TIAA Enrollment Instructions

Follow the below steps to establish your employer-sponsored mandatory account with TIAA.

Step 1: Navigate to your OKTA homepage and select “Add apps’ from the sidebar

- In the search box under the App Catalog, type Retirement@Work and select “Add” button
- Click on the Retirement@Work app and you will be directed to the homepage

Step 2: The Retirement@Work homepage will display the plans for which you are eligible. Click on “SET UP CONTRIBUTIONS”

- If you want to participate in the Mandatory Plan without making voluntary plan contributions, select “CHOOSE PROVIDERS”
- The TIAA selection should be prefilled, just select “Next”
- Confirm your contribution amount (5% for mandatory)
- Click on the TIAA button

Step 3: On the TIAA site, you will finalize your account, choose your investments, and select beneficiaries.

If you have enrollment questions, please call TIAA at 1.800.842.2252 or 1.800.842.2273.