Quick Start Guide

Enrolling online in the
JHU Retirement Plan

JOHNS HOPKINS
UNIVERSITY

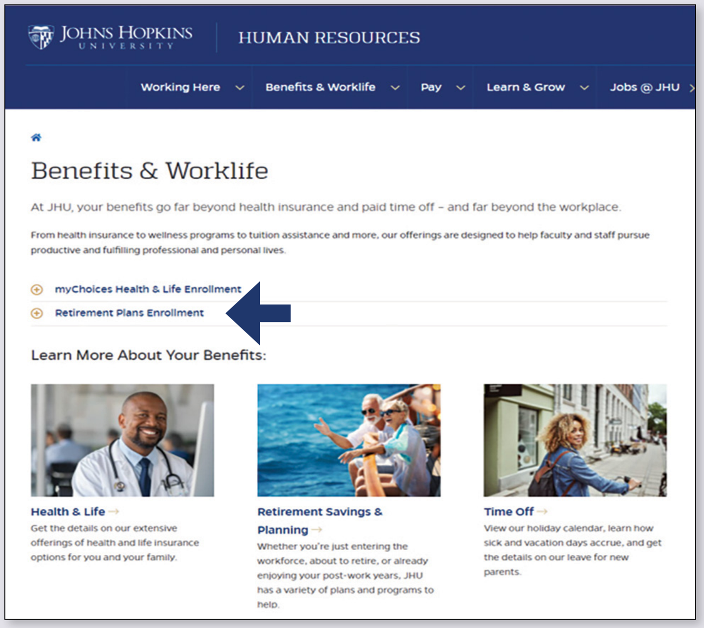
TIAA

Start Here

Once you become eligible for the JHU Retirement Plan, you will use the Retirement Plans enrollment portal through TIAA to enroll in the plans and to manage your account on an ongoing basis for contribution and investment changes.

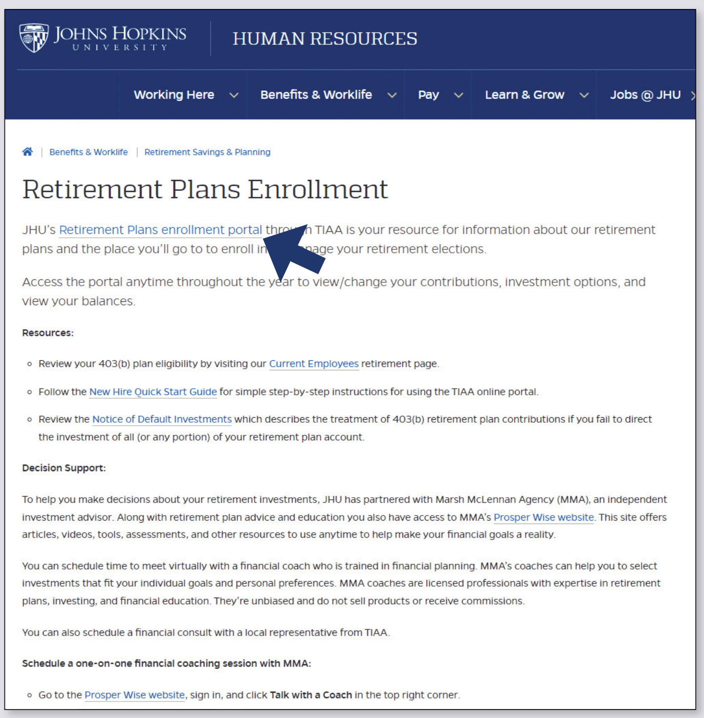
Step 1.

Visit the Benefits & Worklife homepage at **https://hr.jhu.edu/benefits-worklife/** and select *Retirement Plans Enrollment*.



Step 2.

Select *Retirement Plans enrollment portal* when you are ready to enroll.

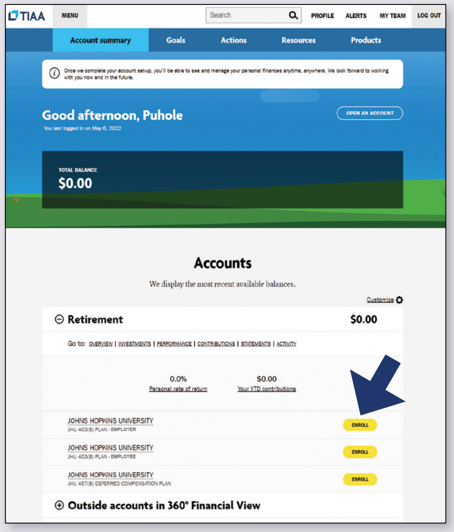


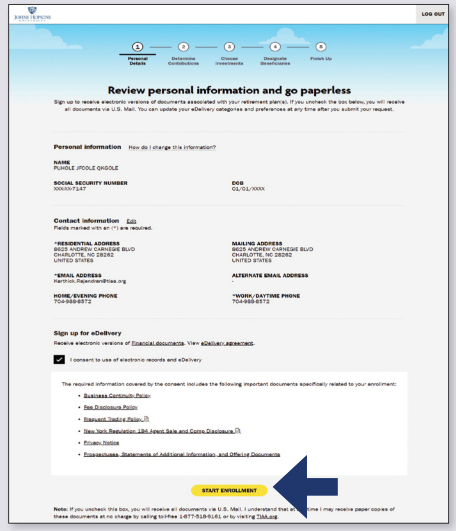
Step 3.

Prepare to Enroll

- View the plans for which you are eligible to enroll. Click *Enroll* when you are ready.
- Review and confirm personal information. Then select *Start Enrollment*.

For assistance with your JHED ID/ Password, go to **https://my.jh.edu/** or contact the Helpdesk at **410-516-HELP (4357).**





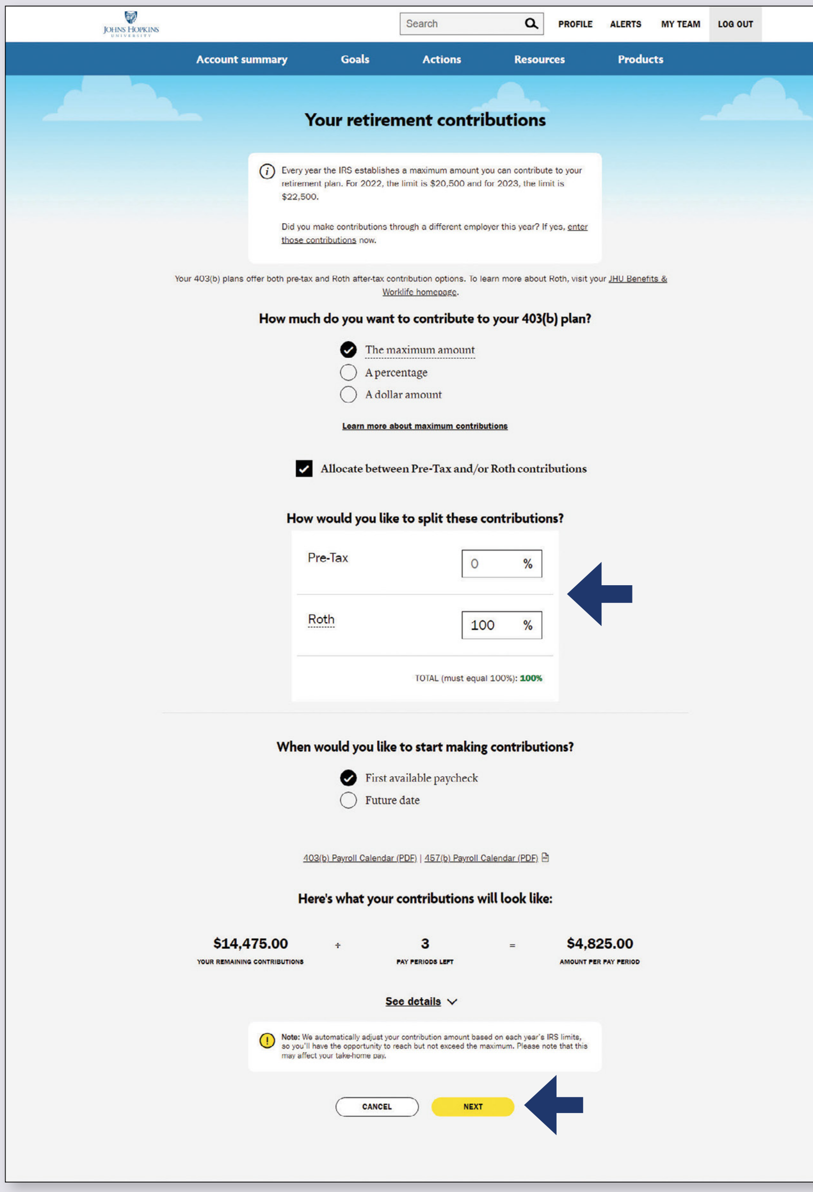
Step 4.

Choose Your Contribution Amount

Choose how much you would like to contribute per pay period as a dollar amount or percentage. You may also choose to contribute the maximum permitted by the IRS.

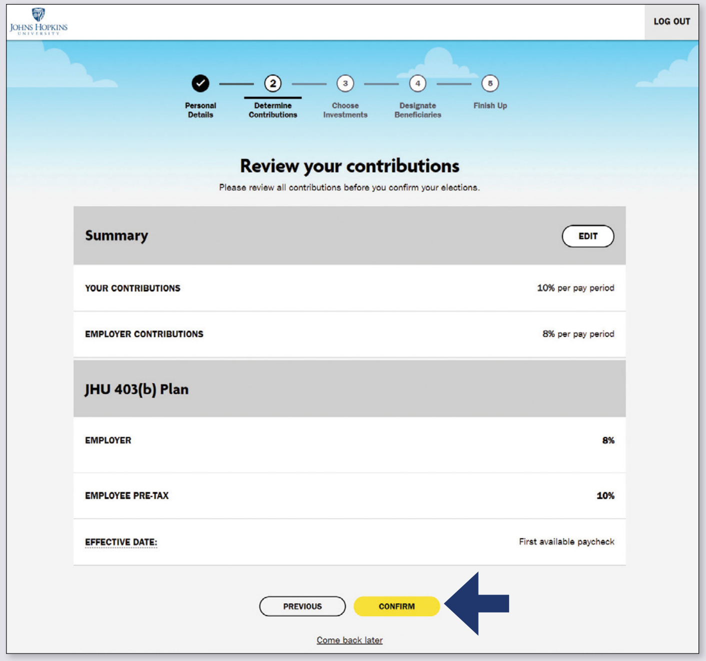
You must also choose whether you would like to make pretax contributions, Roth after-tax contributions, or a combination of both. To learn more about Roth contributions, visit the Benefits & Worklife homepage at **https://hr.jhu.edu/benefits-worklife/** and select *Retirement Plans Enrollment*.

If you choose to make a percentage contribution, you will see an estimate of your dollar contribution based on your most recent pay. Note that your total contribution will increase automatically with an increase in pay or decrease with a reduction in pay.



Step 5.

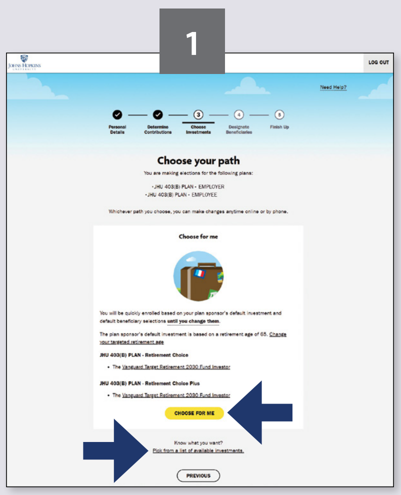
Review your contributions and select *Confirm*.

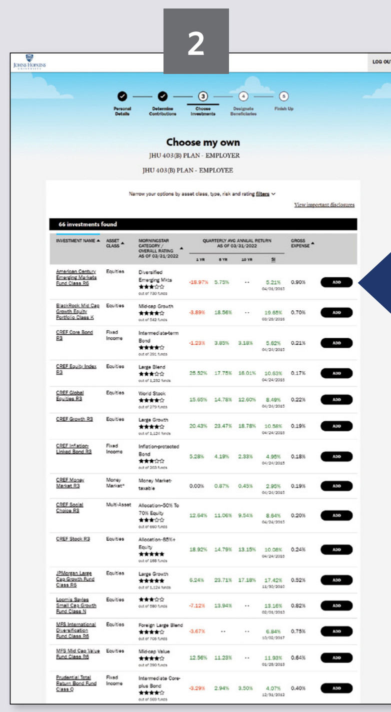


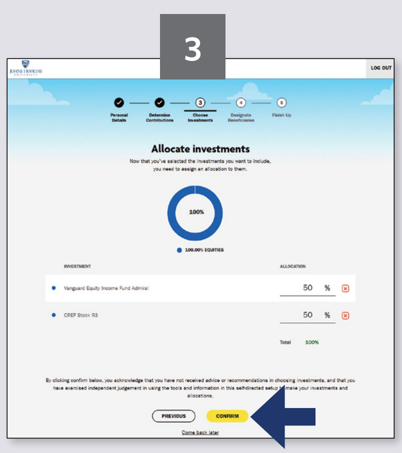
Step 6.

Make your investment selections.

1. You may select *Choose For Me* to be enrolled in your plan's default investment option.
   - If you would rather choose your own investments, *Pick from a list of available investments* at the bottom of the page.
2. Select *ADD* for each investment option you would like to include in your portfolio.
3. Next, indicate the percentage allocation you want for each investment option you have chosen. Then select *Confirm*.





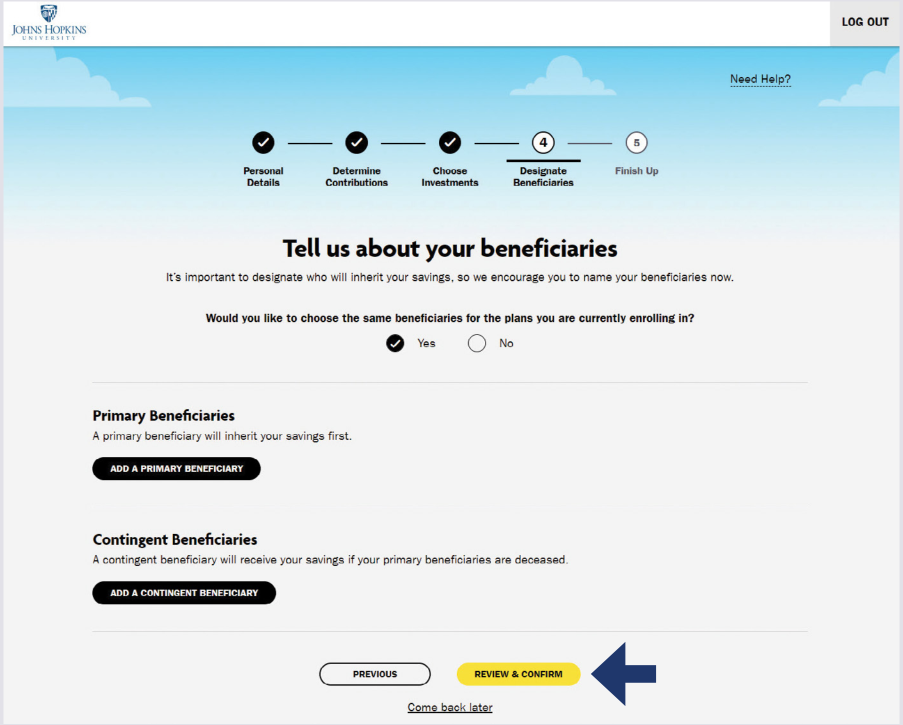


Step 7.

Designate your beneficiaries.

Naming your beneficiaries and keeping the information current is an important aspect of managing your retirement account. Be aware that beneficiaries named on your account(s) take precedence over your will.

1. If you chose your own investments, the Designate Beneficiaries step will automatically appear next. Please enter the information, then select *Review & Confirm*.
2. If you selected the *Choose For Me* option to select investments, the Designate Beneficiaries step will *not* automatically appear next. Please complete your account setup first. Then select *Actions* and *Beneficiaries* within your account.



Contact us

Get personalized advice

As a participant, you have access to personalized advice on the retirement plans' investment menus from:

TIAA

Call **800-200-4074** to speak with a TIAA representative weekdays, 8 a.m. to 10 p.m. (ET). Or access Retirement Advisor online at **TIAA.org/retirementadvisor** for savings and investment recommendations.

For TIAA Brokerage Services, call **800-842-8252**.

MARSH MCLENNAN AGENCY (MMA)

Call the JHU Benefits Service Center for assistance at **410-516-2000,** weekdays, 8:30 a.m. to 5 p.m. (ET). Or visit **jhu.mmaprosperwise.com**.

ENROLLMENT SUPPORT

Please call the Johns Hopkins University Retirement Center at TIAA at **888-200-4074**, weekdays, 8 a.m. to 10 p.m. and Saturday, 9 a.m. to 6 p.m. (ET).

GENERAL PLAN-RELATED QUESTIONS

Please call the Benefits Service Center at **410-516-2000**, weekdays, 8:30 a.m. to 5 p.m. (ET) or email **benefits@jhu.edu**.

LEARN MORE

Visit the Benefits & Worklife website at **https://hr.jhu.edu/benefits-worklife/retirement/retirement-plans-enrollment/**

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