RETIREMENT@work®

Quick start guide

Everything for your employer's retirement plan.
In one location.

Welcome to Retirement@Work®, where you can:

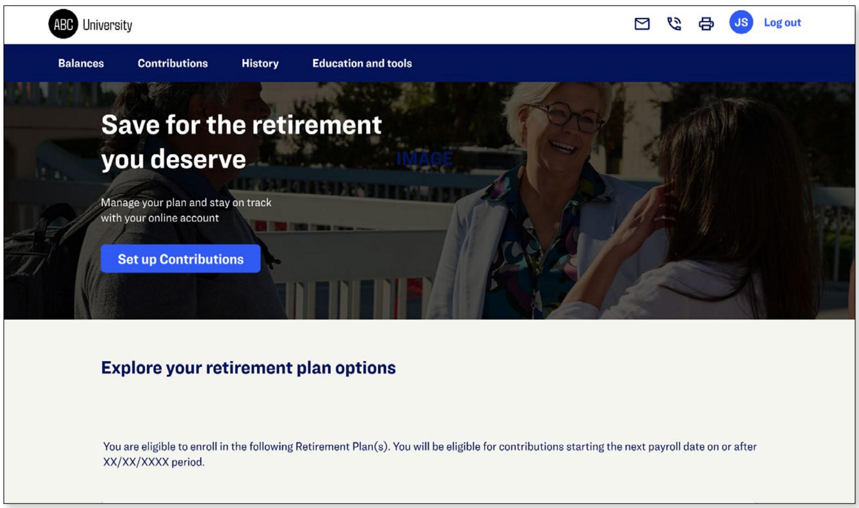
- Enroll in your retirement plan(s)
- Change your contribution amount at any time
- Choose your preferred retirement plan provider(s)
- View retirement plan balances across plans and investment providers
- Access investment tools and resources for planning

1. Access Retirement@Work

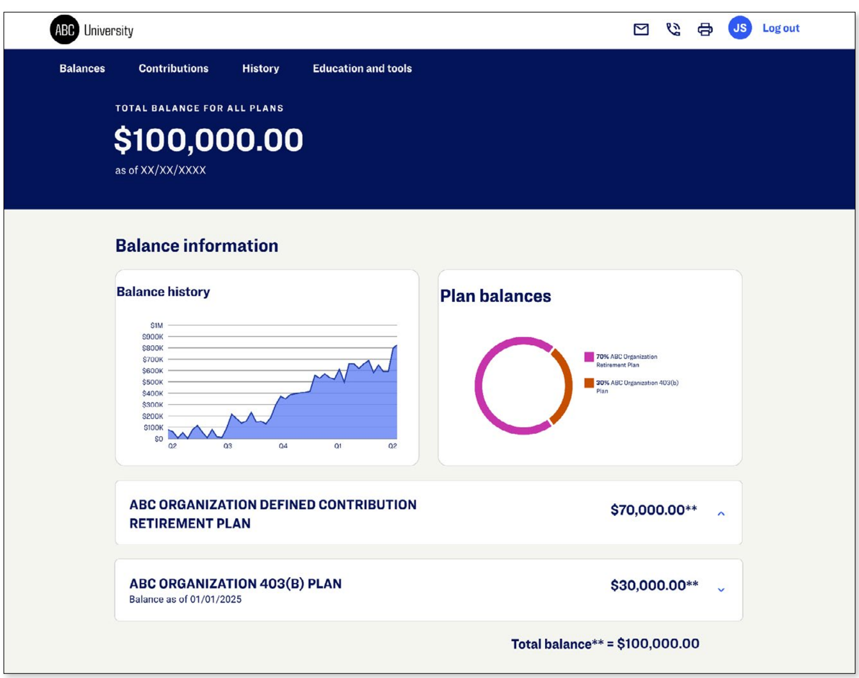
Click the link provided by your employer to gain access to Retirement@Work. If prompted, log in or register for access.

2. Set up and manage your contributions

First-time users: **Click** Set up contributions.



Returning users: You'll be taken to the Balances tab where you can view your total balance in the plan, regardless of provider. To change your contributions, go to the Contributions tab and click Set up contributions.



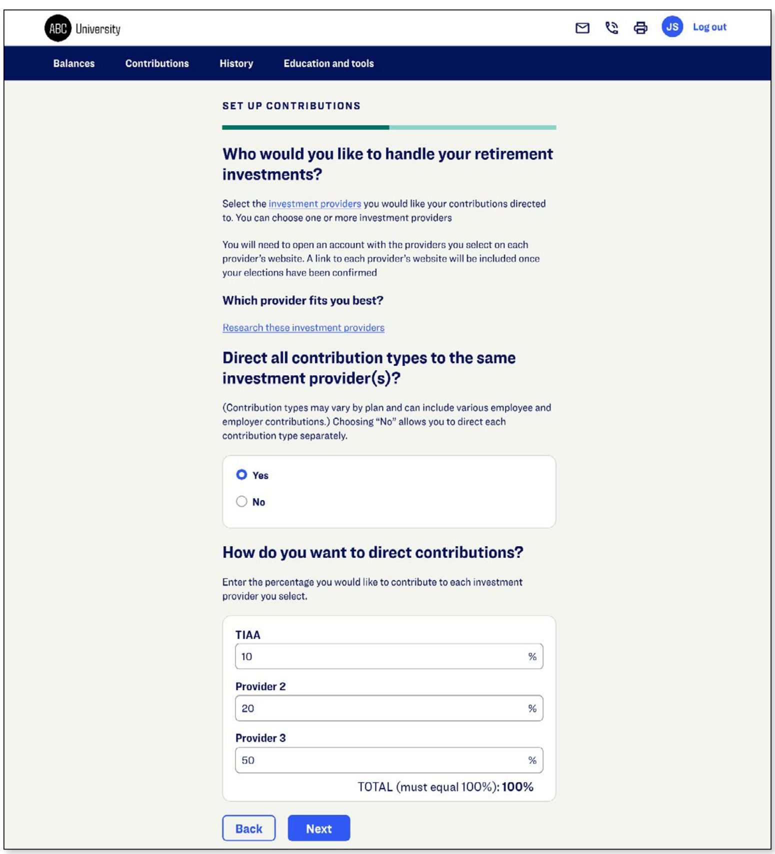
On the next page, enter your contribution amount to the plan(s) per pay period and when you want contributions to start. You have the option to make pretax contributions, Roth after-tax contributions, or a combination of both.

- Based on the percentage you enter/If you enter a percentage, you'll see an estimate of your dollar contribution per pay period.

3. Select investment provider(s)

You can choose one or more investment providers for your retirement accounts.

- Choose **Yes** to direct all contributions across all plans by percentage.
- Choose **No** to direct contributions by plan and type, which may include employer or employee (pretax or Roth after-tax).
- Enter the percentage you wish to allocate to each provider. Ensure your total equals 100%.

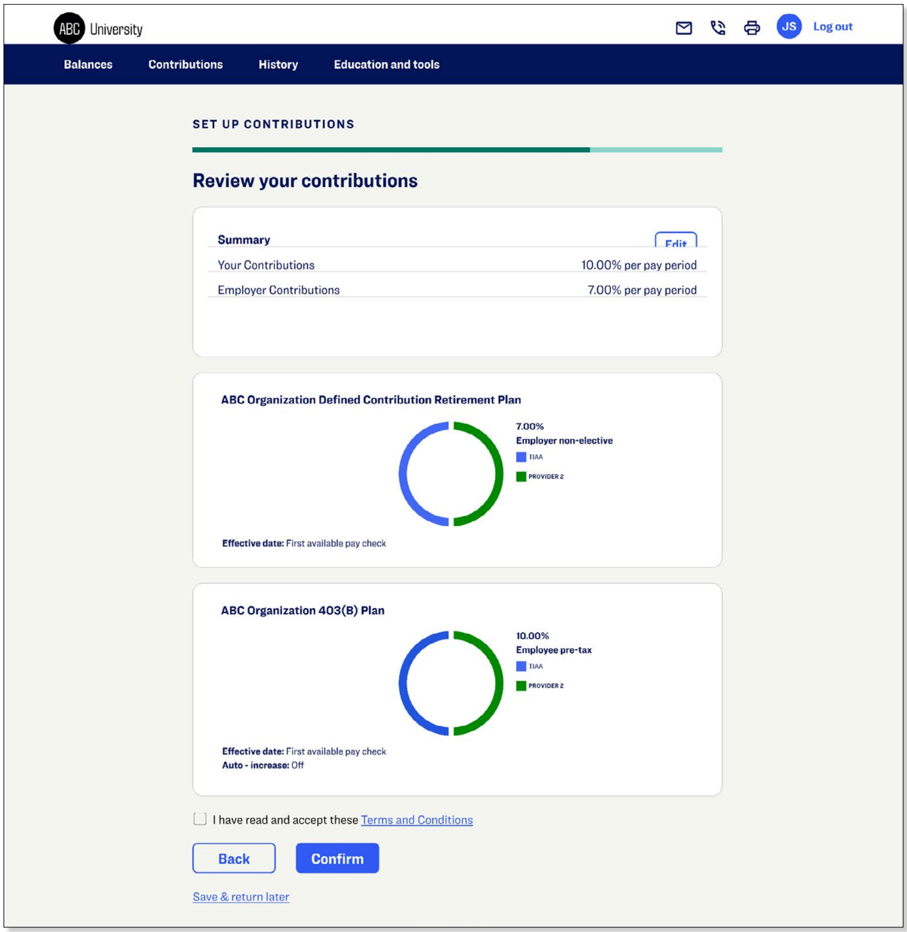


4. Review your contributions

Check your selections.

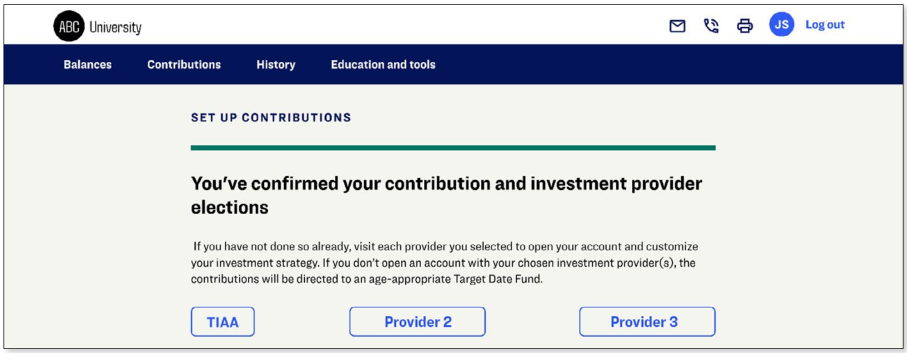
Click the **Edit** button to make changes.

Review the “Terms and Conditions,” check the box, and click Confirm. The next page will confirm that your elections were submitted.



5. Open your investment account(s) and select investments

Click on the name of each provider you selected to open an account with them (if you don't have one already) and select your investments by plan. You'll exit Retirement@Work and be redirected to each provider's website to complete this task. If you selected more than one provider, you must return to this page to click each provider's name to complete the process.



You may be required to enter a plan number on the provider's website to continue enrollment:

TIAA
No access code required

Corebridge Financial (AIG)
Pretax option: 06736001

After-tax Roth option: 06736101

Voya
Plan number: 664710

Verification number: 108597

Need help? We've got you covered.

Website support

Call Retirement@Work at **844-567-9090**, weekdays, 8:00 a.m. to 10:00 p.m. (ET).

Advice and education

You can get help deciding how to create the right investment mix with your chosen investment provider(s), over the phone or in person.

- TIAA: **800-842-2252**
- Corebridge Financial (AIG): **800-448-2542**
- Voya: **800-584-6001**, press **0** and reference plan number **664710**

General plan questions

For questions please email **retirement@fsu.edu**