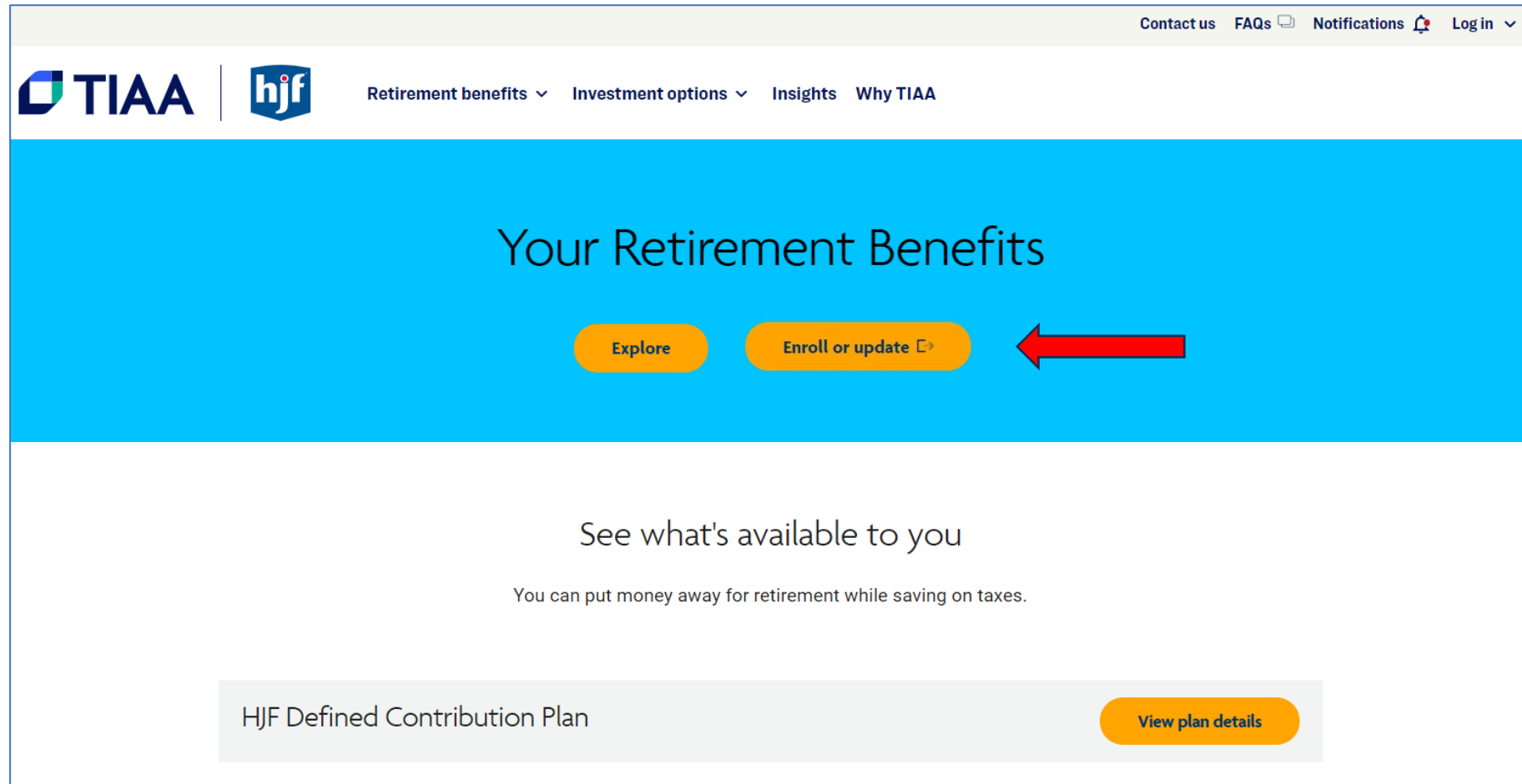



# How to enroll or change your contributions

This document provides general information about the online steps. Your online experience may vary and the website may be updated. If help is needed, please call TIAA at 800-842-2252, weekdays, 8 a.m. to 10 p.m. ET.

1. Go to [TIAA.org/hjf](https://TIAA.org/hjf) and select Enroll or update button.



2. If you are a **new** TIAA user, select the Register Now button and follow the prompts. If you are an **existing** TIAA user, log in.




**Welcome to enrollment with  
HENRY M JACKSON FOUNDATION**

ENROLL

**Register to get started or log in**

**Need to register with TIAA?**  
Manage your accounts and get investment advice  
where and when you want it.

**New user** 

**REGISTER NOW**


**Already registered?**

**SHOW**

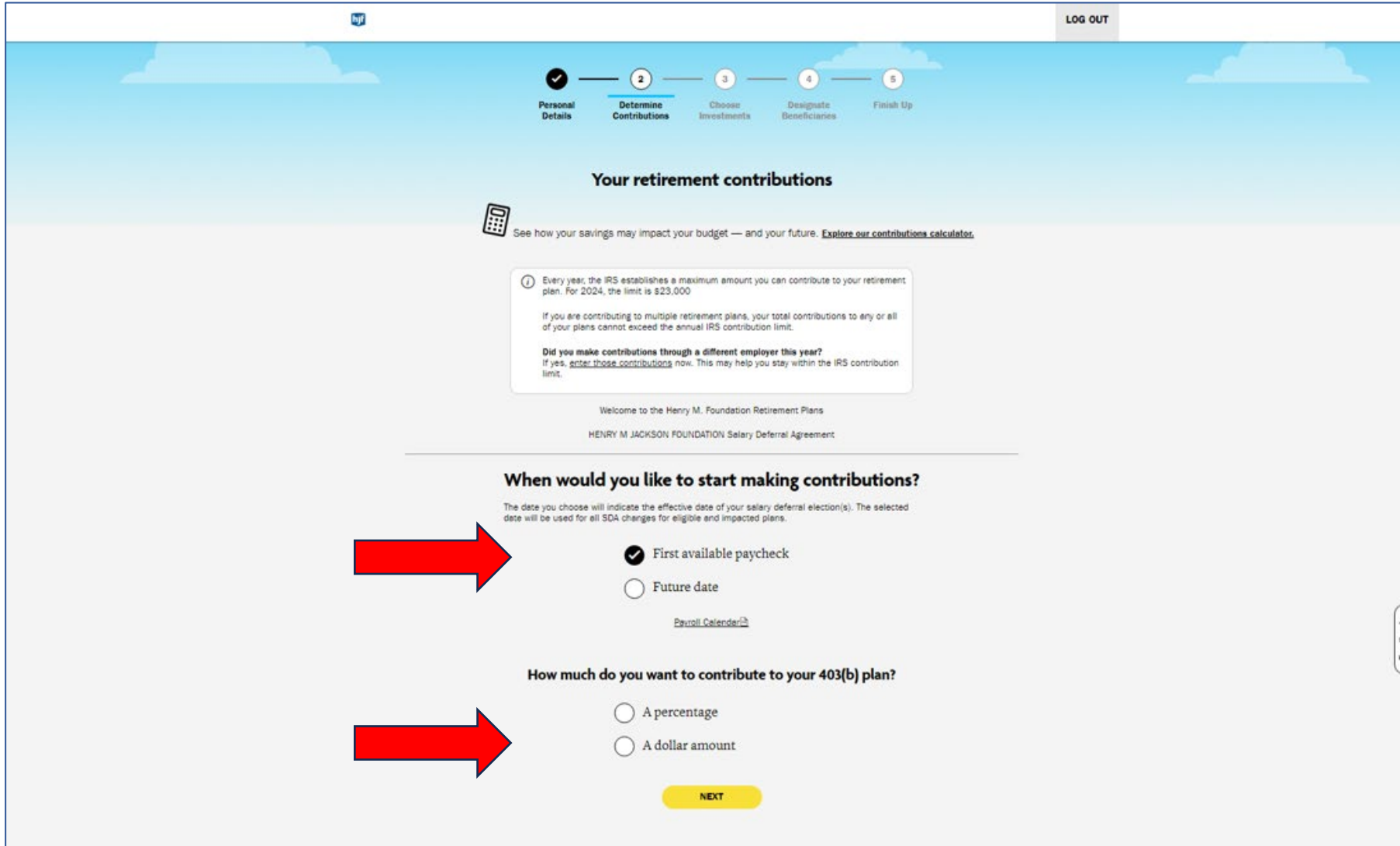
☐ Remember me

[Forgot your user ID?](#)

[Forgot your password?](#)

**Existing user** 

3. If you are enrolling in the plan, you will see the Your retirement contributions page. Select when you would like to start making contributions. Select if you would like your contributions to be a percentage or dollar amount and follow the prompts to complete your enrollment. If you are already enrolled, you will not see this page—see step 4.



LOG OUT

1 2 3 4 5  
Personal Details Determine Contributions Choose Investments Designate Beneficiaries Finish Up

### Your retirement contributions

See how your savings may impact your budget — and your future. [Explore our contributions calculator.](#)

1 Every year, the IRS establishes a maximum amount you can contribute to your retirement plan. For 2024, the limit is \$23,000.

If you are contributing to multiple retirement plans, your total contributions to any or all of your plans cannot exceed the annual IRS contribution limit.

Did you make contributions through a different employer this year?  
If yes, [enter those contributions](#) now. This may help you stay within the IRS contribution limit.

Welcome to the Henry M. Foundation Retirement Plans  
HENRY M JACKSON FOUNDATION Salary Deferral Agreement

#### When would you like to start making contributions?

The date you choose will indicate the effective date of your salary deferral election(s). The selected date will be used for all SDA changes for eligible and impacted plans.

☒ First available paycheck  
☐ Future date

[Payroll Calendar](#)

#### How much do you want to contribute to your 403(b) plan?

☐ A percentage  
☐ A dollar amount

NEXT

Feedback

4. If you are already enrolled, once logged in, you will see the Contributions page. Select Manage Contributions in the Summary box and follow the prompts to change your elections.

The screenshot displays the TIAA Contributions page. At the top, there is a navigation bar with links for Accounts, Plan & Learn, Statements & Documents, Search, Alerts, Profile, and Log out. The main heading is "Contributions". Below this, there is a note about contributions and two informational links: "Check out Advice & Guidance" and "View your payroll calendar". The "Summary" section contains two buttons: "Stop voluntary contributions" and "MANAGE CONTRIBUTIONS", with a red arrow pointing to the latter. Below the summary, there are sections for "YOUR CONTRIBUTIONS" (10.00% per pay period) and "EMPLOYER CONTRIBUTIONS" (Contributing). A section titled "Your Elections by Plan(s)" is also present. The "Eligible Retirement Plans" section lists the "HENRY M JACKSON FOUNDATION DEFINED CONTRIBUTION PLAN" with a "TAKE ME TO" button. The footer includes the TIAA logo, contact information, and links for individual customers, employers, and regulatory information.

**Contributions**

Enter any contributions you made this year through a different employer to ensure you don't exceed the maximum amount allowed per year.

Check out [Advice & Guidance](#) for useful resources and educational articles from retirement basics to living retirement.

View your payroll calendar: [Payroll Calendar \(3 PDF\)](#)

**Summary** [Stop voluntary contributions](#) **MANAGE CONTRIBUTIONS**

**YOUR CONTRIBUTIONS** 10.00% per pay period

**EMPLOYER CONTRIBUTIONS** Contributing

**+ Your Elections by Plan(s)**

**Eligible Retirement Plans**

**+ HENRY M JACKSON FOUNDATION DEFINED CONTRIBUTION PLAN**

[TAKE ME TO](#)

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## **Questions?**

Call TIAA at 800-842-2252, weekdays, 8 a.m. to 10 p.m. ET.