

HRNAVIGATOR

UPDATE YOUR RETIREMENT PLAN CONTRIBUTIONS

1. Go to **myNortheastern** and log into **Benefits Navigator**
2. Select **Update Retirement Plans and HSA**
3. You must view **all** of the options that state "selection required" in red.(HSA, Basic Plan, Supplemental Plan AND 457(b) Deferred Comp. Plan)
4. View **Plan Option**, and hit **select**
5. Enter your new contribution percent (or waive), then continue. You must enter a whole percent, the select **submit**.
6. Select your allocation, (see below), check **I agree**, and **save you** answer:
 - 100% Fidelity
 - 75% Fidelity/25% TIAA
 - 50% Fidelity/50% TIAA
 - 25% Fidelity/75% TIAA
 - 100% TIAA
7. Move to the next **selection required** plan and repeat the process until all plans have been reviewed/selected
8. Select **Complete Enrollment** – you will have the option to print or view your confirmation statement online