RETIREMENT@work®

Quick Start Guide

Everything for your Community College of Philadelphia Retirement Plan. In one location.

Welcome to Retirement@Work®, where you can:

- Enroll in your retirement plan
- Change your voluntary contribution amount at any time
- Choose your preferred retirement plan provider(s)
- View retirement plan balances across investment providers
- Access tools and resources for planning

COMMUNITY COLLEGE OF PHILADELPHIA

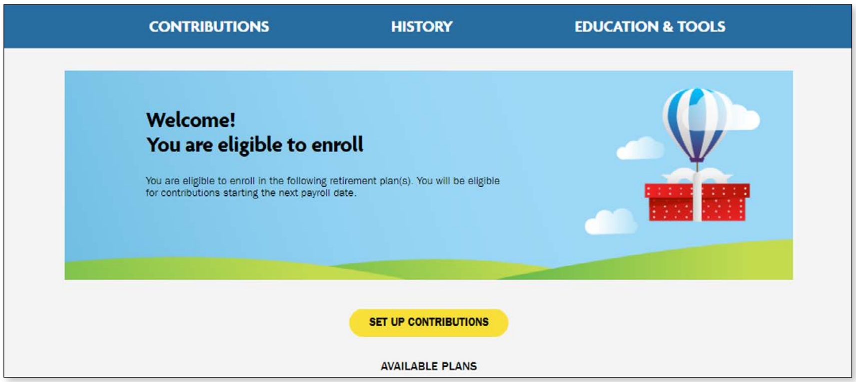
RETIREMENT@work®

1. Access Retirement@Work

Click **here** to gain access to Retirement@Work. If prompted, log in or register for access.

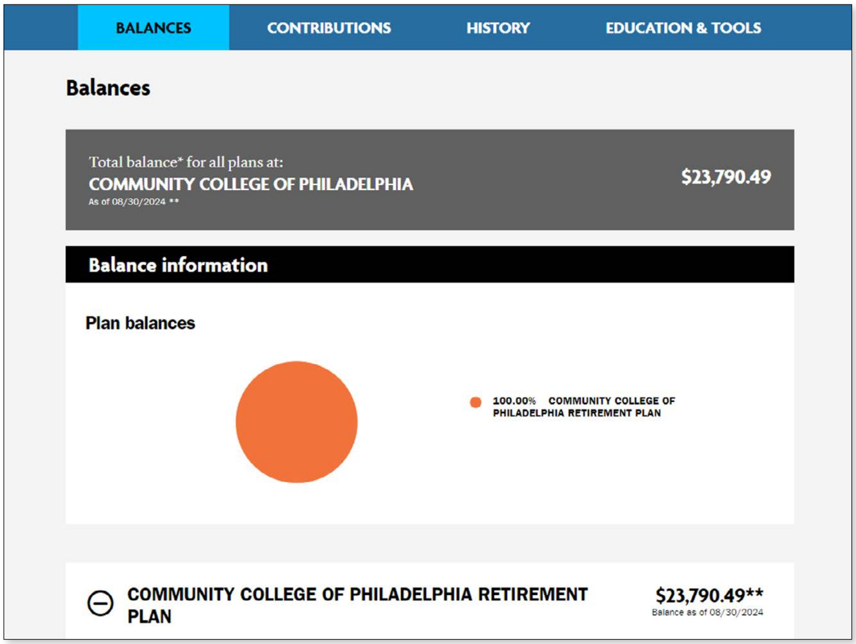
2. Set up and manage your contributions

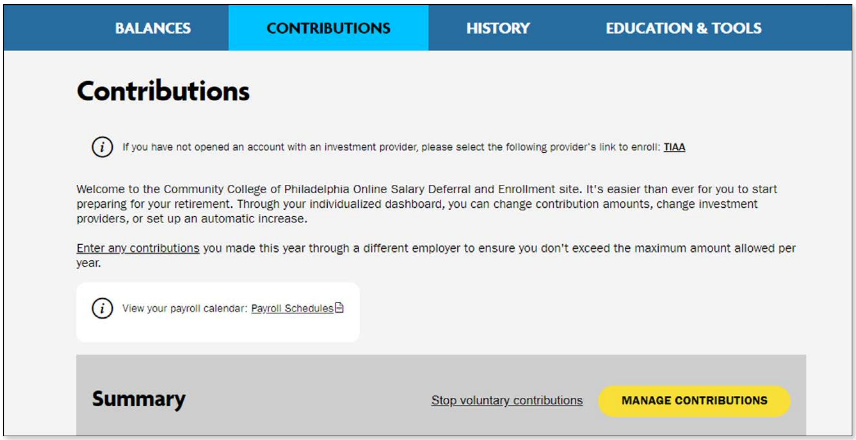
First time users: Click *Set Up Contributions*.



Click the **+** next to the plan to read more information and review available investment providers.

Returning users: You will be taken to the *Balances* tab where you can view your total balance in the Plan, regardless of provider. To change your contributions, go to the *Contributions* tab and click *Manage Contributions*.





On the next page, enter the amount you want to contribute to the plan per pay period and when you want contributions to start.

Click the indicated button to split your contributions between pretax and Roth.

- If you enter a percentage, you'll see an estimate of your dollar contribution per pay period.
- If you enter a dollar amount, you'll see an estimate of your percentage contribution per pay period.

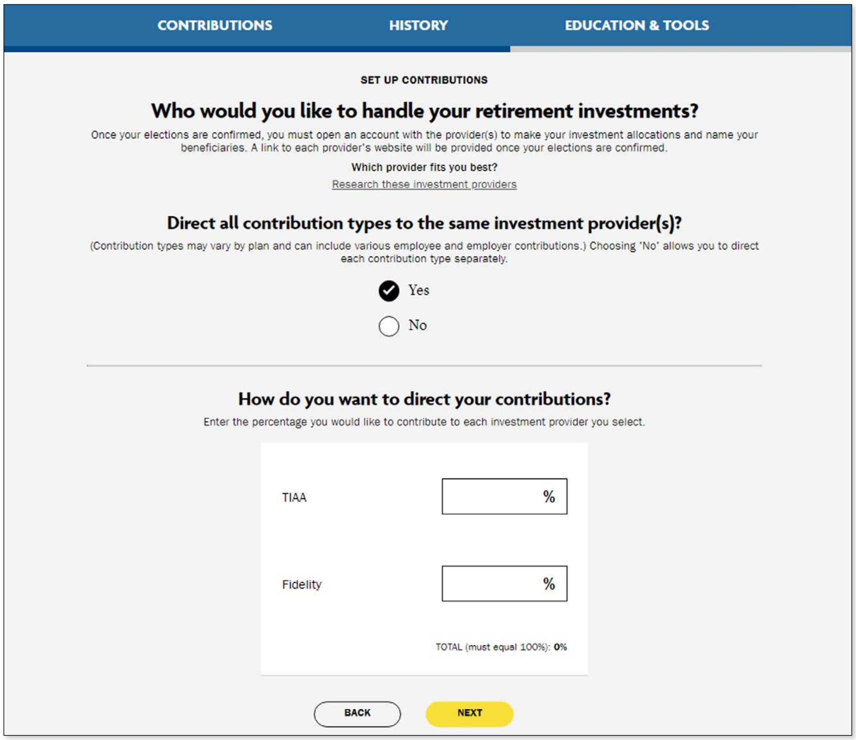
3. Select investment provider(s)

Decide if you want to direct all of your contributions to the same investment provider(s).

If you choose *Yes,* all will be directed to the same investment provider.

If you choose No, you will then make your choices for each provider.

Enter the percentage you wish to allocate to each provider. Ensure your total equals 100 percent.



4. Review your contributions

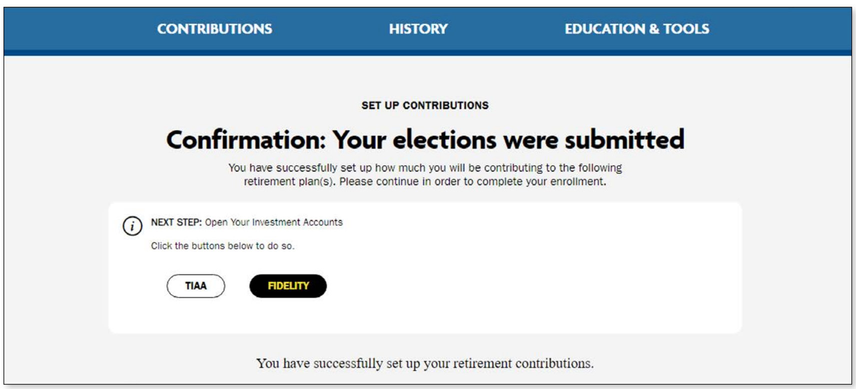
Check to be sure your desired selections are reflected in the summary.

If they are not, click the *Edit* button to make changes.

Once your selections are shown, review the "Terms and Conditions," check the box, then click *Confirm*. The next page will confirm that your elections were submitted.

5. Open your investment account(s) and select investments

Click the name of each provider you selected to open an account with them (if you do not have one already) and select your investments. You will exit Retirement@Work and be taken to each provider's website to complete this task. If you selected more than one provider, **you must return to this page** to click each provider's name to complete the process.



If you choose Fidelity Investments, you will be required to enter plan number 62179 once on Fidelity's site to continue enrollment.

Need help? We've got you covered.

Site support

Call Retirement@Work at **844-567-9090**, weekdays, 8 a.m. to 10 p.m. (ET).

Advice and education

You can get help deciding how to create the right investment mix with your chosen investment provider(s), over the phone or in person.

- TIAA: **800-842-2252**
- Fidelity Investments: **800-343-0860**

General plan questions

Contact the Benefits Department at **benefits@ccp.edu**.

Learn more

This short video provides a step-by-step visual guide to using Retirement@Work. **Watch the video here.**