Quick Start Guide

Enrolling online in the JHU Retirement Plan
**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/](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.

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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Investment products may be subject to market and other risk factors. See the applicable product literature or visit TIAA.org for details.

Investment, insurance, and annuity products are not FDIC insured, are not bank guaranteed, are not deposits, are not insured by any federal government agency, are not a condition to any banking service or activity, and may lose value.

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