

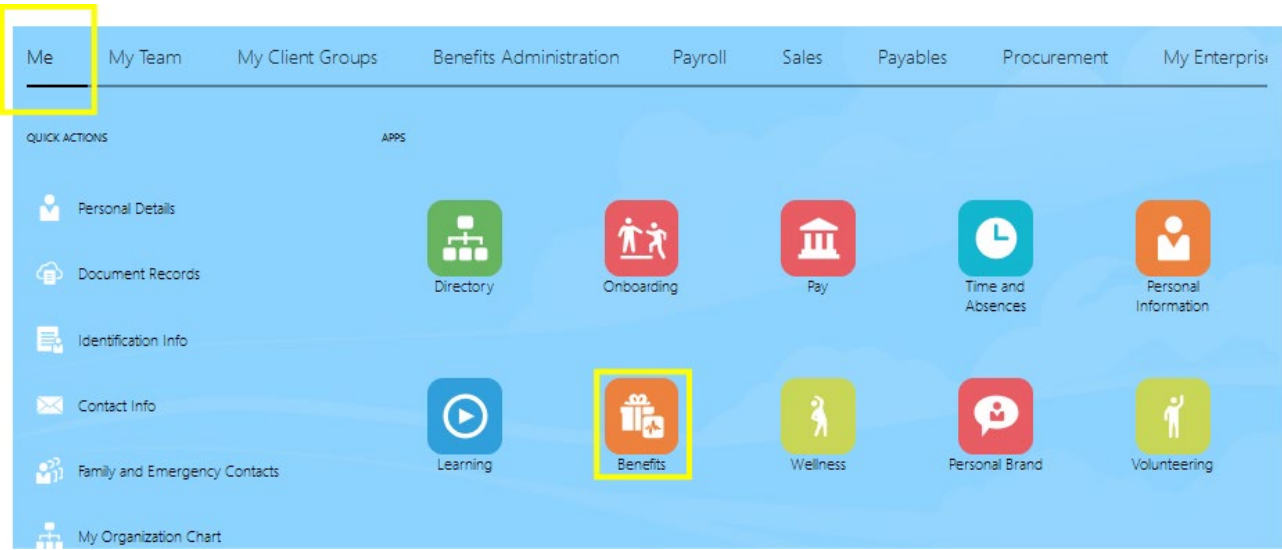
Middlebury College - Changing Your Voluntary 403(b) Retirement Contribution

The guide walks you through how to make changes to your 403(b) Voluntary Retirement contribution.

Walkthroughs:

- 1.0 Navigation Path
- 2.0 Changing Your 403b Contribution


Audience: All

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started</p> <ul style="list-style-type: none"> ➤ Navigation Path Me > Benefits > Change Benefits Elections <p>From the Home Screen, be on the Me tab.</p> <ul style="list-style-type: none"> • Click on the Benefits icon. 

- Next click **Make Changes**


Review your benefits package and relevant info before you enroll. Click on Make Changes to proceed.

Make Changes




Pending Actions

Address your open items to complete enrollment




Your Benefits

See your current, past, and future enrollments



Report a Life Event

Record a life event for enrollment opportunities



Before You Enroll

Add family and others before you enroll


Changing Your 403b Contribution

On the **Before You Enroll** screen:

- Click **Continue** from the top right corner.

Before You Enroll


Continue **Cancel**



Information

To cover family and others in benefits, add them now before you enroll. You may also add individuals or organizations you will designate as beneficiaries or emergency contacts.

People to Cover + Add



There's nothing here so far.

2.0 Changing Your 403b Contribution

- Click the **Middlebury Retirement Program** from the list.
Note: *If you are 50 years of age or older, you will have a second tile on this screen that enables you to add a “catch-up” amount in dollars to your retirement program.*



Middlebury Retirement Program

- On the next page, click **Edit**.

Retirement

 Edit

MIDD - Core Retirement Plan 401a

MIDD - Core Retirement Plan 401a
Employee Contribution

3 %

MIDD - Core Retirement Plan 401a
Employer Contribution

MIDD - Voluntary Retirement Plan 403b



There's nothing here so far.

- The Midd - Core Retirement Plan 401a section will be visible but not editable. Scroll down to the *Midd – Voluntary Retirement Plan 403b* section. Click the **check box** next to Employee Contribution. Note: there is no employer contribution on the Voluntary 403b Retirement Plan.

MIDD - Voluntary Retirement Plan 403b

MIDD - Voluntary Retirement Plan 403b

Employee Contribution

0 %
Employee Contribution

- Enter the percentage of your pay you would like to contribute. Click **OK**.

MIDD - Voluntary Retirement Plan 403b

MIDD - Voluntary Retirement Plan 403b

OK

Cancel

MIDD - Voluntary Retirement Plan 403b
Employee Contribution

Employee Contribution

5

0 to 100, in increments of 0.01

- Once you have updated the contribution, click **Continue** at the top of the page.

Retirement

Continue

Cancel

- Review your changes and click **Submit**.

Middlebury Retirement Program

Submit

Cancel

- Review the confirmation page. *You have now updated your contributions!*
To update your retirement plan investment elections and beneficiaries visit
<https://www.tiaa.org/public/tcm/middleburycollege>