

# Washburn University Retirement Program

## Managing your participation

### Don't have an online account?

Visit [TIAA.org/washburn](https://TIAA.org/washburn), select *Log in* from the top right-hand corner, then *Need online access?* and follow the prompts.

### Financial education

TIAA has resources to help you learn more about saving and managing your finances. Visit [TIAA.org/webinars](https://TIAA.org/webinars) to participate in live webinars, or visit [TIAA.org/learn](https://TIAA.org/learn) to access information about budgeting, college savings, investing and more.

### Online tools and calculators

Visit [TIAA.org/tools](https://TIAA.org/tools) for interactive planning tools.

Take your planning with you using the TIAA mobile app. Download the TIAA mobile app from the App Store or Google Play.

## TIAA makes it easy to manage your financial future

If you are eligible for the Washburn University retirement program, you can take action at [TIAA.org/washburn](https://TIAA.org/washburn).

To enroll, select the *Enroll or update* button. Then follow the prompts to log in and elect your contribution rate, investment choices and beneficiary.

Once enrolled, log in to your account at [TIAA.org/washburn](https://TIAA.org/washburn) and from the *Actions* tab, you can:

- **Change your contribution amount.** Select *Change contribution amount*. Update your contributions and choose the date to make your change effective.
- **Set up the automatic increase feature.** On the *Change contribution amount* screen, select Yes for automatic increase. You can select the amount of the increase, the frequency and the start date, automatically helping you save more for retirement.
- **Change the investment of future contributions.** Select *Change your investments* from the *Retirement plans* section, then *Choose future investments*, then *Make changes*. Choose each account to update, then enter investment instructions.
- **Transfer assets among plan investment options.** Select *Change your investments* from the *Retirement plans* section, then *Exchange*, then *Make changes*. Choose each account to update, then enter investment instructions.
- **Update your beneficiary designation.** Select *Add/edit beneficiaries* from the *All accounts* section, then select *Add new* to make changes to multiple accounts or *Edit existing* to update beneficiaries on a specific account.
- **Take care of administrative needs.**
  - Review and update your personal information
  - Check account balances and confirm contributions
  - View and research the performance of the plans' investment options
  - Choose eDelivery
  - Get loan information

## We're here to help

Not sure where to begin? Let us help you take the next step!



**In person  
or virtual**

Schedule a one-on-one advice session.

- Call TIAA at **800-732-8353**, weekdays, 7 a.m. to 7 p.m. (CT) or visit **TIAA.org/schedulenow**.
- Contact Infitas at **retirementplans@infitaskc.com** or **913-563-7336**.

There is *no additional cost to you* for these services.



**Phone**

If you have any questions or would like assistance selecting your new investment options, call TIAA at **800-842-2252**, weekdays, 7 a.m. to 9 p.m. (CT).



**Online**

Manage your account online by going to **TIAA.org/washburn** and selecting *Log in*.

If you're new to TIAA, select *Log in*, then click *Need online access?* and follow the prompts.

The TIAA group of companies does not provide legal or tax advice. Please consult your legal or tax advisor.

This material is for informational or educational purposes only and does not constitute fiduciary investment advice under ERISA, a securities recommendation under all securities laws, or an insurance product recommendation under state insurance laws or regulations. This material does not take into account any specific objectives or circumstances of any particular investor, or suggest any specific course of action. Investment decisions should be made based on the investor's own objectives and circumstances.

TIAA and Infitas, and any of their affiliates or subsidiaries, are not affiliated with or in any way related to each other. TIAA acts as recordkeeper for the plan and, in that capacity, is not a fiduciary to the plan. TIAA and Infitas may also provide advice and education to plan participants. When TIAA provides advice on how to allocate investments, it takes fiduciary responsibility for that advice. TIAA is not responsible for the advice and education provided by Infitas. Infitas is not responsible for the advice and education provided by TIAA.

**Investment, insurance, and annuity products are not FDIC insured, are not bank guaranteed, are not deposits, are not insured by any federal government agency, are not a condition to any banking service or activity, and may lose value.**

TIAA-CREF Individual & Institutional Services, LLC, Member FINRA, distributes securities products. Annuity contracts and certificates are issued by Teachers Insurance and Annuity Association of America (TIAA) and College Retirement Equities Fund (CREF), New York, NY. Each is solely responsible for its own financial condition and contractual obligations.

©2024 Teachers Insurance and Annuity Association of America-College Retirement Equities Fund, 730 Third Avenue, New York, NY 10017