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 403(b) and /or 457(b) retirement plan
- Start, change or stop your voluntary 403(b) and/or 457(b) contribution amount at any time
- Choose your preferred retirement plan provider(s)
- View retirement plan balances across 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, register for access.

2. Set up and manage your contributions

First-time users: Click Set Up Contributions.

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\$100.00

CONTRIBUTIONS HISTORY EDUCATION & TOOLS	-`Ó́-
Welcome! You are eligible to enroll. We are eligible to enroll in the following retirement plan(s). You will be eligible for contributions starting the next payroll date on or after 12/20/2019.	Elick the + next to each plan to read more information and review available investment providers.
AVAILABLE PLANS	
Bowling Green State University Alternative Retirement Plan	
Bowling Green State University Tax Deferred Annuity Plan	Basad on the dollar
TOOLS & RESOURCES	amount you enter,
Returning users: Click Manage Contributions.	you'll see an estimate of your percentage contribution per pay
BALANCES CONTRIBUTIONS HISTORY EDUCATION & TOOLS	period.
Contributions	
If you have not opened an account with an investment provider; please select the following provider's link to enroll: TAB.	

If deciding which voluntary plan to choose, you may review the Plan comparison chart available through your HR Team.

On the next page, enter the amount you want to contribute per pay period and when you want contributions to start for the specific voluntary plan, either the 403(b) or the 457(b). Note: You'll repeat this step if enrolling or updating both plans. Click the indicated button to split your contributions between pretax and/or Roth.

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MANAGE CONTRIBU

\$100.00 per pay p

EMPLOYEE PRE-TAX

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Summary

UR CONTRIBUTION

O Your Elections by Plan(s)

wling Green State University 403(B) Plan

3. Select investment providers

Select your provider. You may only have one provider per plan. You may choose a different provider for each plan, the ARP, 403(b), and 457(b), but only one per plan. You may change your provider once per month.

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BALANCES	CONTRIBUTIONS	HISTORY	EDUCATION &	TOOLS		-Ų-
MANAGE CONTRIBUTIONS Who would you like to handle your retirement investments? If you have not done so already, visit each investment provider you selected to open your account, designate beneficiaries, and customize your investment strategy. Keep in mind that each provider offers different options, features, plan fees and levels of support. Which provider fits you best? Research these investment providers How do you want to direct your contributions?						You are limited to on provider for each pla You may choose a different provider for each plan ARP, 403(b and 457(b), but only one per plan. You may change your
TIAA	TIAA	100 9	%			provider once per month.
	Fidelity	9	%			
	VOYA Financial	(must equal 100%): 1	% 00%			
	ВАСК	NEXT				

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.

You will be required to enter a plan number once on your selected provider's site to continue enrollment:

Equitable	ΤΙΑΑ
ARP – 500118 403(b) – 500116	Not required
457(b) - 500117	Voya
Fidelity	ARP – 664458
ARP – 88996	403(b) - 664456
403(b) - 50316	457(b) - 664782
MANAGE CONTRIBUTIONS	Verification number: 152198
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.	
 NEXT STEP: Open Your Investment Accounts If you have not done so already, visit each investment provider you selected to: open your account, designate beneficiaries, and customize your investment strategy. Click the buttons below to do so. 	
TIAA Equitable 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.	

Need help? We've got you covered.

Site support

Call Retirement@Work at **844-567-9090**, weekdays, 8 a.m. to 10 p.m., and Saturday, 9 a.m. to 6 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.

- Equitable: 888-370-8871
- Fidelity: 800-343-0860
- TIAA: 800-842-2252
- Voya: 800-862-4287

RETIREMENT@work®

General plan questions

Contact the Office of Human Resources/Benefits by email at **benefits@bgsu.edu**, or by calling **419-372-8421**.

Learn more

Visit the BGSU Office of Human Resources website.

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