



# TIAA 403(b) Enrollment

## Instructions for TIAA Enrollment

Online enrollment must be completed before IW can payroll deduct and apply your contributions your 403(b) retirement account.

Please follow the steps below to begin your enrollment process:

[www.tiaa.org](http://www.tiaa.org)

1. Click on Support
2. Click on Enroll in an employer's plan
  - a. Enter Iowa Wesleyan
3. Click on Learn and Enroll
4. Click on Ready to Enroll
  - a. Choose the Iowa Wesleyan DC Retirement Plan
5. The salary reduction form was given to you at the time of your new hire onboarding. If you have not completed this form, please contact IW Human Resources.
6. Click on Begin Enrollment
7. Click on Register with TIAA
  - a. You will begin to enter your personal information
  - b. The Access Code is 314837
  - c. As you complete each screen, click on Continue
8. Upon completion of your enrollment with TIAA and selecting how you are choosing to diversify your payroll deducted contributions, please print your enrollment application and provide a copy of it to the Human Resources office for your file. This will allow payroll deductions to begin and applied to your TIAA account. IW is unable to payroll deduct and apply your contributions to your account until you have completed the enrollment process online.

TIAA Telephone Counseling Center 1-800-842-2776, if you need additional assistance regarding setting up you TIAA account.