

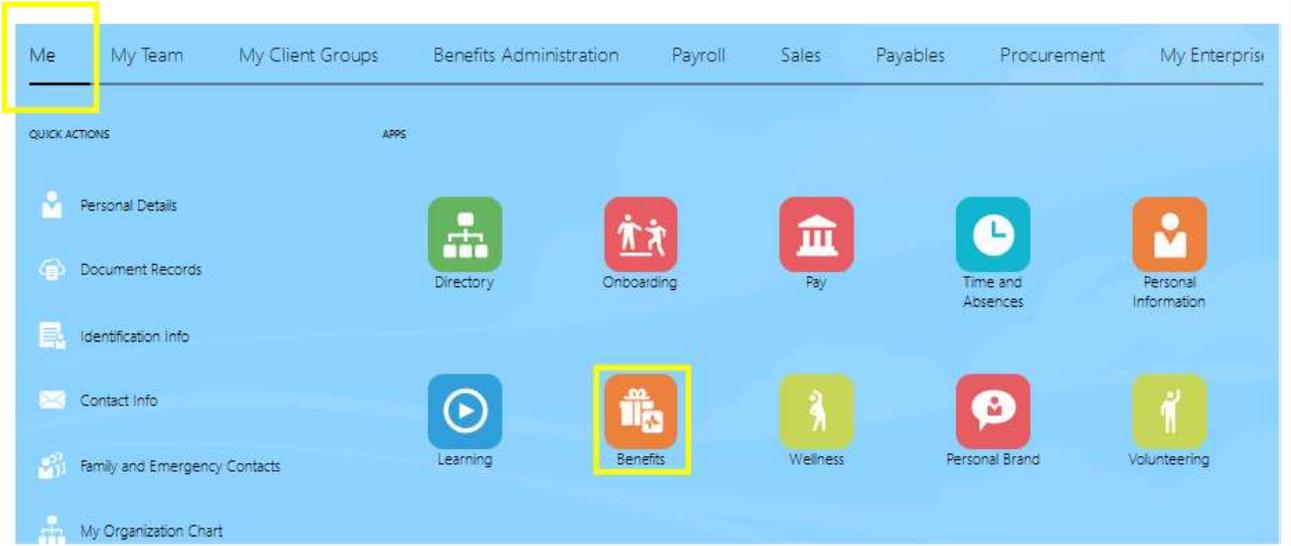
Middlebury College - Changing Your Voluntary 403(b) Retirement Contribution

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.



Middlebury Retirement Program

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

Retirement



MIDD - Core Retirement Plan 401a

MIDD - Core Retirement Plan 401a Employee Contribution	6 %
MIDD - Core Retirement Plan 401a Employer Contribution	

MIDD - Voluntary Retirement Plan 403b

MIDD - Voluntary Retirement Plan 403b Employee Contribution	5 %
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MIDD - Voluntary Retirement Plan 403b Roth



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.

- **To contribute pre-tax,**

- If you are contributing for the first time, click the **check box** next to Employee Contribution under MIDD - Voluntary Retirement Plan 403b.
- If you are changing your contribution, click the **pencil** next to your current contribution amount under MIDD - Voluntary Retirement Plan 403b.

MIDD - Voluntary Retirement Plan 403b

MIDD - Voluntary Retirement Plan 403b

<input checked="" type="checkbox"/>	Employee Contribution	5 % 
		Employee Contribution

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

MIDD - Voluntary Retirement Plan 403b

MIDD - Voluntary Retirement Plan 403b

MIDD - Voluntary Retirement Plan 403b
Employee Contribution

Employee Contribution

0 to 100, in increments of 0.01

- **To contribute Roth (after-tax),**

- If you are contributing for the first time, click the **check box** next to Employee Contribution under MIDD - Voluntary Retirement Plan 403b Roth.
- If you are changing your contribution, click the **pencil** next to your contribution amount under MIDD - Voluntary Retirement Plan 403b Roth.

MIDD - Voluntary Retirement Plan 403b Roth

MIDD - Voluntary Retirement Plan 403b Roth

<input checked="" type="checkbox"/>	Employee Contribution	0 % 
		Employee Contribution

- Enter the amount you would like to contribute Roth (after-tax). Click **OK**.

MIDD - Voluntary Retirement Plan 403b Roth

MIDD - Voluntary Retirement Plan 403b Roth

OK

Cancel

MIDD - Voluntary Retirement Plan 403b Roth
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>