FIRST TIME – ENROLLING

To enroll in the Arizona University System (AUS) Voluntary 403(b) Savings Plan Account online follow these steps below.

Establish your Plan account

There are three steps to complete your enrollment. This process should take approximately **15 minutes**.

1. Go to www.netbenefits.com/aus
2. Click on Enroll
3. Select the AUS Voluntary 403(b) Plan, #55468
4. Click Enroll Now
5. Provide your personal information and your consent.
6. Select a Username and Password to access your account online and/or Log On.
7. Make decisions about contributions amounts and investments.

Complete your Enrollment

Once you enter the Fidelity NetBenefits® site you will be directed to the enrollment ‘wizard’ to guide you through the following steps to enroll.

**Step 1 – Enroll Today**

Click Enroll Today to enter the enrollment wizard.

On the page entitled, Let's get started, Click Begin.

**Step 2 – Select Contribution Amount**

Select your Pre-Tax and/or Roth contribution amounts in dollars per pay period. Click Continue

**Step 3 - Choose your Contribution Types**

Choose the investments in the three contribution types, Contributions, Employer Contributions & Rollovers. Click Choose investments.

Choose how you want your contributions invested

Enter the percentage you’d like to invest in the options listed. Your choices must equal 100%

Select your choices for the two additional category Employer Contribution and the category Rollovers.

You must select a percentage that equals 100% for each category, Contributions, Employer Contributions & Rollovers.

When finished click Continue.

**Step 4 - Choose how you would like to receive Plan Information**

Click I Consent to receive plan information electronically or I Do Not Consent to receive plan information by mail.

**Step 5 - Review and confirm your elections**

If you are satisfied with your choices, choose Submit.

YOU ARE NOW ENROLLED!

If you select TIAA as your retirement provider, you’ll be directed to the TIAA website where you can finish your enrollment. You will need to establish a unique user ID and password for the TIAA website.
Managing your Account
If you are a current participant in the AUS Voluntary 403(b) Savings Plan follow these steps to make changes to your account.

Change your contribution amount
To change the amount of your payroll contributions into your account:
1. Go to www.netbenefits.com/aus and log on with your Fidelity NetBenefits® username and password.
2. Select the AZ Universities 403(b) Plan.
3. Select Quick Links below the plan name
   Click Contribution Amount
5. Confirm your new contribution dollar amount by Selecting Change Contribution Amount.

Please note: Contribution changes can only be made online in Fidelity NetBenefits® or by calling Fidelity at 1-800-343-0860.

Choose or change your investment providers
You have two retirement providers to choose from; Fidelity Investments and TIAA. The investments selected will determine which investment provider you will choose.
1. Go to www.netbenefits.com/aus and log on with your Fidelity NetBenefits® username and password.
2. Select the AZ Universities 403(b) Plan.
3. Select Quick Links below the plan name
   Click Contribution Amount
5. Click Retirement Provider.
6. Click Change Retirement Providers Elections.

Changes can only be made online in Fidelity NetBenefits® or by calling Fidelity at 1-800-343-0860.

Change investments for your investment provider
You can change your investments directly with your selected investment provider.

To change how your future contributions are invested at Fidelity:
1. Go to www.netbenefits.com/aus and log on with your Fidelity NetBenefits® username and password.
2. Select the AZ Universities 403(b) Plan.
3. Select Quick Links below the plan name. Click Change Investments.
4. Select Investments Elections.
5. Under Change your Investment Elections choose one of the options available.

To change how your future contributions are invested at TIAA:
1. Go to www.TIAA.org/arizona and log on with your TIAA user ID and password.
2. Under I want to… (located on the right side of the page) click more.
3. Click Change My Investments.

Update or designate your beneficiary
You will need to make beneficiary designation changes directly with your selected investment provider(s):

To designate your beneficiary for your Plan account at Fidelity:
1. Go to www.netbenefits.com/aus and log on with your username and password.
2. Scroll down to Featured Resources.
   Select Make sure you have a beneficiary on File.
3. Click Get Started.
4. Complete the section Assign Beneficiaries to your Benefits.

To designate your beneficiary for your Plan account at TIAA:
1. Go to www.TIAA.org/arizona
2. Log on with your TIAA user ID and password.
3. Under I want to…(located on the right side of the page) click Update my beneficiaries.

Need Help?
Call:  Fidelity - 1-800-343-0860
       TIAA - 1-800-842-2252
       VALIC – 1-800-44-VALIC (82543)

Click:  Fidelity - www.netbenefits.com/aus
       TIAA - www.TIAA.org/arizona
       VALIC – www.valic.com

TIAA, VALIC, and Fidelity Investments are not affiliated.

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