



Washburn University Retirement Program Managing your participation

Don't have an online account?

Visit TIAA.org/washburn, select *Log in* from the top right-hand corner, then *Need online access?* and follow the prompts.

Financial education

TIAA has resources to help you learn more about saving and managing your finances. Visit TIAA.org/webinars to participate in live webinars, or visit TIAA.org/public/offer/insights to access information about budgeting, college savings, investing and more.

Online tools and calculators

Visit TIAA.org/tools for interactive planning tools.

Get the app



TIAA makes it easy to manage your financial future

If you are eligible for the Washburn University retirement program, you can take action at TIAA.org/washburn.

To enroll, select the *Enroll or update* button. Then follow the prompts to log in and elect your contribution rate, investment choices and beneficiary.

Once enrolled, log in to your account at TIAA.org/washburn and from the *Actions* tab, you can:

- **Change your contribution amount.** Select *Change contribution amount*. Update your contributions and choose the date to make your change effective.
- **Set up the automatic increase feature.** On the *Change contribution amount* screen, select Yes for automatic increase. You can select the amount of the increase, the frequency and the start date, automatically helping you save more for retirement.
- **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 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 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 plans' investment options
 - Choose eDelivery
 - Get loan information

We're here to help

Not sure where to begin? Let us help you take the next step!



**In person
or virtual**

Schedule a one-on-one advice session.

- Call TIAA at **800-732-8353**, weekdays, 7 a.m. to 7 p.m. (CT) or visit **TIAA.org/schedulenow**.
- Contact Infitas at **retirementplans@infitaskc.com** or **913-563-7336**.

There is *no additional cost to you* for these services.



Phone

If you have any questions or would like assistance selecting your new investment options, call TIAA at **800-842-2252**, weekdays, 7 a.m. to 9 p.m. (CT).



Online

Manage your account online by going to **TIAA.org/washburn** and selecting *Log in*.

If you're new to TIAA, select *Log in*, then click *Need online access?* and follow the prompts.

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