



HOW TO ENROLL ON-LINE

1ST BE READY WITH YOUR:

- Investment choices and allocations
Go to [TIAA Org](#) to review your investment choices
- Beneficiary Information: Social security number(s) (optional), birth date(s) and address

TO ENROLL ON-LINE

Log onto [TIAA Org](#) 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.