Managing your University of Richmond Retirement Plan made easy!

TIAA makes it easy to manage your financial future

From the Actions tab, you can:

- **Change the contribution amount.** Select *Change contribution amount.* Update the percentage for your contributions or select the maximum contribution according to the current IRS limits and the date to make your change effective. You can also set up the self-directed automatic increase feature to help build your savings faster.

- **Change the investment of future contributions.** Select *Change your investments* from the *Retirement plans* section, then *Choose future investments,* then *Make changes.* Choose each account or contract to update, then enter investment instructions.

- **Transfer assets among plan investment options.** Select *Change your investments* from the *Retirement plans* section, then *Exchange,* then *Make changes.* Choose each account or contract to update, then enter investment instructions.

- **Update your beneficiary designation.** Select *Add/edit beneficiaries* from the *All accounts* section, then select *Add New* to make changes to multiple accounts or *Edit Existing* to update beneficiaries on a specific account.

- **Take care of administrative needs.**
  - Review and update your personal information
  - Check account balances and confirm contributions
  - View and research the performance of the plan’s investment options
  - Choose eDelivery

Don’t have an online account? Getting set up is easy. Visit [TIAA.org/richmond](http://TIAA.org/richmond), select *Log in* in the top right-hand corner, then *Register for online access.*

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**Need help?**
Managing your retirement account is just the beginning.

**Financial education**
TIAA has resources to help you learn more about saving and managing your finances. Visit [TIAA.org/webinars](http://TIAA.org/webinars) to participate in live webinars, or visit [TIAA.org/public/offer/insights](http://TIAA.org/public/offer/insights) to access information about budgeting, college savings, investing and more.

**Online tools and calculators**
Visit [TIAA.org/tools](http://TIAA.org/tools) for interactive planning tools.

**Get the app**
With the TIAA app,* you can:
- See account details at a glance
- Check your contributions and investment mix to see if you’re on track
- Contact your advisor or get in touch with a TIAA financial consultant
- Manage your account 24/7

* Some features not available on all devices.

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*TIAA app* refers to the TIAA mobile application available on the App Store and Google Play.
We’re here to help
Not sure where to begin? Let us help you take the next step!

Virtual
Schedule a one-on-one advice session by calling TIAA at 800-732-8353, weekdays, 8 a.m. to 8 p.m. (ET), or visit TIAA.org/schedulenow. There is no additional cost to you for this service.

Phone
If you have any questions or would like assistance selecting your new investment options, call TIAA at 800-842-2252, weekdays, 8 a.m. to 10 p.m.

Online
Manage your account online by going to TIAA.org/richmond and selecting Log in.
If you’re new to TIAA, select Log in, then click Register for online access. Follow the on-screen directions to gain online access to your account.