How to Change your Retirement Provider (Fidelity/TIAA)


If you have not gone to this site before you will need to Register!

Once registered:

1. Sign in and this should be the next page you see:

2. Click on Account & Benefits:
3. **Go to Manage Contributions:**

4. **Choose your plan:** (SRA is the money you are putting in, the Employer is if you qualify for the employer contribution) *If you have both you will need to change both.*

5. **Choose Retirement Providers:**
6. **Once you have made the change, click Change**

*Please note that the system needs time to process so you will need to complete your changes before the 10th of the month if you are monthly and at least one week in advance if you get paid biweekly.*