

The University of Alabama System voluntary retirement plans

CURRENT PARTICIPANTS: MANAGE YOUR RETIREMENT ACCOUNT ONLINE

This guide provides step-by-step instructions and tips to help you make the most of The University of Alabama System retirement account at TIAA. We encourage you to keep it close at hand as you familiarize yourself with the different features.

LOG IN TO YOUR ACCOUNT:

- Click on the TIAA button in myBama for single sign-on or visit TIAA.org/uasystem to log-in with your username and password.
- Review and update your profile information on file.

ONCE LOGGED IN:

To change your contributions:

- From the *ACTIONS* menu, select *Change your contribution amount*.
- Update the percentage for your contributions and the date to make your change effective.

To change investments for future contributions:

- Click the *ACTIONS* menu and select *Change your investments*.
- Select *Choose future investments*, then *Make changes*, and select the account/contract you would like to update. You can then enter your investment instructions.

To transfer assets among plan investment options:

- In the *ACTIONS* menu, select *Change your investments*.
- Select *Exchange*, then *Make changes*, and select the account/contract you would like to update. You can then enter your investment instructions.

To change your beneficiary designation:

In the *ACTIONS* menu, select *Add/edit beneficiaries*.



**University of
Alabama System**

THE UNIVERSITY OF ALABAMA
THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
UAB MEDICINE