

Quick Start Guide

Everything for your employer's retirement plan.
In one location.

Welcome to Retirement@Work®, where you can:

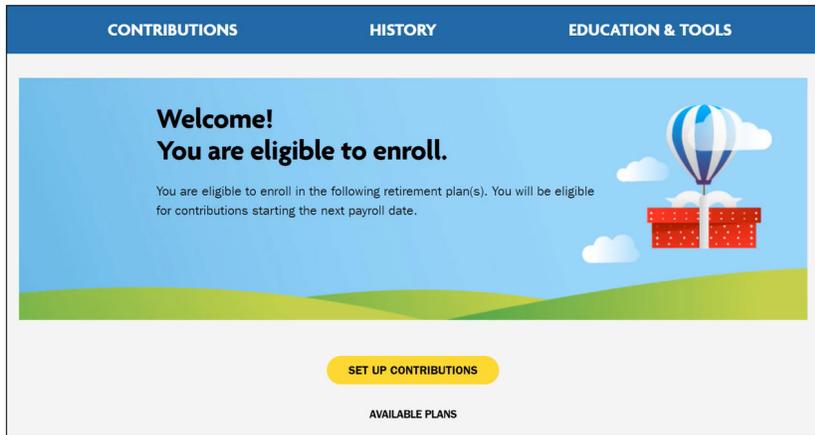
- **Track your progress:** Get a snapshot of all your investments, and view current and past transactions.
- **Make informed decisions:** Learn more about your retirement plan(s), and use calculators and other tools to help plan for the type of retirement you want.
- **Take action:** Change your contribution amount or how it's split among your selected investment provider(s).

1. Access Retirement@Work

Visit **The University of Akron Human Resources** webpage and log in using your existing login to gain access to Retirement@Work.

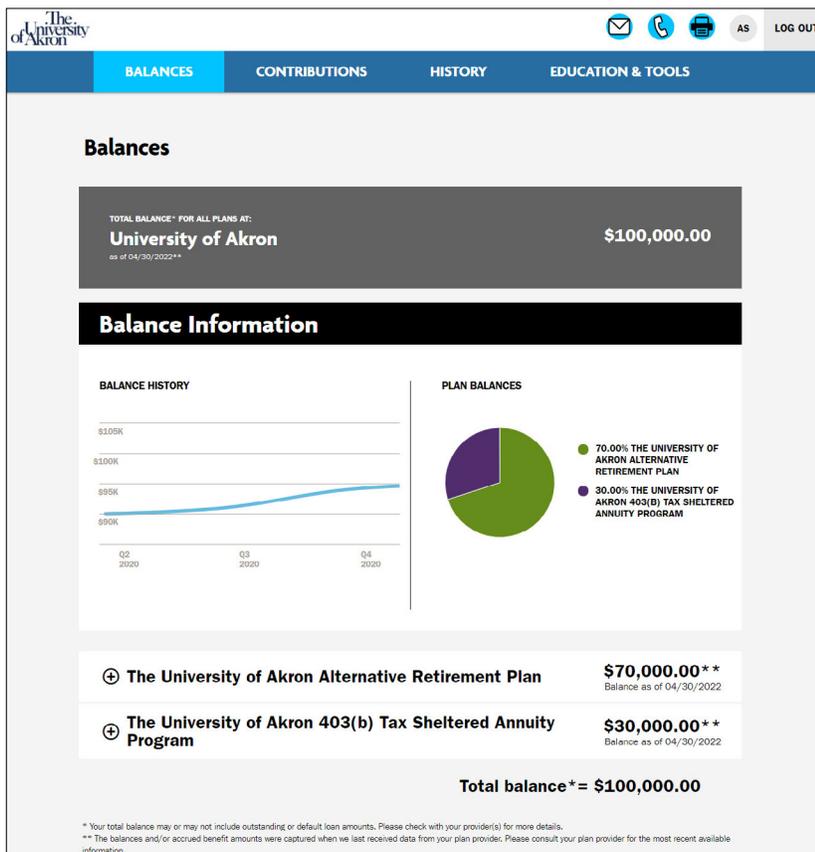
2. Set up and manage your contributions

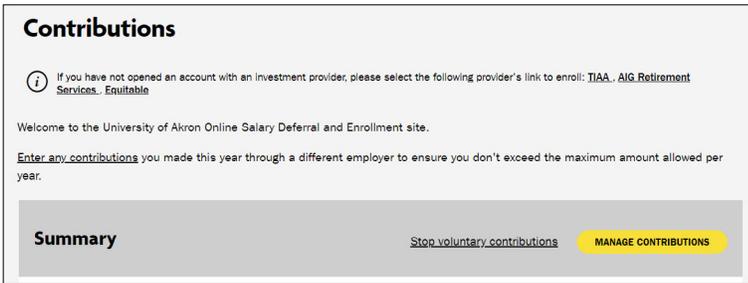
First-time users: Click *Set Up Contributions*.



Click the + next to each plan to read more information and review available investment providers.

Returning users: You will be taken to the *Balances* tab where you can view your total balance in the Plan, regardless of provider. To change your contributions, go to the *Contributions* tab and click *Manage Contributions*.





On the next page, enter the amount you want to contribute to the voluntary plan(s) per pay period and when you want contributions to start.

Click the indicated button to split your contributions between pretax and Roth.

- If you enter a percentage, you'll see an estimate of your dollar contribution per pay period.
- If you enter a dollar amount, you'll see an estimate of your percentage contribution per pay period.

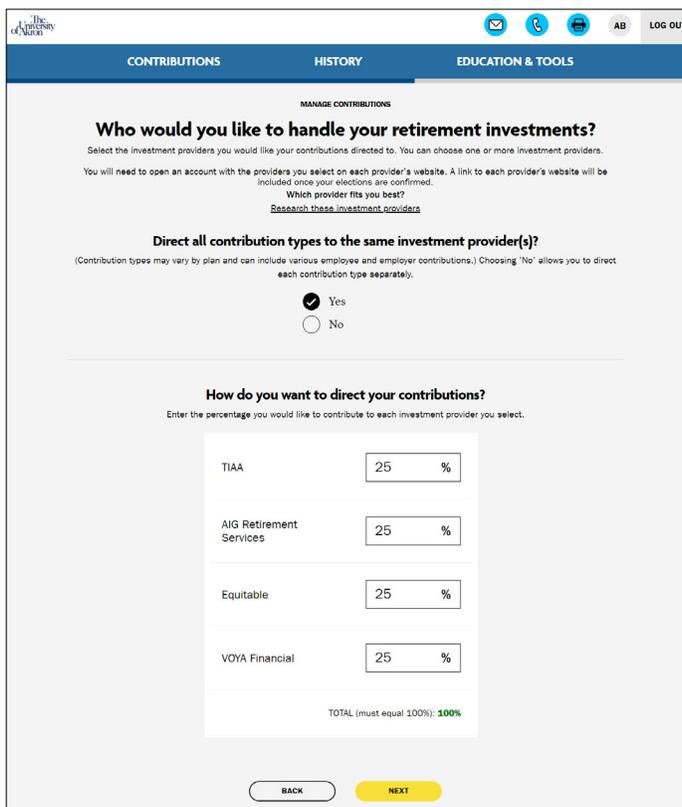
3. Select investment providers

Decide if you want to direct all of your contributions to the same investment provider(s) and click *Yes* or *No*.

If you choose *Yes*, all plans in which you contribute and all contribution types—which, based on your plan(s), may include employee contributions, pretax, and Roth—will be directed to the same investment provider(s) in the same percentages.

If you choose *No*, you will then make your choices by individual plan and contribution type.

Enter the percentage you wish to allocate to each provider. Ensure your total equals 100 percent.



4. Review your contributions

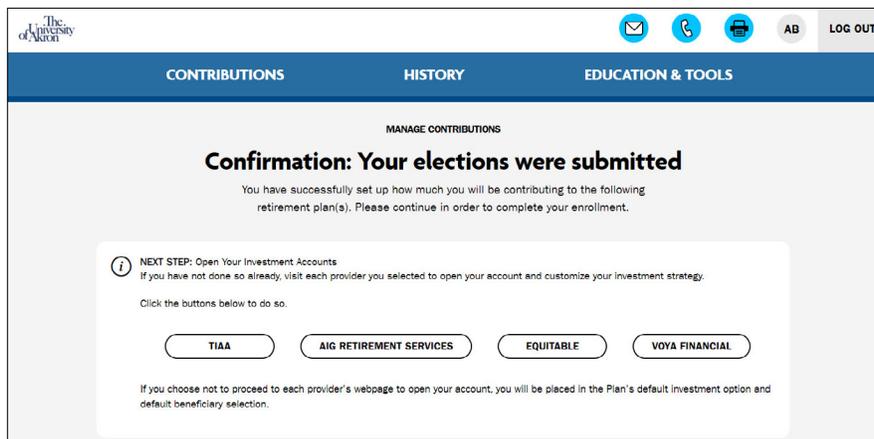
Check to be sure your desired selections are reflected in the summary.

If they are not, click the *Edit* button to make changes.

Once your selections are shown, review the “Terms and Conditions,” check the box, then click *Confirm*. The next page will confirm that your elections were submitted.

5. Open your investment account(s) and select investments

Click the name of each provider you selected to open an account with them (if you do not have one already) and select your investments by plan. You will exit Retirement@Work and be taken to each provider’s website to complete this task. If you selected more than one provider, **you must return to this page** to click each provider’s name to complete the process.



You will be required to enter a plan number once on your selected provider’s site to continue enrollment:

AIG

ARP: 17016001

403(b): 17016002

403(b) Roth Only:

17016202

457(b): 17016003

457(b) Roth Only:

17016303

Equitable:

Contact Equitable

TIAA: Not required

Voya

ARP: 664642

403(b): 664641

457(b): 664643

Verification Code:

069963

Need help? We've got you covered.

Site support

Call Retirement@Work at **844-567-9090**, weekdays, 8 a.m. to 10 p.m. (ET).

Advice and education

You can get help deciding how to create the right investment mix with your chosen investment provider(s), over the phone or in person.

- TIAA: **800-842-2252**
- AIG: **800-448-2542** or James Musengo, CFP: **330-221-1899**
- Equitable: [equitable.com](https://www.equitable.com)
- Voya: **216-447-3765**

General plan questions

Contact the **Office of Human Resources** by email at benefits@uakron.edu.

Learn more

Visit **The University of Akron Human Resources** webpage.

This short video provides a step-by-step visual guide to using Retirement@Work. Watch the video [here](#).