

TIAA-CREF RETIREMENT PLAN ENROLLMENT INSTRUCTIONS

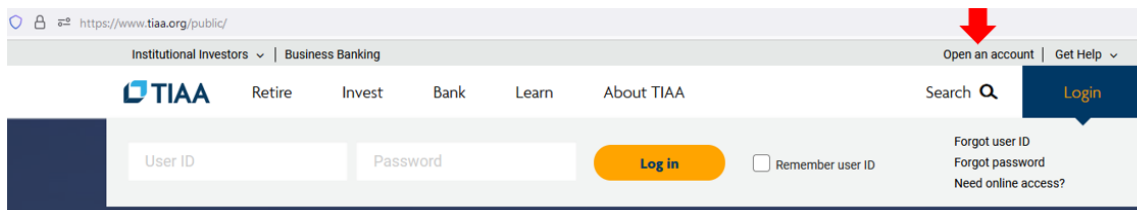
Centenary's retirement plan portal through TIAA is your resource for information about our retirement plan and the place you'll go to enroll in or manage your retirement elections.

You can access the portal anytime throughout the year to view/change your contributions, and investment options, and view your balances. Please contact the Human Resources Office to make any changes to the amount you elect to contribute to your TIAA 403(b) retirement plan.

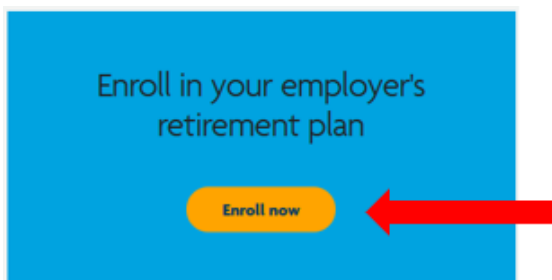
It is important that all new employees timely register to the TIAA-CREF portal within their first week of employment. Below you will find information to help guide you through the retirement plan enrollment process.

Please go to www.tiaa-cref.org

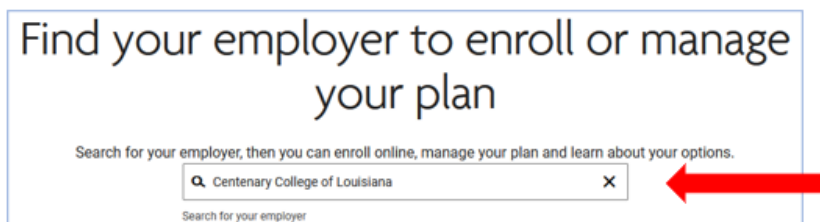
1. Click on "Open an account" - upper right section of screen



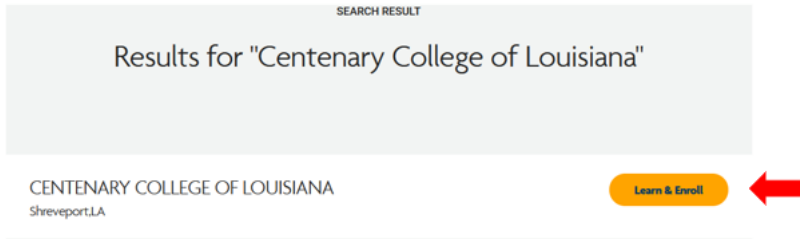
2. Scroll down the page to "Enroll in your employer's retirement plan" and click on "Enroll now"



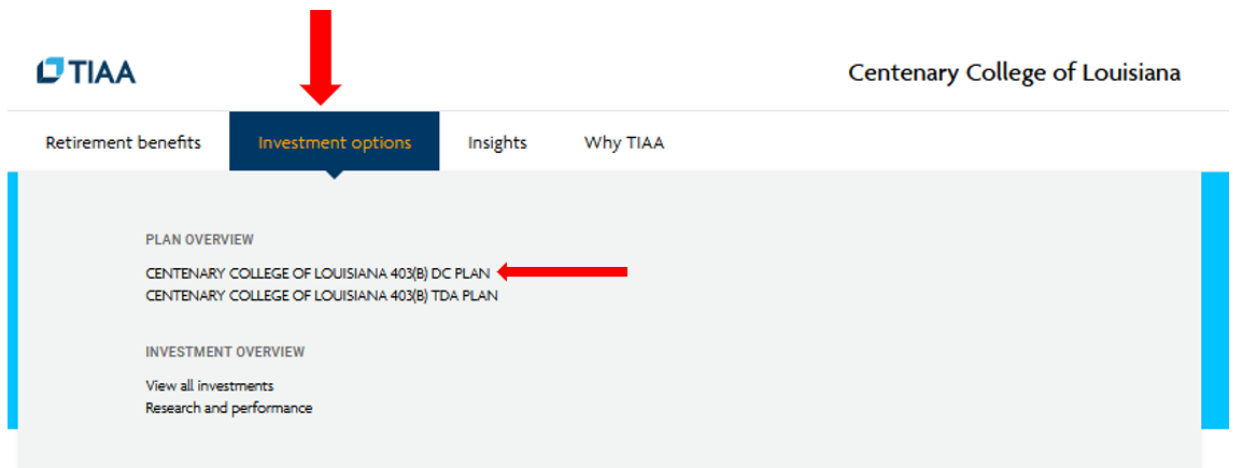
3. Type "Centenary College of Louisiana" in the search field and hit enter key



4. Locate Centenary College and click on “Learn & Enroll”



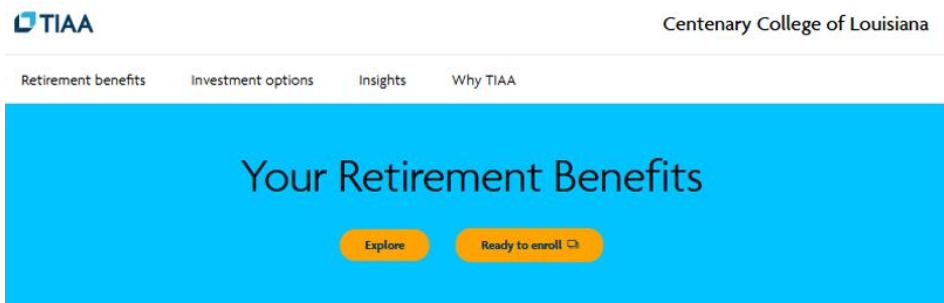
5. To learn about the **investment options** available simply click on “Investment Options” then select “Centenary College of Louisiana 403(b) DC plan”



See what's available to you

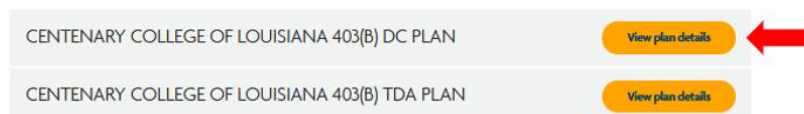
You can put money away for retirement while saving on taxes.

6. To learn more **about the plan** click on “View plan details” for the 403(b) DC plan

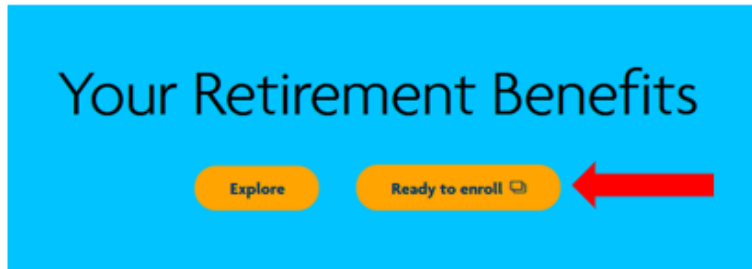


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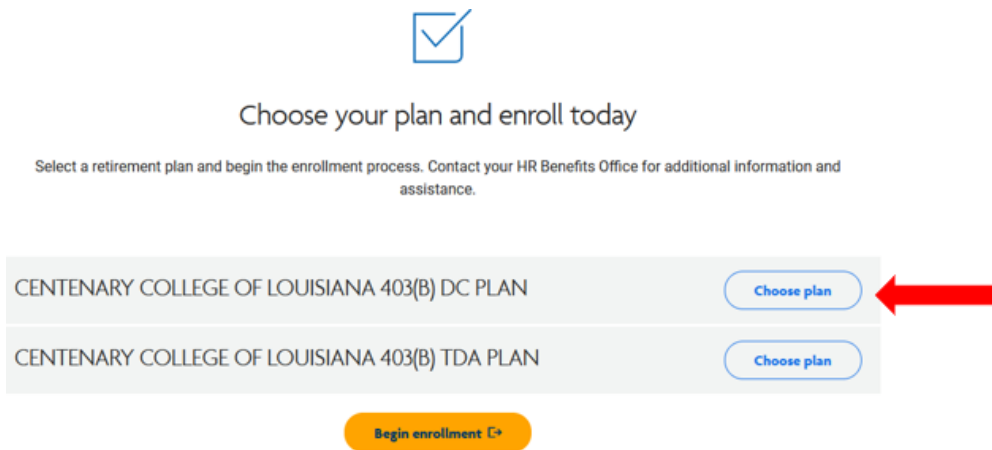
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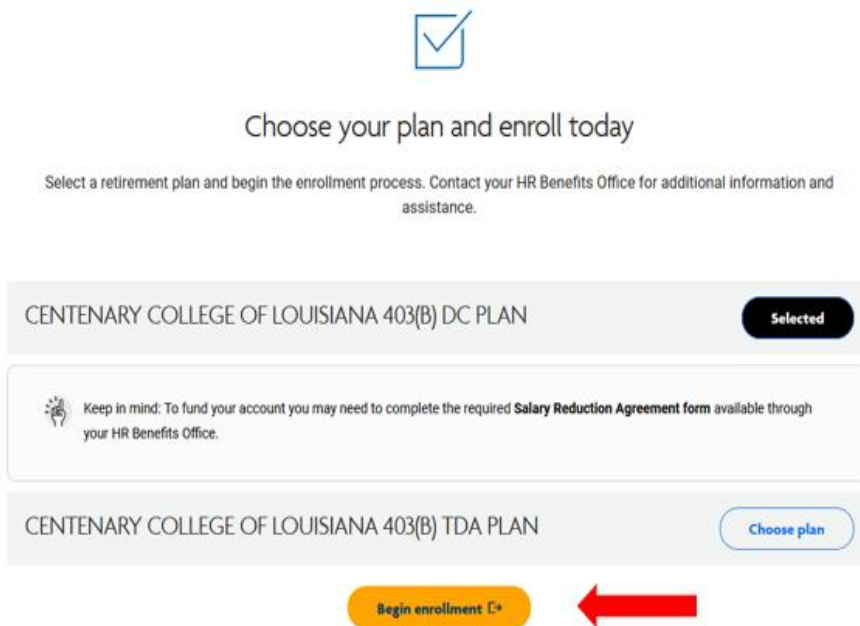
7. **To enroll**, click on “Ready to enroll”



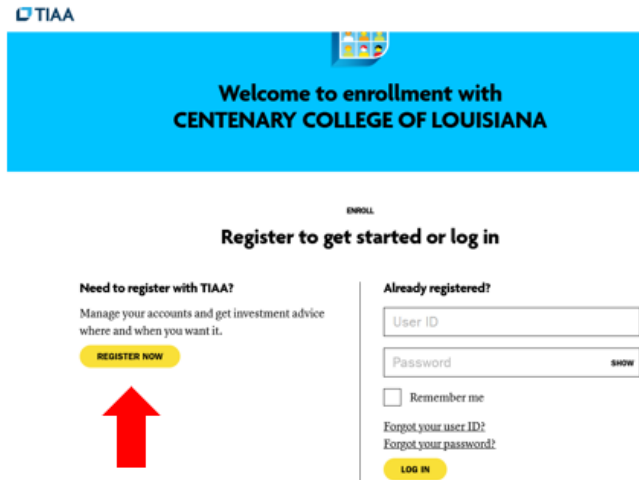
8. Click on “Choose plan” for the 403(b) DC Plan



9. Click on “Begin enrollment”

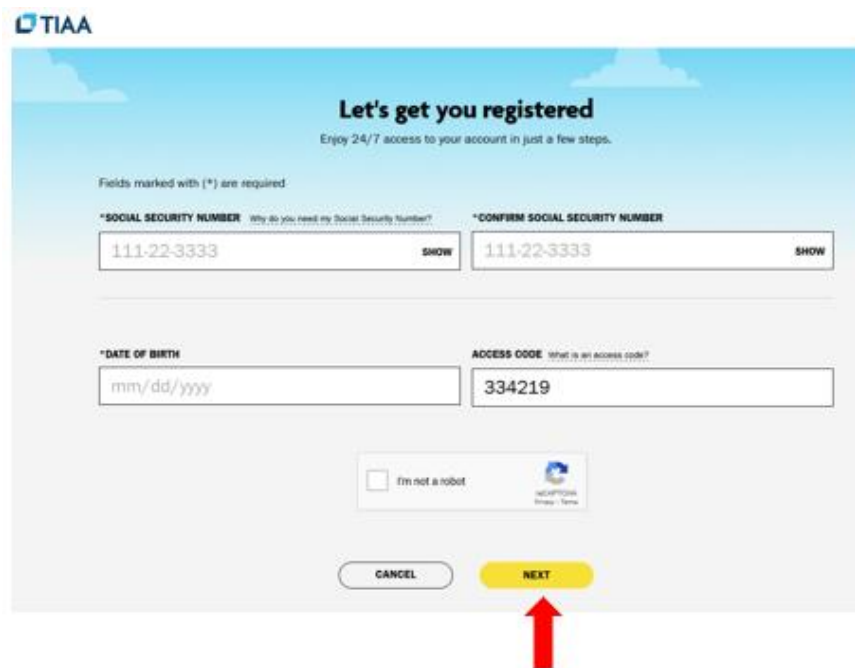


10. Click on "Register Now"



The screenshot shows the TIAA enrollment page. At the top, there is a blue banner with the text "Welcome to enrollment with CENTENARY COLLEGE OF LOUISIANA". Below the banner, the page is titled "ENROLL Register to get started or log in". On the left side, under the heading "Need to register with TIAA?", there is a yellow button labeled "REGISTER NOW" with a red arrow pointing to it. On the right side, under the heading "Already registered?", there are input fields for "User ID" and "Password", a "Remember me" checkbox, and a yellow button labeled "LOG IN".

11. The Centenary College employee page opens



The screenshot shows the TIAA registration page titled "Let's get you registered". It includes the following fields and buttons:

- *SOCIAL SECURITY NUMBER (with a "SHOW" button): 111-22-3333
- *CONFIRM SOCIAL SECURITY NUMBER (with a "SHOW" button): 111-22-3333
- *DATE OF BIRTH (with a placeholder "mm/dd/yyyy")
- ACCESS CODE (with a placeholder "334219")
- A checkbox labeled "I'm not a robot" with a CAPTCHA image.
- A "CANCEL" button and a yellow "NEXT" button with a red arrow pointing to it.

- Enter your SSN twice
- Provide date of birth
- Access Code is already populated
- Click on "Next" Button
 - Set up user ID and password
 - Once established, continue with the process by following the prompts, if you get timed out, log back in with your User ID and password.

If you have enrollment questions, please call TIAA at 1.800.842.2252.