Oberlin College

Instructions on how to direct salary to the TIAA supplemental 403b retirement account

1. Log in @ www.tiaa.org
2. Click “Actions”
3. Click “Manage Contributions” (third link from the bottom of the Retirement Plans column)
4. Click “Manage Contributions” link next the Oberlin College retirement plans
5. Click the yellow box “Manage My Contributions”
6. Click the yellow box again “Manage Contributions”
7. Enter the percentage of their salary they would like to defer into your retirement account. We have your payroll information so the website will tell you how much will be deducted from the next payroll cycle. Also included on the website is the payroll schedule deadline for each pay period for both bi-weekly and monthly payroll cycles.
8. Click “Next”
9. Click “Save Changes
10. Click “I have read and accept these Terms & Conditions”
11. Click “Next”

For employees who ***already have*** an Oberlin Tax Deferred Annuity Plan (the supplemental 403b retirement account) set up – There is nothing left to do. The transaction is complete.

For employees who ***do not have*** an Oberlin College Tax Deferred Annuity Plan (the supplemental 403b retirement account) set up, they will need to click on “Enroll Now” and enroll on the 403b retirement account.