



INSTRUCTIONS TO MANAGE YOUR ACCOUNT AT TIAA.ORG/CMICH

It's simple to access your entire account for each Retirement Plan at **TIAA.org/cmich**. You can access and update your account, change contribution amounts, change investments, or your beneficiary designation—all in one convenient online location.

Online

Access your account at TIAA

1. Go to **TIAA.org/cmich** and click *Log In*.
2. Enter your TIAA user ID and password.

Access your account at TIAA for the first time:

1. Go to **TIAA.org/cmich** and click *Log In*.
2. Select *Register for online* access and follow the on-screen instructions to gain access to your account.

Change your investments:

1. Go to **TIAA.org/cmich** and click *Log In*.
2. Enter your TIAA user ID and password.
3. Select *ACTIONS* from the top banner
4. Under the **Retirement** header select *Change your investments*
5. From this page you can elect to *Exchange*; *Choose future investments*; or *Rebalance* your entire portfolio.

Designate or change your beneficiary:

1. Go to **TIAA.org/cmich** and click *Log In*.
2. Enter your TIAA user ID and password.
3. Select *ACTIONS* from the top banner
4. Under **All accounts** header select *Add/edit beneficiaries*.
5. You will then be asked to ADD NEW or EDIT EXISTING

Change contribution amount: (as of 7/1/2019)

6. Go to **TIAA.org/cmich** and click *Log In*.
7. Enter your TIAA user ID and password.
8. Select *ACTIONS* on the menu bar
9. Under the **Retirement** header select *Change contribution amount*

By Phone

If you have any questions or would like information about selecting your new investment options, you can call TIAA at **800-842-2252**, Monday–Friday, 8 a.m. to 10 p.m. (ET), Saturday, 9 a.m. to 6 p.m. (ET).