

## Enrolling Online with TIAA-CREF

Step 1:

You will first need to create a login on the TIAA-CREF website. Go to [www.tiaa-cref.org](http://www.tiaa-cref.org). If you already have a login, skip to Step 2.

Step 2:

Login to [www.tiaa-cref.org/enroll](http://www.tiaa-cref.org/enroll)

Step 3:

Enter your access code:

- For the Suffolk University Standard Retirement Plan, enter **104542RA**
- For the Suffolk University Voluntary Tax Deferred Annuity Plan, enter **104543GS**

Step 4:

Log in to the site using your User ID and Password

Step 5:

Enter your personal information on the next screen.

Step 6:

Under "Retirement Plan Information", click **Yes** to enroll in the Plan.

Step 7:

Enter your TIAA-CREF fund allocations, making sure your allocations total 100%. You can click on any investment choice to view information about it.

Step 8:

Make your beneficiary elections.

Go through the remaining steps until you reach the "Congratulations" page. You can print this page for your records.

Step 9:

Complete a Salary Reduction Agreement. You can either get one from the Human Resources Office or by going to [http://www.suffolk.edu/files/Human\\_Resources\\_PDF/salreductagree.pdf](http://www.suffolk.edu/files/Human_Resources_PDF/salreductagree.pdf) to download the form

Please print a copy of your online application information and send it to the Human Resources Office.

Step 10:

Send your completed Salary Reduction Agreement and a printed copy of your online application information to the Human Resources Office.

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