To enroll in the Arizona University System (AUS) Voluntary 403(b) Plan, follow these steps below.

**Establish Your Account**
Follow the below steps to complete your enrollment. This process should take approximately 15 minutes.

2. Click on the Get Started tab, then the Enroll link.
3. Select the AUS Voluntary 403(b) Plan, #55468.
4. Click Enroll Now.
5. Provide your personal information and your consent.
6. Select a Username and Password.
7. Follow the steps on the right to complete your enrollment.

**Complete your Enrollment**
Once you enter the Fidelity NetBenefits® site, you will be directed to the enrollment ‘wizard’ to guide you through the following steps to enroll.

**Note:** If you see a tile that says Retirement Savings (2 plans) click on the tile then select your AZ Universities 403(b) Plan.

**Step 1 – Enroll**
Click Enroll to enter the enrollment wizard.

On the page entitled, Let’s get started, Click Begin.

**Step 2 – Select Contribution Amount**
Select your Pre-Tax and/or Roth contribution amounts in dollars per pay period. Click Continue.

**Step 3 – Select your Retirement Provider**
You can choose to invest with Fidelity or TIAA, or invest a portion with both providers.

Choose how you want your contributions invested for your Contributions and Rollovers.

Enter the percentage you’d like to invest in the options listed. Your choices must equal 100%.

When finished, click Continue.

**Step 4 - Review and confirm your elections**
If you are satisfied with your choices, choose Submit.

If you choose to invest at TIAA, you will be redirected to TIAA’s website to choose your investment elections and set up your account.

You will need to establish a unique user ID and password for the TIAA website.

YOU ARE NOW ENROLLED!
Making changes to Your AUS Voluntary 403(b) Plan Account

**Change your contribution amount**
To change the amount of your payroll contributions into your account (for both TIAA and Fidelity):


2. After logging on, if you see a tile that says Retirement Savings (2 plans) click on the tile then select your AZ Universities 403(b) Plan. Otherwise, just select the Quick Links drop-down next to the AZ Universities 403(b) Plan.

3. Click Contribution Amount.

4. Click Contribution Amount again. Enter your desired per-pay-period contribution amounts (pre-tax and/or Roth).

5. Confirm your new contribution dollar amount by selecting Change Contribution Amount.

6. Review your Contribution Amount and Click Submit.

**Note:** Contribution Changes can only be made online in Fidelity Netbenefits or by calling Fidelity: 800-343-0860.

**Choose or Change Your Investment Provider**
You have two retirement providers to choose from: Fidelity Investments and TIAA. (Choose both in Fidelity NetBenefits®)


2. Select the AZ Universities 403(b) Plan.

3. Select the Quick Links drop-down.

4. Click Contribution Amount.

5. Click Retirement Provider.

6. Click Change Retirement Provider Elections.

**Complete Your Investments**
Change your investments directly with your selected investment provider.

**FIDELITY INVESTMENTS**


2. Select the AZ Universities 403(b) Plan.

3. Select the Quick Links drop-down. Click Change Investments.

4. Under Change Your Investment Elections, choose from the options available.

**TIAA**

1. Go to [https://www.tiaa.org/arizona](https://www.tiaa.org/arizona) and log in with your TIAA user ID and password.

2. Under I want to...(located on the right side of the page) click More.

3. Click Change My Investments.

4. Choose from the options available.

**Designate or Change Your Beneficiaries**

**FIDELITY INVESTMENTS**


2. Click the Profile tab.

3. Click Beneficiaries.

**TIAA**

1. Go to [https://www.tiaa.org/arizona](https://www.tiaa.org/arizona)

2. Log in with your TIAA user ID and password.

3. Under I want to...(located on the right side of the page) click Update my beneficiaries.

**NEED HELP?**

**Call:** Fidelity: 800-343-0860 TIAA: 800-842-2252

**Click:** Fidelity: [https://nb.fidelity.com/public/nb/aus/home](https://nb.fidelity.com/public/nb/aus/home) TIAA: [https://www.tiaa.org/arizona](https://www.tiaa.org/arizona)

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