

Quick Start Guide

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

Welcome to Retirement@Work®, where you can:

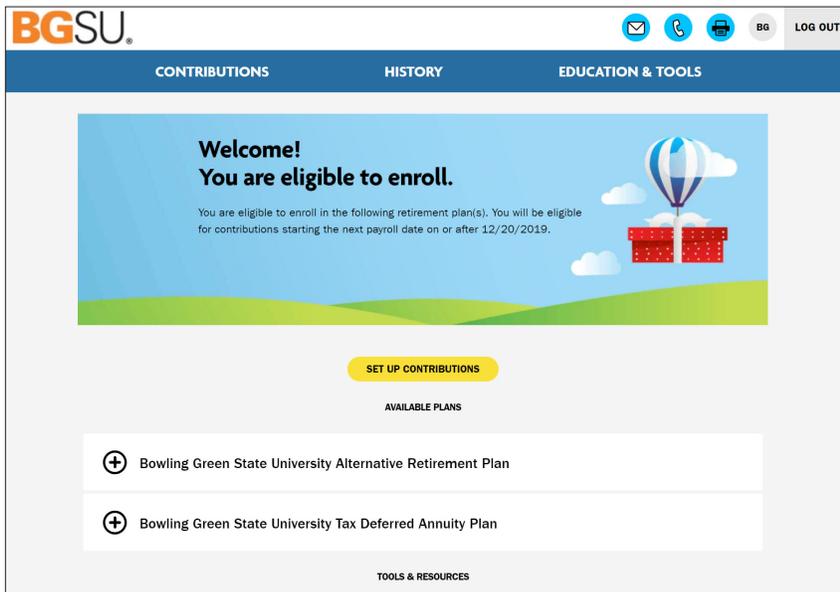
- Enroll in your 403(b) and /or 457(b) retirement plan
- Start, change or stop your voluntary 403(b) and/or 457(b) contribution amount at any time
- Choose your preferred retirement plan provider(s)
- View retirement plan balances across investment providers
- Access tools and resources for planning

1. Access Retirement@Work

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

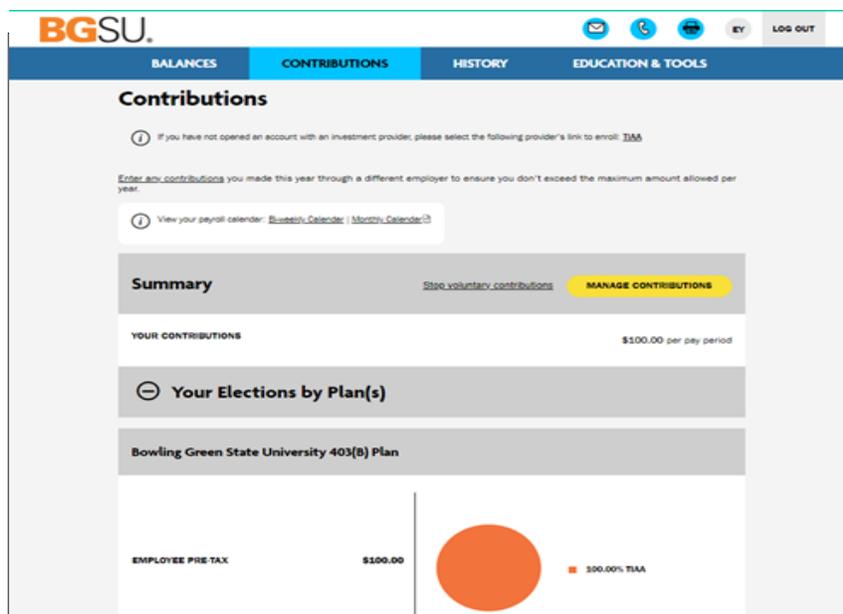
2. Set up and manage your contributions

First-time users: Click *Set Up Contributions*.



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

Returning users: Click *Manage Contributions*.



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

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.

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.

BGSU [Email] [Phone] [Print] [JA] [LOG OUT]

BALANCES **CONTRIBUTIONS** **HISTORY** **EDUCATION & TOOLS**

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?

Enter the percentage you would like to contribute to each investment provider you select.

TIAA	<input type="text" value="100"/>	%
Equitable	<input type="text"/>	%
Fidelity	<input type="text"/>	%
VOYA Financial	<input type="text"/>	%

TOTAL (must equal 100%): **100%**

BACK **NEXT**



You are limited to one provider for each plan.

You may choose a different provider for each plan ARP, 403(b), and 457(b), but only one per plan.

You may change your provider once per month.

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

ARP – **500118**

403(b) – **500116**

457(b) - **500117**

Fidelity

ARP – **88996**

403(b) – **50316**

TIAA

Not required

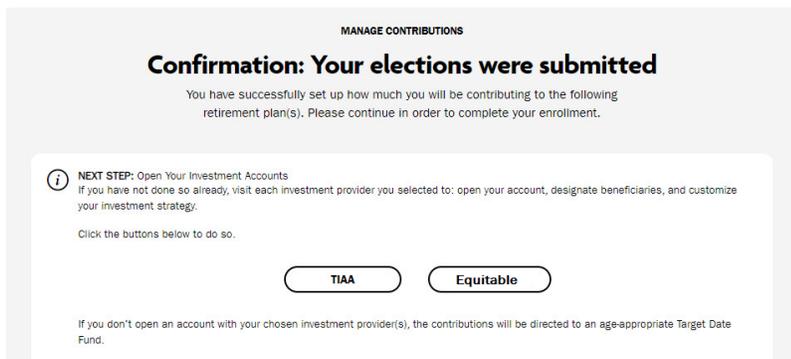
Voya

ARP – **664458**

403(b) – **664456**

457(b) - **664782**

Verification number: 152198



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.