HOW TO ENROLL ON-LINE

1ST BE READY WITH YOUR:

- Investment choices and allocations
  Go to www.tiaa.org/udmercy to review your investment choices
- Beneficiary Information: Social security number(s) (optional), birth date(s) and address

TO ENROLL ON-LINE

Log onto www.tiaa.org/udmercy then click “ENROLL NOW”

- Click on the link for the plan(s) you want to enroll in:
  ✓ UDM Defined Contribution Retirement Plan (if you contribute “only” minimum 3%)
  ✓ UDM Supplemental Tax Deferred Annuity Plan (if you contribute more than 3%)
    (You must enroll in both plans if you contribute more than 3%)

- Follow the on-screen instructions to complete your enrollment application
  (If you need assistance with any part of the enrollment process, call TIAA at 800-842-2776)

- From the “Congratulations” screen, print the enrollment completion confirmation page.

Congratulations...you have completed the TIAA enrollment process!

You are now ready to start saving...Complete your Salary Reduction form and attached the TIAA enrollment confirmation page; submit via emailed to hr@udmercy.edu or faxed to 313-993-1015.