

Follow these steps to *initiate* an online Retirement Plan Enrollment or Change:

1. Login to your *myNEU* account.
2. Click on **Services and Links**.
3. Click on **Benefits Navigator** under the **HRM Benefits & Service** box.
4. Go to the Retirement Plan section and select Enroll in/Update my Retirement Plan
5. Choose the appropriate Plan(s) that you would like to enroll in. You must select a whole percent (i.e. 3% not 3.5%) and hit submit.
6. You will then Select your allocation, one of the following:
 - 100% Fidelity
 - 75% Fidelity/25% TIAA
 - 50% Fidelity/50% TIAA
 - 25% Fidelity/75% TIAA
 - 100% TIAA

If you are enrolling for the first time, after you make your election in the Benefits Navigator, you will have to establish an account with [Fidelity](#) and/or [TIAA](#).