

# Quick Start Guide

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

Welcome to Retirement@Work, where you can:


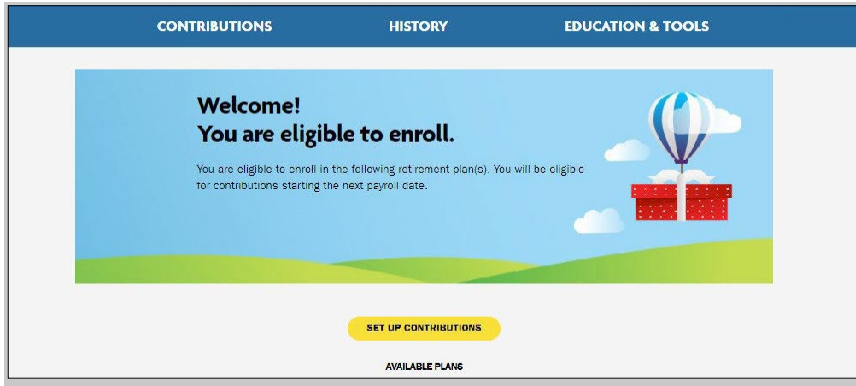
- Enroll in your retirement plan(s)
- Change your voluntary contribution amount at any time
- Choose your preferred retirement plan provider(s)
- View retirement plan balances across plans and investment providers
- Access tools and resources for planning

# 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*.



Click the + next to each plan to read more information and review available investment providers.

**Returning users:** You will 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 *Manage Contributions*.

| Plan Name                                      | Balance       |
|--|---------------|
| FLORIDA STATE UNIVERSITY VOLUNTARY 403(B) PLAN | \$59,405.53** |

**Total balance\* = \$59,405.53**

**Contributions**

*i* If you have not opened an account with an investment provider, please select the following provider's link to enroll: [TIAA](#)

Welcome to the Florida State University Online Salary Deferral and Enrollment site. It's easier than ever for you to start preparing for your retirement. Through your individualized dashboard, you can change contribution amounts, change investment providers, or set up an automatic increase.

Enter any contributions you made this year through a different employer to ensure you don't exceed the maximum amount allowed per year.

**Summary** [Stop voluntary contributions](#) **MANAGE CONTRIBUTIONS**

**YOUR CONTRIBUTIONS** \$865.38 per pay period

On the next page, enter the amount you want to contribute to the voluntary plan(s) per pay period and when you want contributions to start.

Click the indicated button to split your contributions between pretax and Roth.

- 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 providers

Decide if you want to direct all of your contributions to the same investment provider(s) and click Yes or No.

If you choose Yes, all plans in which you contribute and all contribution types—which, based on your plan(s), may include employee contributions, pretax, and Roth—will be directed to the same investment provider(s) in the same percentages.

If you choose No, you will then make your choices by individual plan and contribution type.

Enter the percentage you wish to allocate to each provider. Ensure your total equals 100 percent.

MANAGE CONTRIBUTIONS

**Who would you like to handle your retirement investments?**

Once your elections are confirmed, you must open an account with the provider(s) to make your investment allocations and name your beneficiaries. A link to each provider's website will be provided once your elections are confirmed.

Which provider fits you best?  
[Research these investment providers](#)

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**Florida State University Voluntary 403(b) Plan**

Employee Pre-Tax

|                                      |      |
|--------------------------------------|------|
| TIAA                                 | 33 % |
| AIG Retirement Services              | 33 % |
| VOYA Financial                       | 34 % |
| TOTAL (must equal 100%): <b>100%</b> |      |

## 4. Review your contributions

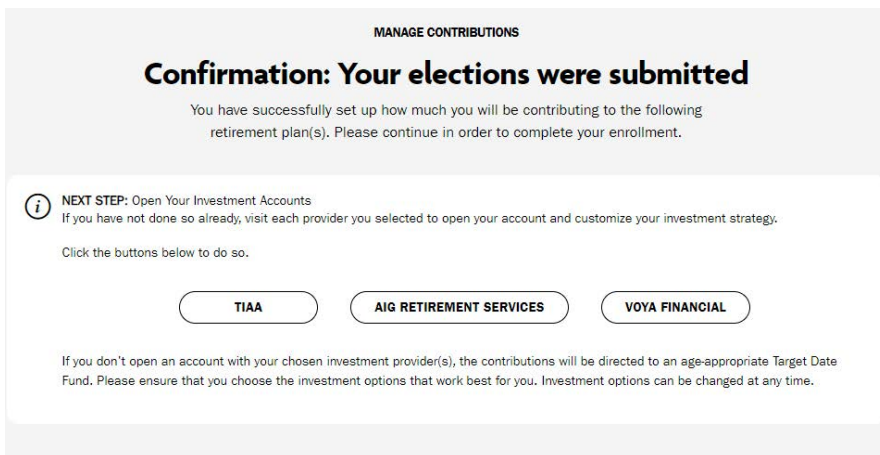
Check to be sure your desired selections are reflected in the summary.

If they are not, click the *Edit* button to make changes.

Once your selections are shown, review the “Terms and Conditions,” check the box, then click *Confirm*. The next page will confirm that your elections were submitted.

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

Click the name of each provider you selected to open an account with them (if you do not have one already) and select your investments by plan. You will exit Retirement@Work and be taken 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.



**MANAGE CONTRIBUTIONS**

### Confirmation: Your elections were submitted

You have successfully set up how much you will be contributing to the following retirement plan(s). Please continue in order to complete your enrollment.

**i** **NEXT STEP: Open Your Investment Accounts**  
If you have not done so already, visit each provider you selected to open your account and customize your investment strategy.

Click the buttons below to do so.

**TIAA**   **AIG RETIREMENT SERVICES**   **VOYA FINANCIAL**

If you don't open an account with your chosen investment provider(s), the contributions will be directed to an age-appropriate Target Date Fund. Please ensure that you choose the investment options that work best for you. Investment options can be changed at any time.



You may be required to enter a plan number or code once on your selected provider’s site 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.

## Site support

Call Retirement@Work at **844-567-9090**, weekdays, 8 a.m. to 10 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](mailto:retirement@fsu.edu).

## Learn more

This short video provides a step-by-step visual guide to using Retirement@Work. **Watch the video here.**