



Employee 403(b) Supplemental Retirement Account Contribution Instructions

Any active employee or Adjunct is eligible to contribute to Xavier's 403(b) supplemental account. The 403 (b) participants can make changes to their supplemental contribution amount and also select Roth contributions by logging in to their TIAA account.

Getting Started

To enroll for the first time:

- Go to TIAA.org/Xavier
- Click on the enrollment button then follow the online instructions.
- First-time users will need to register to create a user ID and password
- Follow the prompts until reaching the confirmation page

Password Management

I forgot my password? How do I reset it? To reset a password, contact TIAA at 800-842-2252, weekdays 8am to 10pm (ET) and Saturday 9am to 6pm (ET)

How to Make Changes

If you need to change your amount or stop your amount follow these steps:

- Log into your TIAA account
- In the ACTIONS menu, select the appropriate action (Change your contribution amount, Change your investments, etc) and follow the prompts.