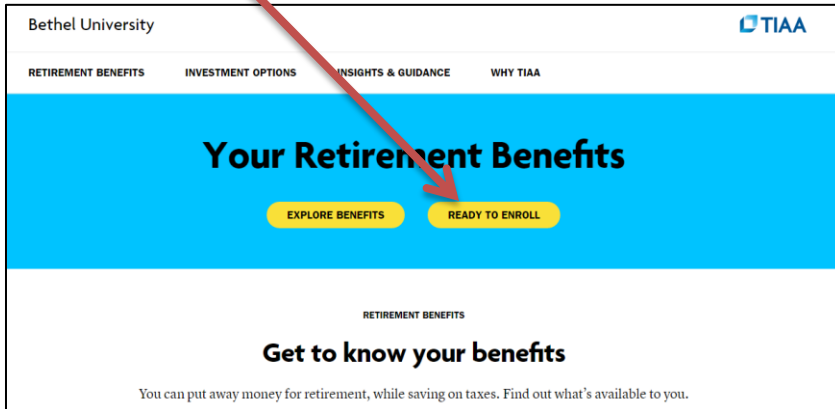


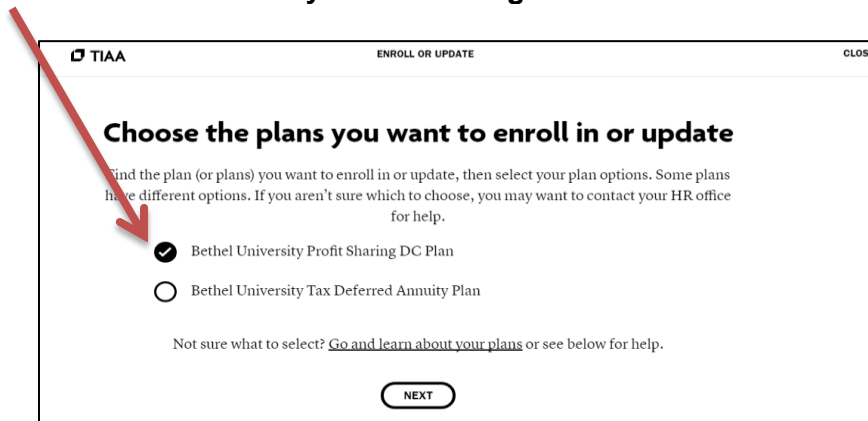
Enrollment Instructions

Bethel's Retirement Account at TIAA (800.842-2888)

- 1) Go to: www.tiaa.org/bethel
- 2) Click “Ready to Enroll”



- 3) For Bethel's Retirement Benefit (no employee contributions are allowed in this account) – select “Bethel University Profit Sharing DC Plan” and then “NEXT”.



- 4) Scroll down to “Continue to online enrollment” and select “Begin Enrollment”
- 5) Select “Register with TIAA” to start a new account. Fill in your personal information so that an account is set up to receive Bethel's contribution towards your retirement.

NOTE: If you would like to contribute towards your retirement, please contact Human Resources at 651.638-6119 for different instructions and a payroll deduction form.

If you need additional help to set up your account at TIAA, call 800.842-2888.