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) retirement plan
- Start, change or stop your voluntary 403(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

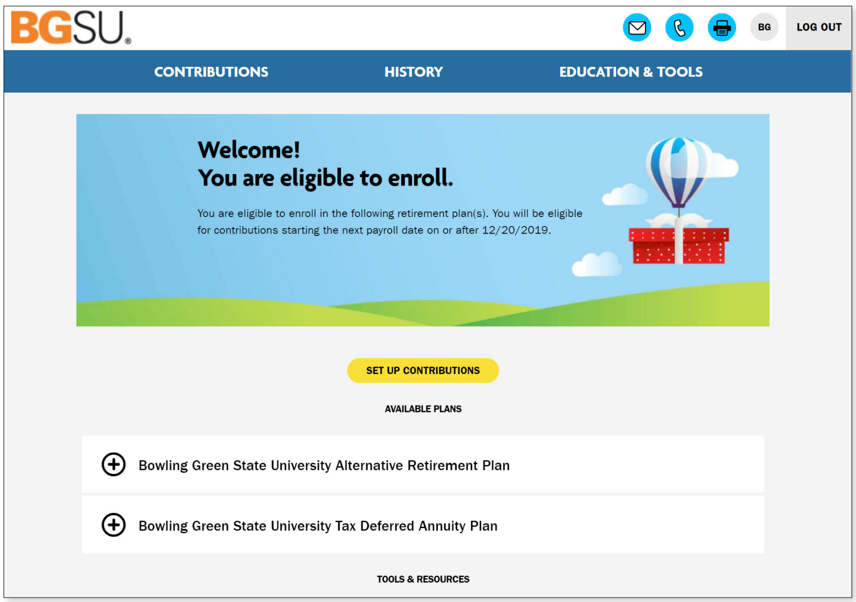
RETIREMENT@work®

1. Access Retirement@Work

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

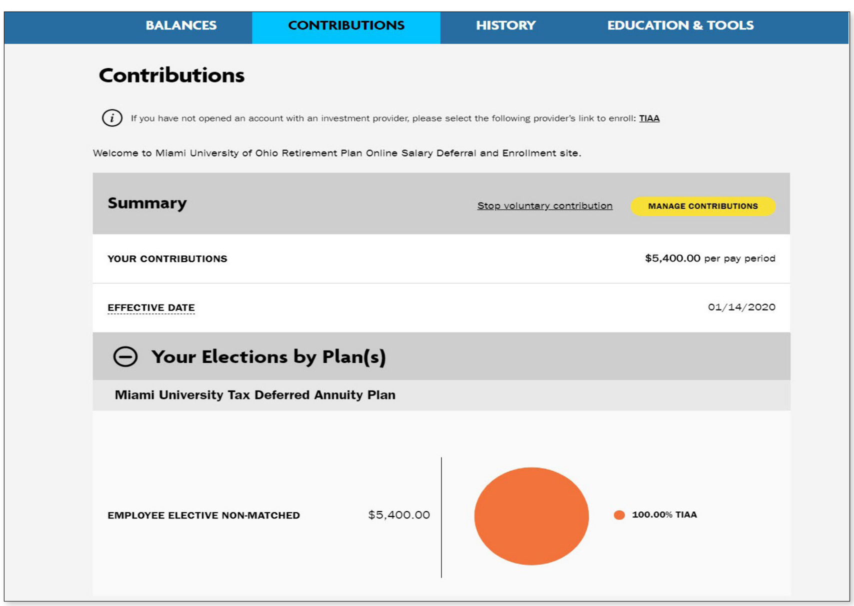
2. Set up and manage your contributions

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*.



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.

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

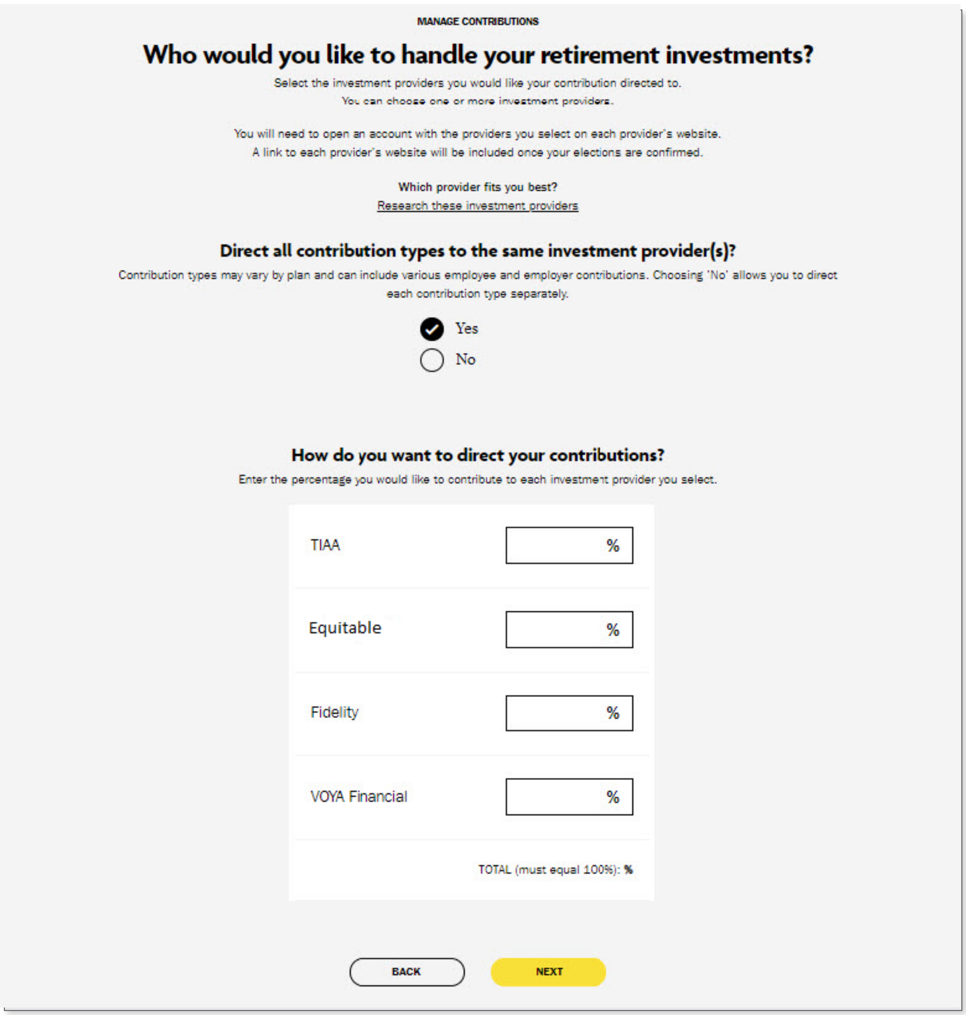
3. Select investment providers

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 employer contributions, employee contributions and/or pretax—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.



Ohio ARP Notes:

You are limited to one provider for the ARP. If you want to choose different providers for the 403(b) plan, choose *No*.

You may only change your ARP provider once per month.

You may only contribute to a maximum of two different 403(b) plan providers at one time.

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 – 824457
Supplemental Retirement Plan – 824452

TIAA

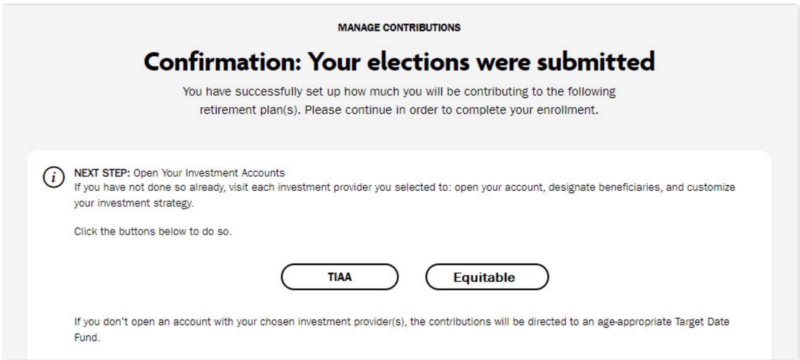
Not required

Fidelity

ARP – 88996
Supplemental Retirement Plan – 50316

Voya

ARP – 664458
Supplemental Retirement Plan – 664456
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**

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.