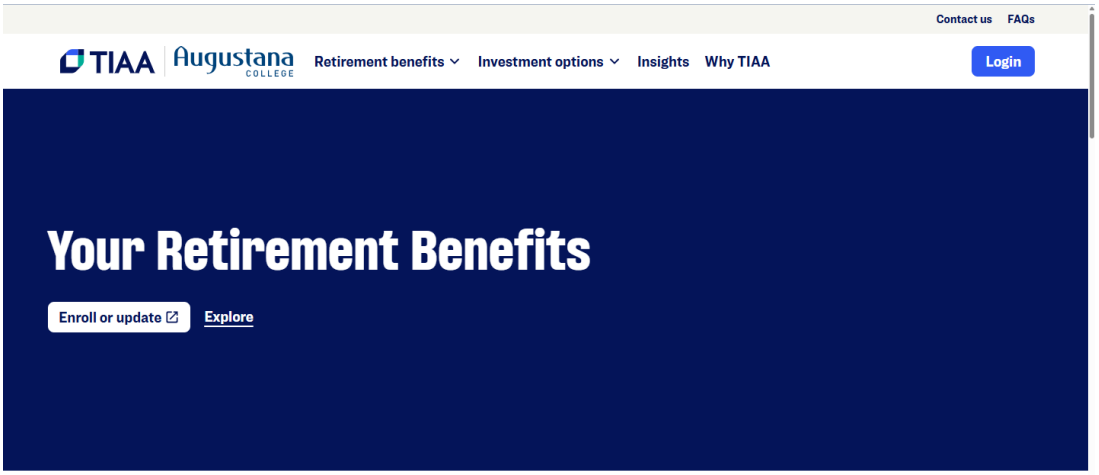
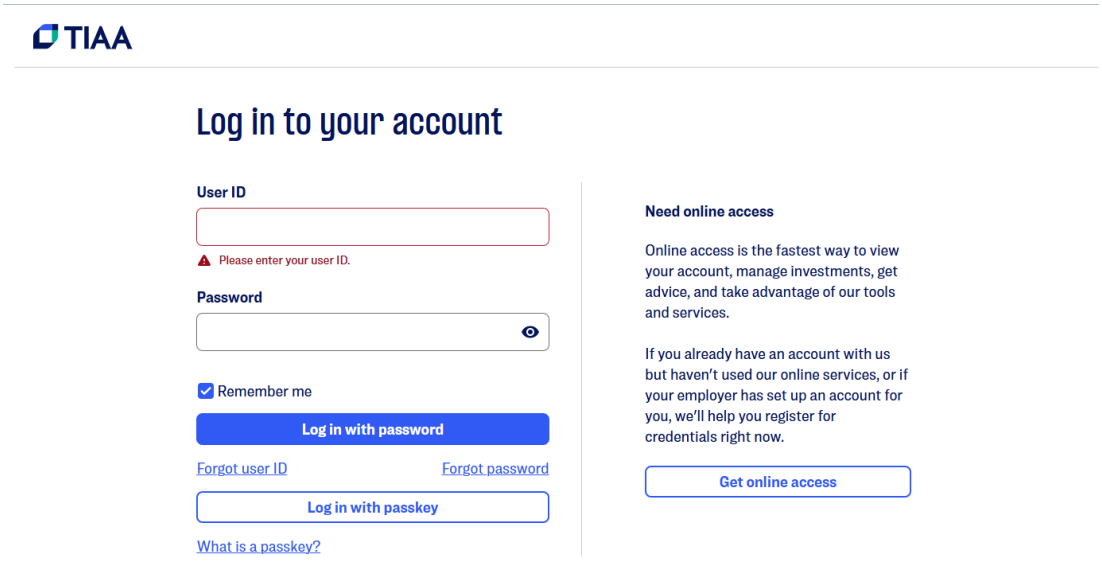
How to Change Your Retirement Contributions Through TIAA

Augustana College employees can review and update their voluntary 403(b) retirement contributions online through TIAA. Follow these steps to make a change.

Step 1 | Sign in to TIAA

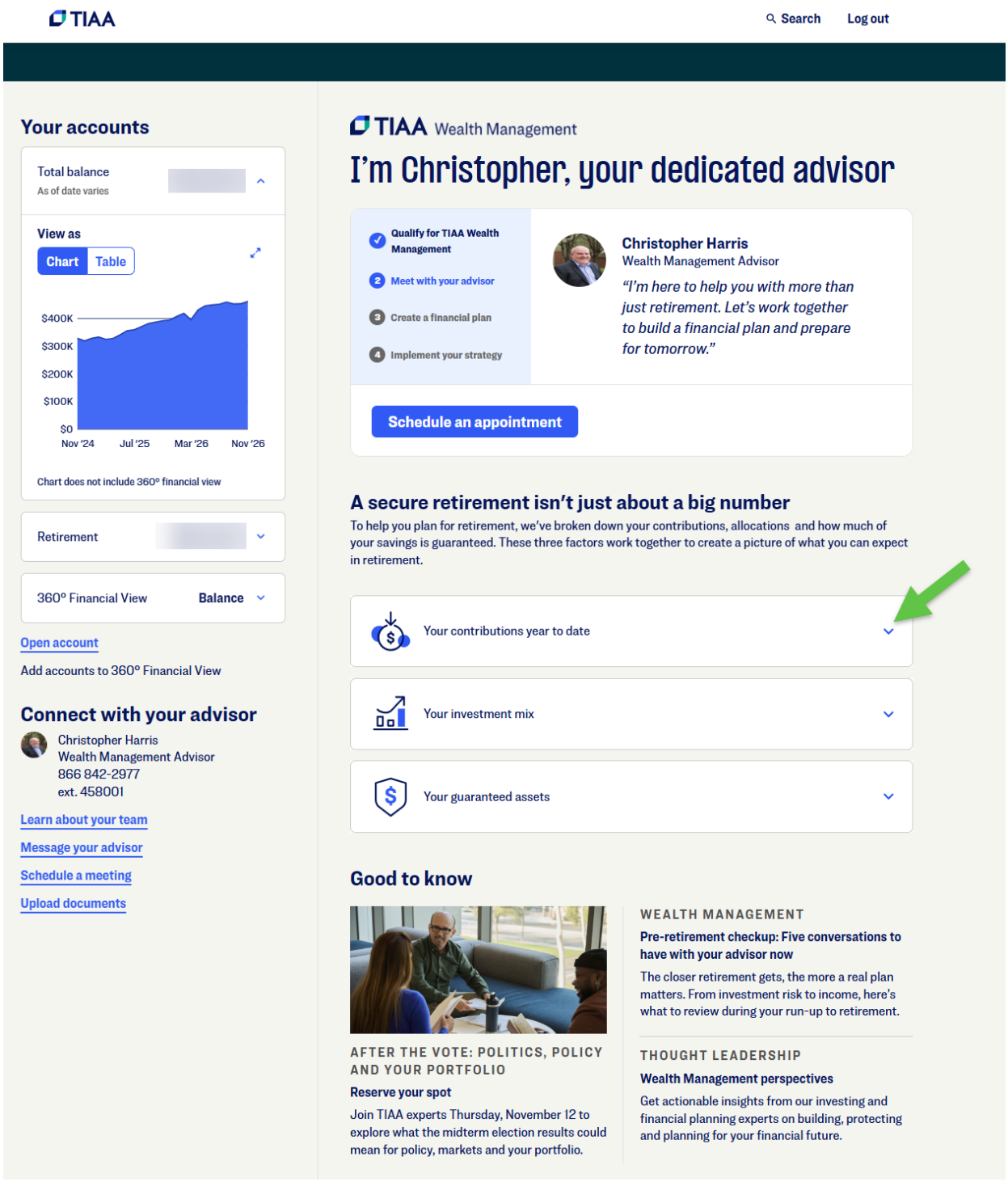
- Visit the Augustana College Benefits webpage, select Retirement, and follow the link to TIAA.
- On Augustana's TIAA retirement website, select Login in the upper-right corner.
- Enter your TIAA User ID and password, then select Log in with password. If you are new to online access, select Get online access to register. If you do not remember your username and password, follow the prompts for Forgot user ID and Forgot password.





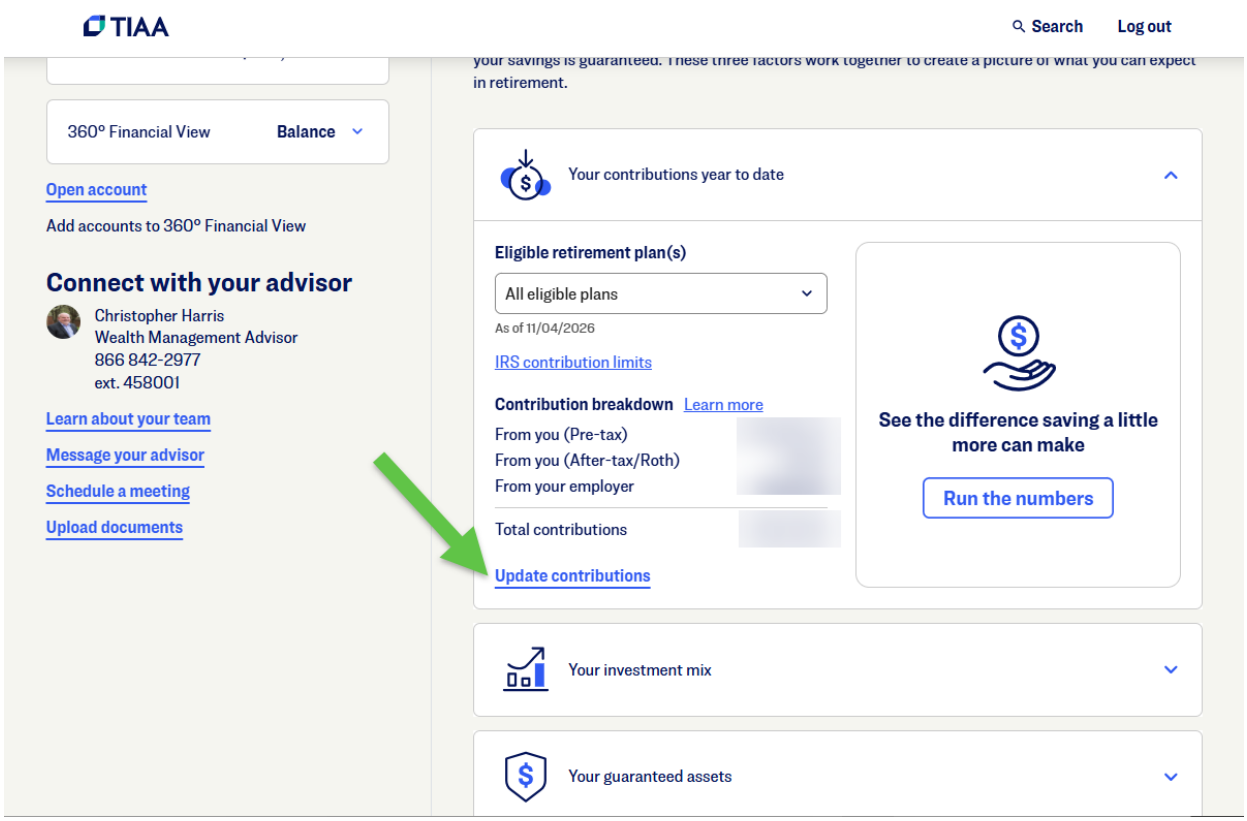
Step 2 | Find your contribution information

On your TIAA account homepage, find **Your contributions year to date**. Select the arrow on the right to expand the section.

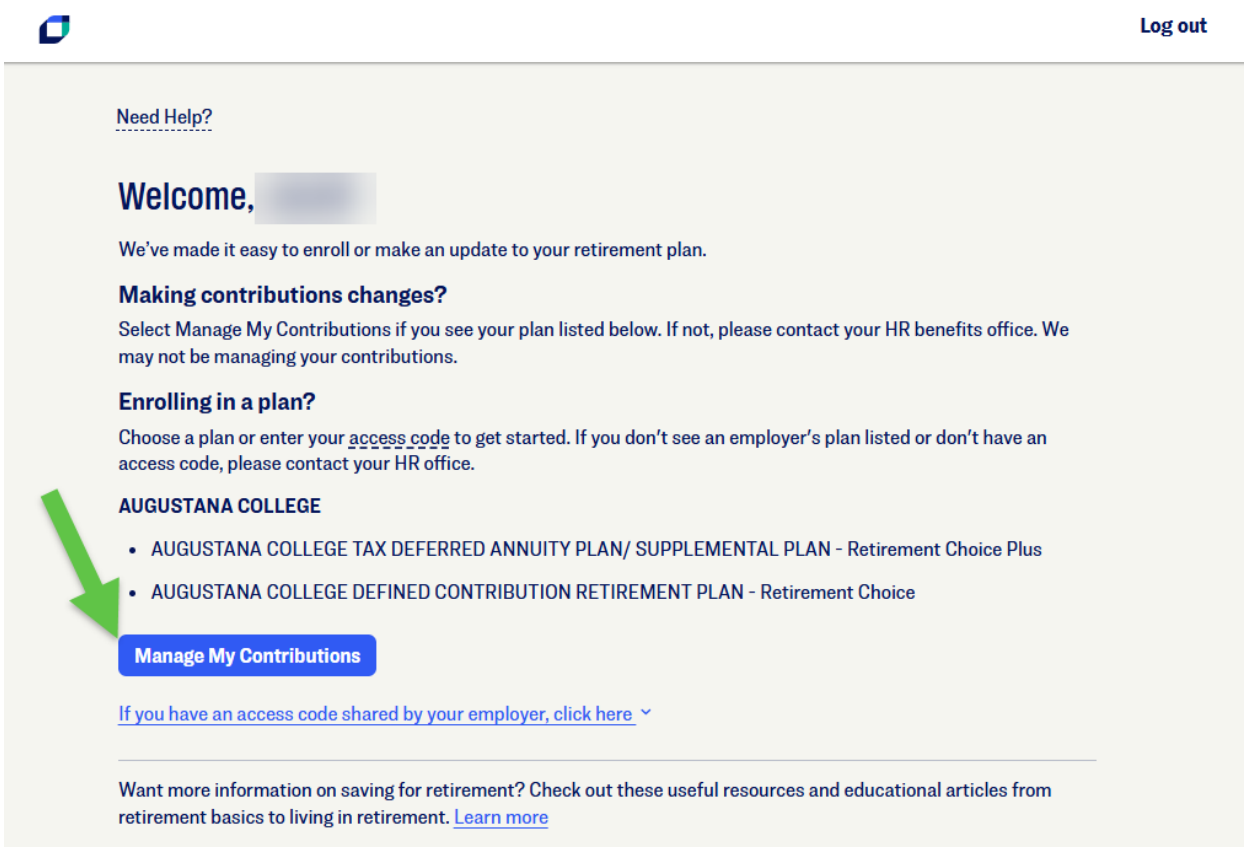


Step 3 | Start a contribution change

In the expanded section, select **Update contributions**.

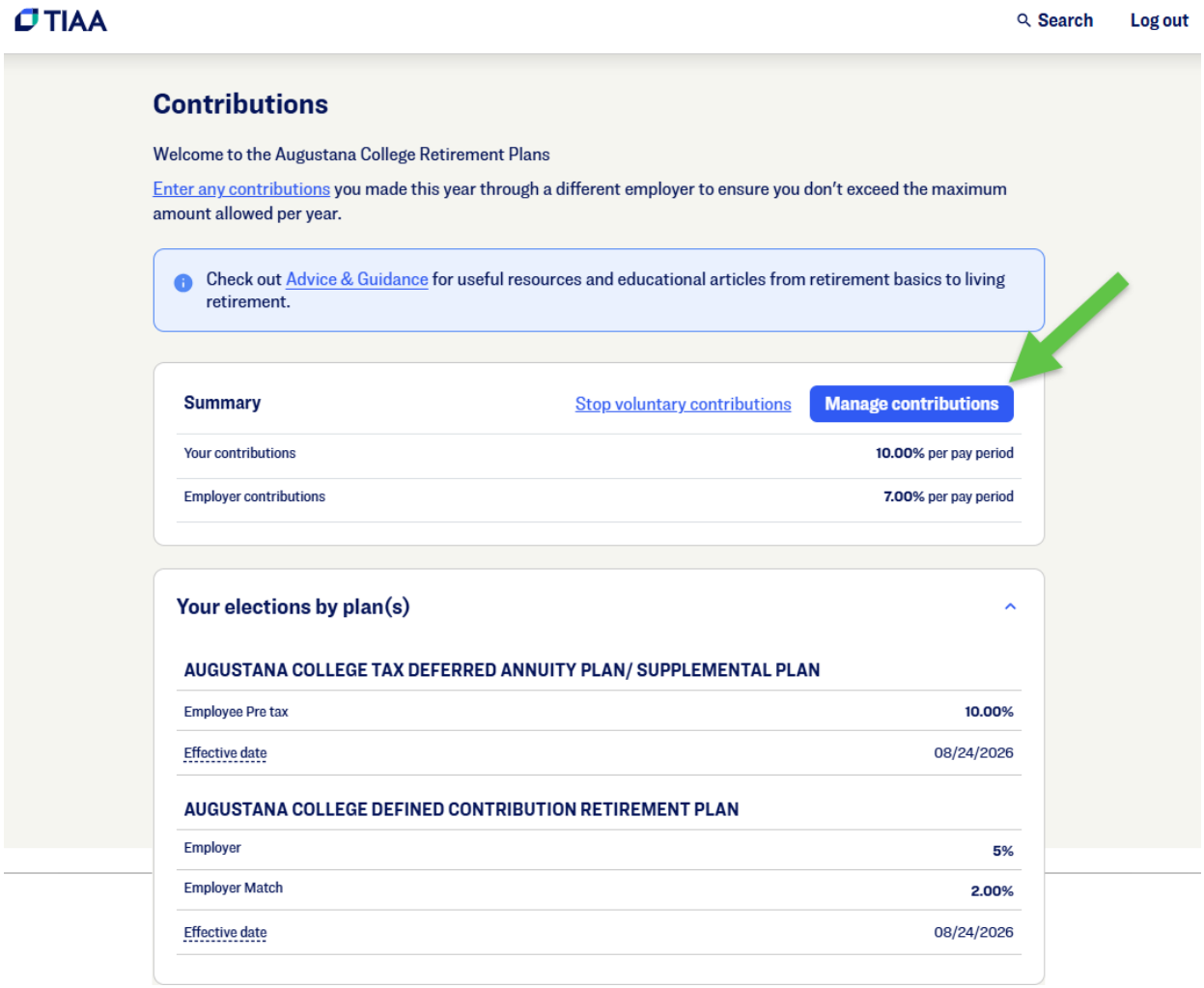


On the next screen, select the blue **Manage My Contributions** button under Augustana College.



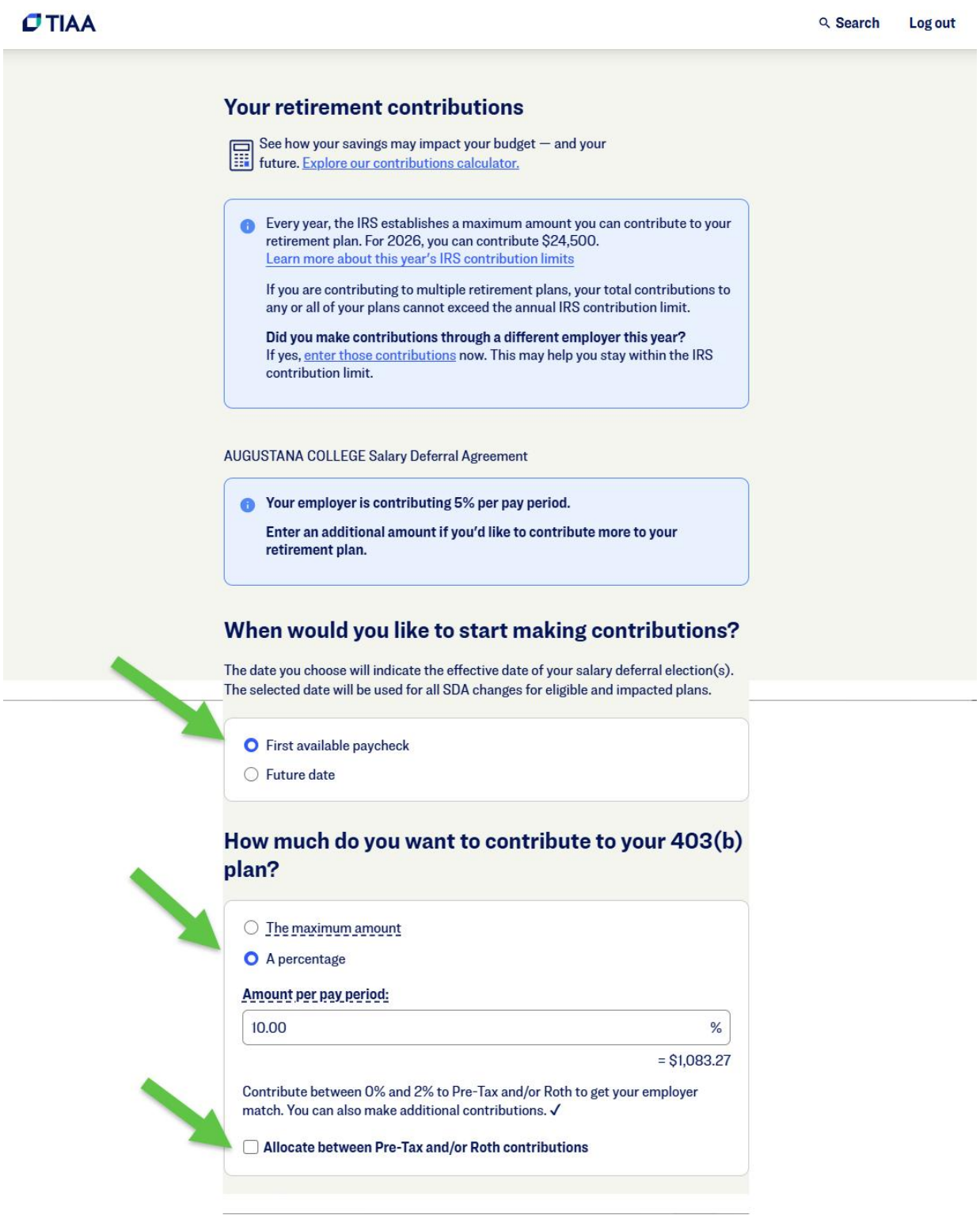
Step 4 | Review your current elections

Review the summary of your current employee contribution percentage and any applicable employer contributions. Select the blue **Manage contributions** button to make a change.



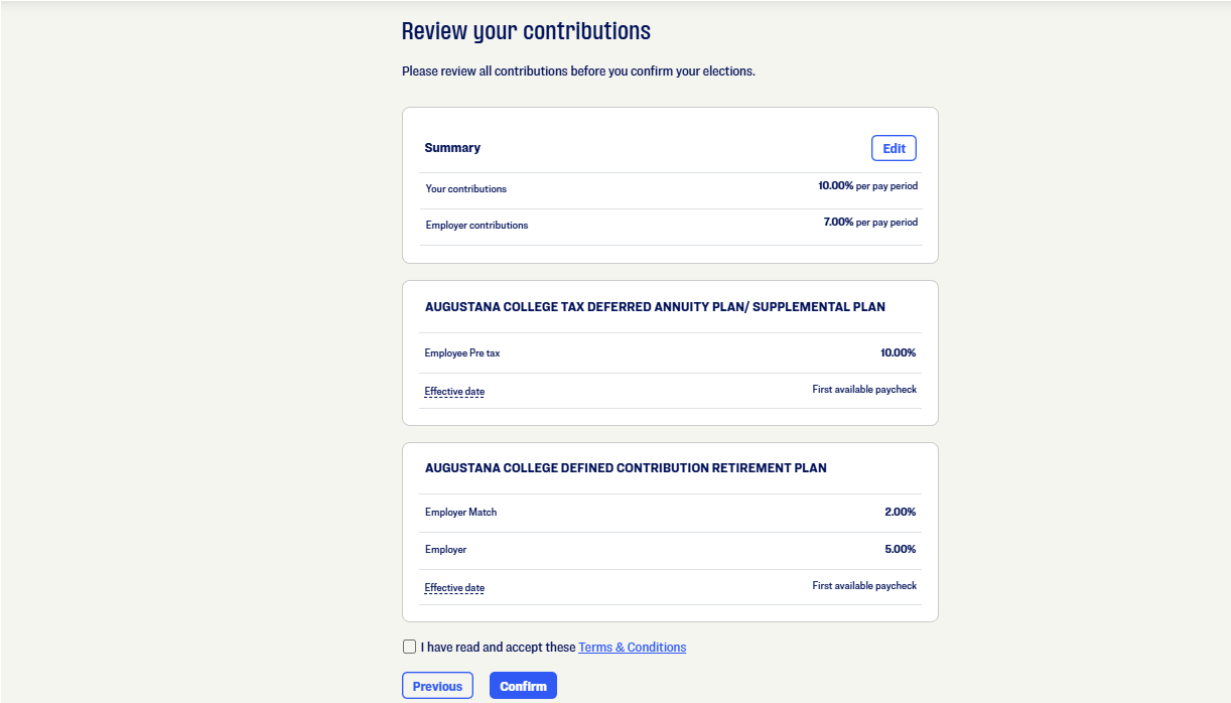
Step 5 | Enter your new contribution election

- Choose when the change should begin: First available paycheck or Future date.
- Choose The maximum amount or A percentage. If selecting a percentage, enter the amount you want deducted from each paycheck.
- If desired, select Allocate between Pre-Tax and/or Roth contributions to divide your contributions between the two options.



Step 6 | Review and confirm

Review your contribution amount, plan elections, and effective date. If anything needs to be corrected, select Edit. Then check the box acknowledging the Terms & Conditions and select Confirm to submit your election.



Important: Your change is not complete until you select Confirm. Check your pay statement after the effective date to verify the updated deduction.

Need assistance?

Contact TIAA at 800-842-2252, Monday–Friday, 8 a.m.–10 p.m. Eastern Time, for help with your online account or contributions.