If you are a returning user: Enter your TIAA user ID and click *Log In*.
- Follow the prompts and print out the confirmation page.
- You are now enrolled.

#### To access your account for the first time:

- Go to [TIAA.org/norwich](https://TIAA.org/norwich) and click login, then
- *Register with TIAA*.
- Follow the on-screen directions to create your user ID and password.
- Review and update your profile information on file.
- In the *My Account* drop-down menu, manage investment allocations, beneficiary designations and account information.

#### To change contributions:

- Go to [TIAA.org/norwich](https://TIAA.org/norwich) and click *Log In* in the top right-hand corner.
- Enter your TIAA user ID and password.
- In the *My Account* drop-down menu, select *Change my contribution*.
- Update the percentage for your contributions and the date to make your change effective.