Managing your Account
If you are a current participant in the Voluntary 403(b) Retirement Plan follow these steps to make changes to your account.

**Change your contribution amount**
To change the amount of your payroll contributions into your account:
2. Select the AZ Universities 403(b) Plan.
3. Select the Quick Links drop-down. Click Contribution Amount
4. 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

Please note: Contribution changes can only be made online in Fidelity NetBenefits® or by calling Fidelity at 800-343-0860.

**Choose or change your investment providers**
You have two retirement providers to choose from; Fidelity Investments and TIAA. The investments select determine which investment provider you choose.
1. Go to [www.netbenefits.com/aus](http://www.netbenefits.com/aus) and log on with your Fidelity NetBenefits® username and password.
2. Select the AZ Universities 403(b) Plan.
3. Select the Quick Links drop-down
   Click Contribution Amount
4. Click Retirement Provider.
5. Click Change Retirement Providers Elections.

Changes can only be made online in Fidelity NetBenefits® or by calling Fidelity at 1-800-343-0860.

**Change investments**
You can change your investments directly with your selected investment provider.

To change your investments at Fidelity:
1. Go to [www.netbenefits.com/aus](http://www.netbenefits.com/aus) and log on with your Fidelity NetBenefits® username and password.
2. Select the AZ Universities 403(b) Plan.
3. Select the Quick Links drop-down. Click Change Investments.
4. Select Investments Elections.
5. Under Change your Investment Elections choose one of the options available

To change your investments at TIAA:
1. Go to [https://www.tiaa.org/public/index.html](https://www.tiaa.org/public/index.html) 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.

**Update or designate your beneficiary**

To designate your beneficiary for your plan account at Fidelity:
1. Go to [https://nb.fidelity.com/public/nb/aus/home](https://nb.fidelity.com/public/nb/aus/home) and log on with your user name and password.
2. Click Profile.
3. Click Beneficiaries.

To designate your beneficiary for your plan account at TIAA:
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
       TIAA: [https://www.tiaa.org/public/index.html](https://www.tiaa.org/public/index.html)

TIAA and Fidelity Investments are not affiliated.

Fidelity Investments Institutional Operations Company, Inc.
746821.1.0