



You are eligible for enrollment in the College's retirement plan. Please see plan and enrollment information as follows:

## **Retirement Plan**

Under the College's 403(b) Retirement Plan, the College contributes the equivalent of 10% of your earnings to a retirement account with TIAA commencing after one year of service. **Please follow the instructions below to enroll online. Even if you previously completed the enrollment for a voluntary contribution you still must complete the enrollment for the College contribution.** The login that you set up to enroll will provide access to your account. As part of the enrollment you will specify how you want your funds invested and designate a beneficiary. You may change these elections at any time.

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### **To enroll online for an account with TIAA:**

- Click this link to go to the [TIAA website](#) (Please note, if you are not able to proceed through a step along the way, you may need to try the link in a different browser)

- In the blue box click "Ready to Enroll"

- Choose the plan " Hamilton College 403 (b) Retirement Plan (**Employer Contribution**)"

- Click "Next"

- On this page **ignore the section that says "Decide how much you want to contribute"** and scroll down and click the yellow button "Begin Enrollment"

If you are a first-time user: Click register with TIAA to create your user ID and password

If you are a returning user: Enter your TIAA user ID and click Log in

- Follow the prompts to complete your enrollment. If not already populated, the access code is 150587ER.

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If you do not provide or update your investment instructions, the Qualified Default Investment Alternative [Initial Notice](#) and [Fact Sheet](#) will apply.

[Hamilton Retirement Plan Website](#)  
[Summary Plan Description](#)