How to Enroll

Staff Retirement Plan
The Staff Retirement plan is a 403(b), university funded retirement plan. Staff employees are eligible to enroll in this plan after 2 years of consecutive service, having worked at least 975 hours in each year. Once you become eligible and take the steps to enroll, Tulane will contribute 8% of your base salary to the vendor of your choice.

There are two steps to enroll in the Staff Retirement plan.

1. First, you should establish an account with either Fidelity Investments or TIAA-CREF

   To establish an account with Fidelity:
   - To enroll with Fidelity, go to [http://enrollonline.fidelity.com](http://enrollonline.fidelity.com)
   - Type in the plan's identification number, 84782, and your Social Security number.
   - Follow the prompts to create a customer number (other than your Social Security number) and PIN.
   - Go to [www.netbenefits.fidelity.com](http://www.netbenefits.fidelity.com) and establish an investment allocation in NetBenefits.
   - Select "Beneficiaries" in the "My Profile" section.
   - Designate your beneficiary(ies) for your 403(b) account at Fidelity and receive instant online confirmation.
   - **If you are having problems with the website, call 1-800-343-0860.**

   To establish an account with TIAA-CREF:
   - To enroll with TIAA-CREF go to [www.tiaa-cref.org/tulane](http://www.tiaa-cref.org/tulane)
   - Click on "Enroll Now."
   - If you are newly enrolling with TIAA-CREF, register first by selecting "Register with TIAA-CREF" under the heading "Ready to get started."
   - If you are already registered with TIAA-CREF, enter your user id in the log in section and proceed with the enrollment process for Tulane University Retirement Plans.
   - Once you are logged in, select the plan you want to enroll – "Tulane University Staff Retirement Plan."
   - Follow the prompts to complete the enrollment.
     - **If you are having problems with the website, call 1-877-518-9161.**

   You may also schedule a one-on-one with Fidelity or TIAA-CREF representatives who can walk you through the process of establishing an account and provide guidance with the investment options. Contact information to schedule a one-on-one with Fidelity or TIAA-CREF may be found [here](http://www.fidelity.com).

2. The second step is to send an email to Celeste Wertz at cwertz@tulane.edu to notify her of your vendor choice. This is very important because the university needs to know where to direct your contributions.