



How to Open a Voluntary 403(b) Retirement Account

Please note: Fidelity Investments is the 403(b) plan administrator regardless of your investment provider.

1. Visit Fidelity Investments Arizona University System website enrollment page: <https://nb.fidelity.com/public/nb/aus/planoptions/enroll>.
2. Select the Arizona University System Voluntary 403(b) plan (Plan ID 55468).
3. Follow the prompts in the enrollment wizard to:
 - a. Create a user name and password.
 - b. Enter your personal information.
 - c. Select a per-pay-period contribution amount (pretax, post-tax, or both).
 - d. Select your investment funds.
4. You may select any combination of Fidelity and/or TIAA funds.

Open an Account at TIAA (if needed)

If you selected any funds at TIAA, once you complete the enrollment wizard at the Fidelity Investments Arizona University System website, you will be automatically directed to TIAA's enrollment page.

Follow the prompts to enter your social security number, percentage allocation to each TIAA fund, and beneficiary information.

For assistance, we encourage you to [meet with one of the University's dedicated financial provider representatives](#)