



How to Enroll Online

TIAA Makes It Easy for You to Enroll In The Roanoke College Retirement Plan

Important

To enroll you must complete a Salary Reduction Agreement Form. For new employees, this form will be provided at your HR Orientation.

For current employees, go to www.roanoke.edu/retirementplan, complete the Salary Reduction Agreement Form and return to Human Resources.

Online enrollment is the fastest and easiest way to enroll. Before you enroll, have the following information available:

- Your investment allocation amounts/percentages for your investment choices; go to www.tiaa.org/Roanoke to review your options
- Your Social Security number
- Your beneficiary's Social Security number, birth date and address

To enroll online

- Go to www.tiaa.org/Roanoke and click "READY TO ENROLL" Next, click the plan name under the "Enroll Online" section. You will come to the "Welcome" page. Once on this page:
- Click "Register with TIAA" if you are a first-time user and need to create your User ID and password. Enter your User ID and click "Log In" if you already have an established TIAA User ID and password.
- Follow the on-screen directions to complete your enrollment application.
Note: At the allocation screen, click on any investment choice to view its fact sheet.
- Next, print a confirmation page from the "Thank You" screen.

We're here to help

If you need assistance with enrolling online, call TIAA at 800 842-2252 Monday through Friday, 8 a.m. to 10 p.m., and Saturday, 9 a.m. to 6 p.m. (ET).