Enrolling in the 403(b) During Annual Benefits Enrollment (ABE)

During Annual Benefits Enrollment (ABE), September 27 – October 22, 2021, you will have the opportunity to enroll in the 403(b) Program with TIAA and/or Fidelity. If you are already contributing to either of these recordkeepers, you can also confirm your election.

**IMPORTANT:** You should be prepared to complete the rest of your benefit elections and information. Once you press submit, you will not be able to get back in without contacting your benefits department.

1. Log into MyUW Portal (my.wisconsin.edu). You will see a screen similar to the one below.
2. Click on the **Enroll Now** button under the **Benefits Information** tile.

3. Once the screen below shows, click on the **Start** button if you’re ready to begin your elections for 2022.
4. Work through Steps 1 – 4. There may be changes you need to make during these steps. Use the Next button at the right side of the screen to move through as you complete them.

5. Once you get to Step 5: Annual Benefits Enrollment Elections, you will be presented with multiple tiles for your 2022 benefits, including your Health Insurance. Make sure you fill out the needed information for each of the tiles.

6. At the bottom of the screen are four tiles for the UW 403(b) Program:
   a. 403(b) Fidelity – the Fidelity pre-tax option
   b. 403(b) TIAA – the TIAA pre-tax option
   c. Roth Fidelity – the Fidelity after-tax option
   d. Roth TIAA – the TIAA after-tax option

   If you currently contribute to T. Rowe Price, Ameriprise, and/or Lincoln, a grayed out tile will show. This is your current contribution but you will not be able to enter anything into it.

   Note: If you are currently contributing to one of TIAA and/or Fidelity, you will see the amount listed under the tile as the “Current” amount. In the example below, this person is currently contributing $8.00 to the Fidelity pre-tax.

Continue on Page 3.
7. If you are a new enrollee with TIAA and/or Fidelity, continue to Page 4 for specific instructions. Then complete step 9.

8. If you currently contribute to TIAA and/or Fidelity, continue to Page 5-6 for specific instructions. Then complete step 9.

9. Once your 403(b) Program elections have been updated and you’re finished with your enrollment, use the Review Enrollment to review your choices and the Submit Enrollment button to complete the enrollment process for 2022.
If you are a new enrollee with TIAA and/or Fidelity:

1. Click on the pre-tax and/or after-tax tile for the recordkeeper(s) you would like to contribute to in 2022. In the example below, Roth Fidelity (after-tax) has been selected.

2. If you wish to enroll, click on the **Select** button next to the plan name.

3. Choose either a flat dollar amount or a percentage of pay to enter into the respective text box at the bottom of the screen. Click the green **Done** button once you’ve made your choice.

If you would like to make more elections, continue doing so.
If you currently contribute to TIAA and/or Fidelity:

1. If you wish to continue contributing the same amount from your paycheck to your current recordkeeper, confirm that your current deduction is under the correct tile.

   For example, if you are currently contributing $8 pre-tax to Fidelity, the tile below shows the correct amount.

2. If you want to add an additional contribution, whether to your current recordkeeper but the other taxing option or to the other recordkeeper, click on that tile.

3. Enter in your contribution amount as a flat dollar or percentage in the respective text box at the bottom of the screen.

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If you currently contribute to TIAA and/or Fidelity (continued):

4. If you no longer wish to contribute to your current plan/deduction, click into the appropriate tile and select Waive.