

TIAA Self-Directed Brokerage overview and account setup

Your guide to the standard brokerage program





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For investors with specialized investing needs, more choice can mean more opportunity to direct retirement investments across markets and asset classes outside of your plan's core lineup.

The TIAA Self-Directed Brokerage Account is an optional feature made available by North Dakota Public Employees Retirement Plan. With this account, you can direct your retirement plan contributions among a variety of investment choices beyond the ones offered through your current plan.

A wide range of investment choices

With your brokerage account, you can independently research and select from thousands of mutual funds, including from some well-known fund families and exchange-traded funds (ETFs).

Flexibility and simplicity

With TIAA Brokerage, there are multiple ways you can get information on your account and place orders to buy, sell or transfer investments.

- Do it all yourself by logging in to your account at TIAA.org/ndpers.
- Contact a TIAA financial consultant by calling **800-842-2252**. They can place orders or answer any brokerage questions.

Details and step-by-step instructions to open an account are on the following pages.



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Before you begin

There are certain requirements and important considerations if you open a TIAA Brokerage account.

- You'll need both a legitimate U.S. residential address and legitimate U.S. mailing address. (P.O. boxes are not acceptable as a residential address, but may be used for mailing if a residential address exists.)
- You'll need an established retirement account in the North Dakota Public Employees Retirement Plan for each brokerage account you want to open.
 - There's an initial minimum transfer of \$500, up to 100%, from your retirement account to establish the brokerage account.
 - There will be a minimum initial investment of \$500 or the required prospectus minimum, whichever is greater, and additional minimums may apply for subsequent investments for most mutual funds.
 - This account is self-directed. The investments in the brokerage account are not monitored by North Dakota Public Employees Retirement Plan.
 - There's no minimum balance requirement, annual fee or maintenance fees; however, some mutual funds and ETFs do have investment minimums.*
 - Transaction fees may apply. See the *Fees* section or review your Customer Account Agreement for complete details.
 - Returns for mutual funds and other securities are not guaranteed, and you assume all the risks associated with investing in them.

*These minimum fees and expenses, including those which apply to a continued investment in a fund, are described in the fund's and ETF's current prospectus.



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Opening your brokerage account

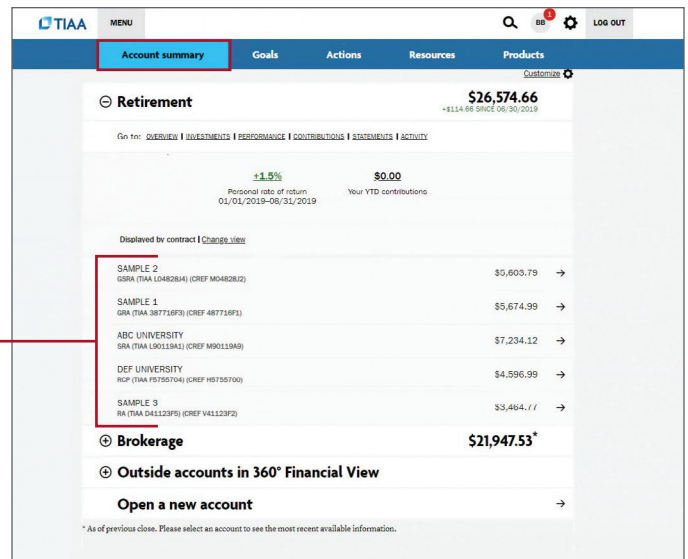
Please review the requirements and the considerations from the prior page before you begin.

Step 1:

Log in to your online retirement plan at TIAA.org/ndpers.

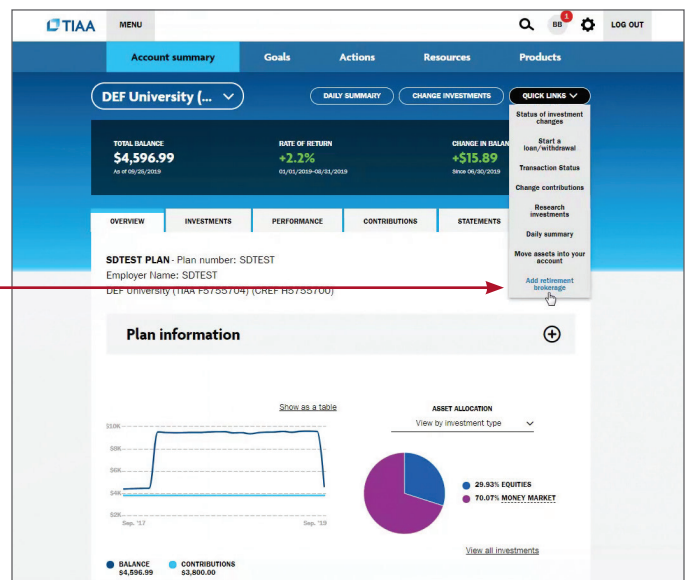
Step 2:

On the home page, make sure you are on the *Account summary* tab. Select the retirement account to which you want to add brokerage and click on the arrow.



Step 3:

From the *Quick Links* at the top of the page, select *Add retirement brokerage*.



Please note: All referenced materials are samples only.

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Step 4:

At this point, you'll have to sign a consent for electronic delivery of your important documents. To do so, check *I have read and accept these terms and conditions*, then select *Continue*.

The screenshot shows the 'OPEN A RETIREMENT BROKERAGE ACCOUNT' page. Under the 'Online consent' section, there is an 'Important' box with text about electronic delivery. Below this, there are two columns of links: 'TIAA Policies' (Business Continuity Policy, Fee Disclosure Policy, Privacy Policy, Frequent Trading Policy) and 'Legal agreement and prospectus details' (TIAA Self-Directed Brokerage Account Agreement (Employer Sponsored Plan) (PDF), Prospectus (PDF)). At the bottom, there is a checkbox labeled 'I have read and accept the information and terms contained in the above policies and legal agreement.' and a 'Continue' button.

Step 5:

Next, enter your employment data, affiliations and investment profile. When all the data is entered and verified, select *Continue*.

The screenshot shows the 'OPEN A RETIREMENT BROKERAGE ACCOUNT' page with the 'Required account opening information' section. It includes fields for 'Employment status' (Employed), 'Your occupation/title' (Manager), and 'Employer's name' (DEF University). There are also fields for 'Employer's street address 1' (123 Main Street), 'City' (Anywhere), 'State' (North Carolina), and 'Zip code' (28111). Below this is an 'Affiliations' section with three questions and radio button options for 'Yes' or 'No'. At the bottom, there is a 'Your investment profile' section with dropdown menus for 'Annual income (from all sources)', 'Approximate net worth, excluding residence', 'Investment Objective', and 'Citizen of'. A 'Continue' button is at the bottom right.

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Step 6:

Next, you need to review the *Brokerage Account Agreement*. Once you have completed your review, check *I have read and accept these terms and conditions*, then select *Submit*.

The screenshot shows the TIAA website interface for opening a retirement brokerage account. The page title is "OPEN A RETIREMENT BROKERAGE ACCOUNT". Under the heading "Review and accept terms & conditions", there is a checkbox with the text "I have read and agree to the terms & conditions". A red arrow points from the text "check I have read and accept these terms and conditions" in the adjacent text block to this checkbox. Below the checkbox are two buttons: "Cancel request" and "Submit".

Congratulations, you're finished with the account-opening process. You'll see a message that your brokerage account application has been received and is being processed. This typically takes two business days. Once completed, you'll be able to begin trading within your brokerage account.

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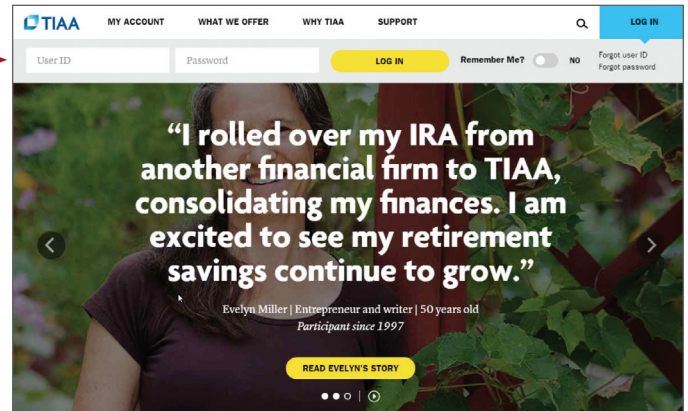
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How to access your brokerage account

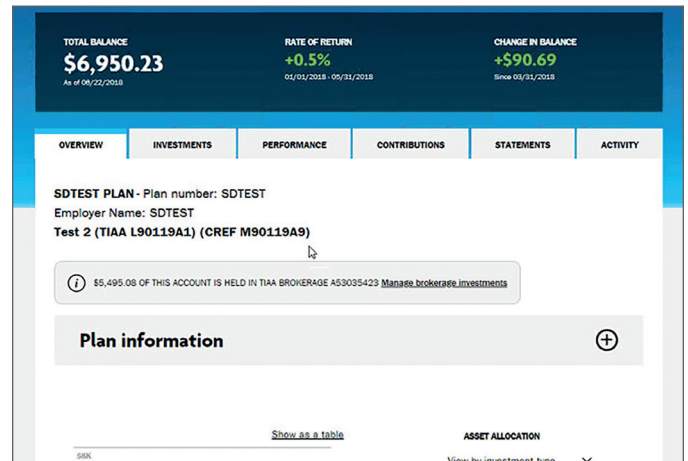
Step 1:

Go to TIAA.org/ndpers and select *Log In*. Enter your user ID and password.



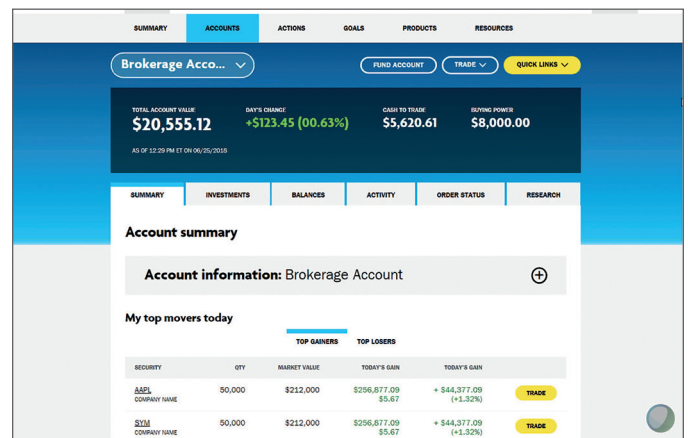
Step 2:

This brings you to the secure home page. You can locate your brokerage accounts by selecting *Manage Brokerage Investments*.



Step 3:

You will now see the account summary page for your brokerage.



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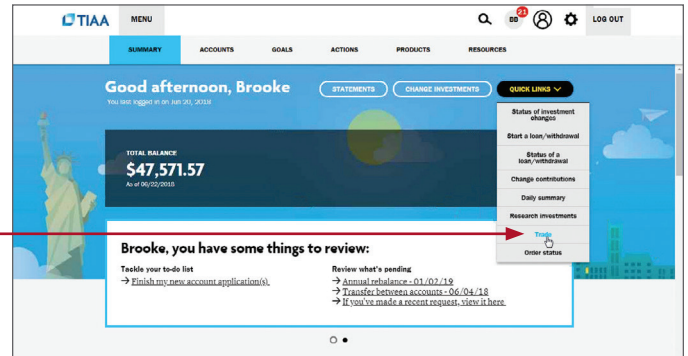
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How to buy and sell in your brokerage account

Trading mutual funds and ETFs

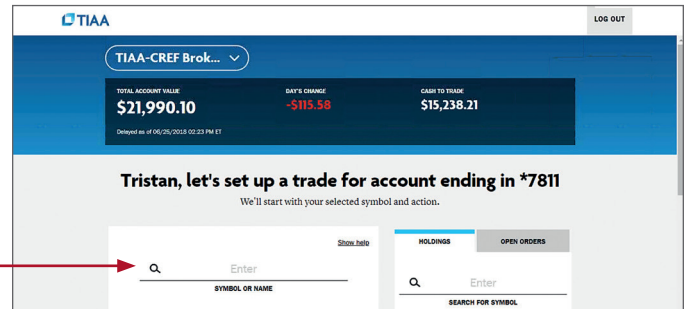
Step 1:

Once you have logged in at TIAA.org/ndpers, select *Quick Links* and then select *Trade*. (Note: If applicable, select the account you wish to trade in.)



Step 2:

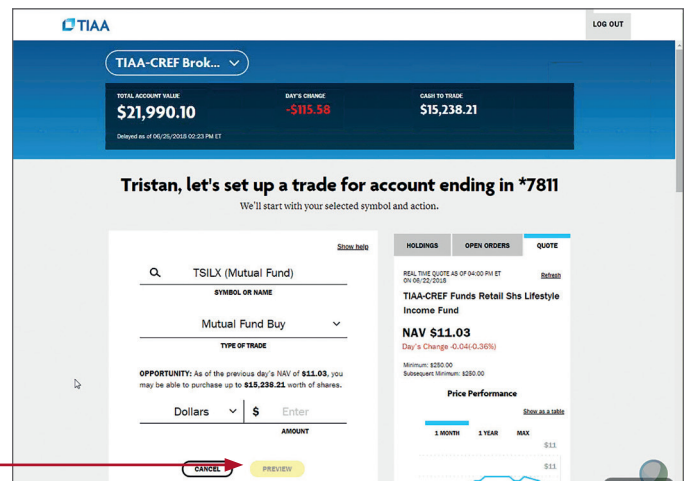
Enter the ticker symbol or name here and follow the online screen instructions to complete the transaction.



Step 3:

The example shown here is for a mutual fund trade.

When all the required information is completed, select *Preview*.



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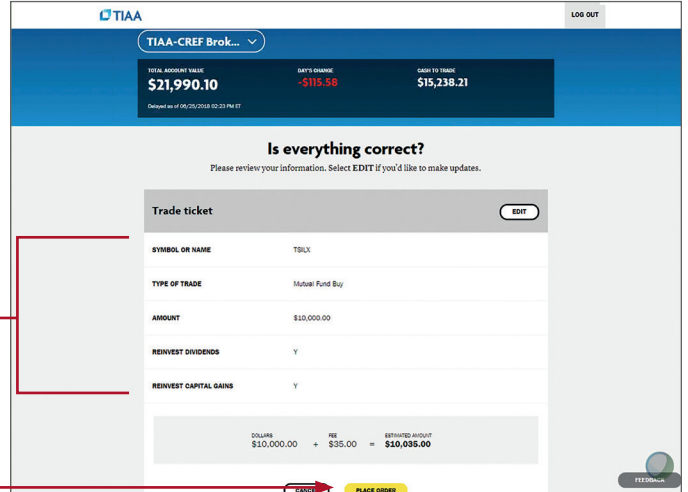
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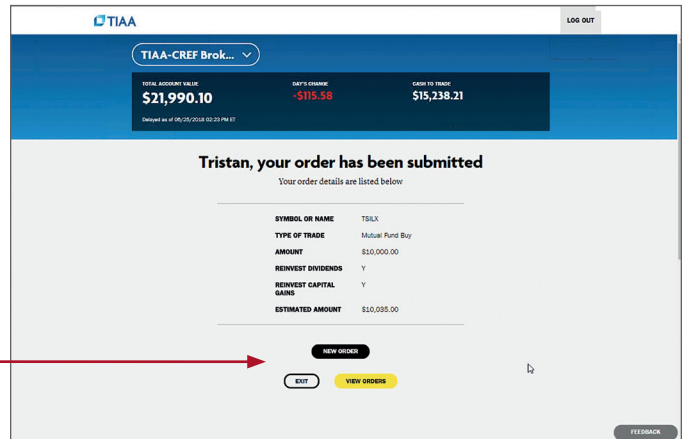
Step 4:

Confirm the information is correct and select *Place Order*.



Step 5:

Your trade will be confirmed. From here, you can exit the screen, view the order status or place another order.



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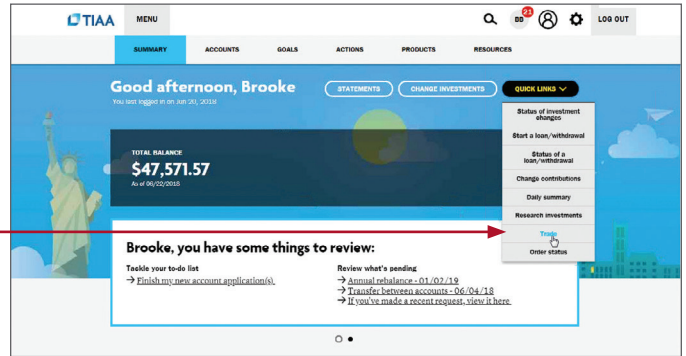
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Mutual fund automatic investment/ allocation plans

Once you own a brokerage mutual fund, you have the ability to add shares automatically to your account on an ongoing basis.

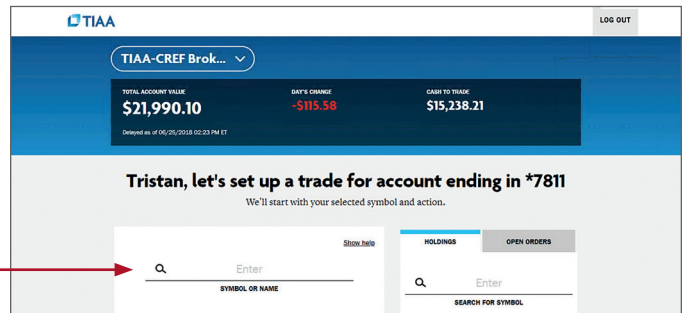
Step 1:

Once you have logged in at TIAA.org/ndpers, find *Quick Links* and select *Trade*.



Step 2:

Enter the ticker symbol or name here.



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Step 3:

Select the *Recurring Mutual Fund Orders* tab. You'll then select either a recurring purchase or redemption.

Terri, let's set up a trade for account ending in *1234
We'll start with your selected symbol and action.

Holdings | **OPEN ORDERS** | QUOTE

REAL-TIME QUOTE AS OF 12:29 PM ET ON 10/10/2017 [Refresh](#)

Vanguard Capital Value Fund Investor
NAV \$10.00
Day's Change +\$0.02 (0.20%)

Minimum: \$500
Subsequent Minimum: \$250

Price Performance [Show as a table](#)

1 DAY | 1 MONTH | 1 YEAR | MAX

June '18

[View more Quote details.](#)

Shares owned 1,350

PURCHASE DATE	QTY	PRICE
06/18/2015	450	\$85.93
07/18/2015	450	\$86.93
08/18/2015	450	\$87.93

[To view purchase history, visit Cost Basis.](#)

VCVLX (M FUND)
SYMBOL OR NAME

Recurring Mutual Fund Buy

TYPE OF TRADE

How much would you like to spend for each purchase?
Dol... | 10,000
AMOUNT

How often would you like to make this purchase?
Annually
FREQUENCY

No End Date

Select [Go](#) | Select [Go](#)

START DATE | END DATE

CANCEL | PREVIEW

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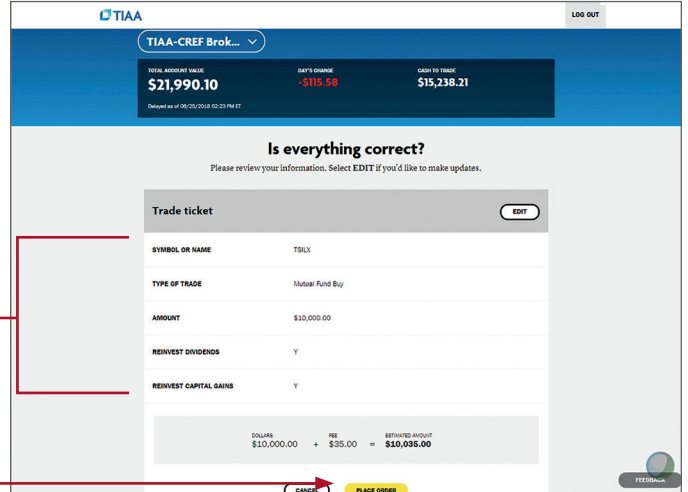
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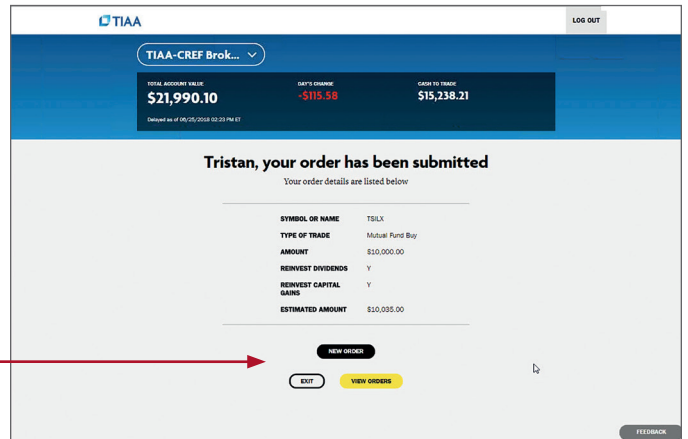
Step 4:

Confirm the information is correct and select *Place Order*.



Step 5:

Your trade will be confirmed. From here, you can exit the screen, view the order status or place another order.



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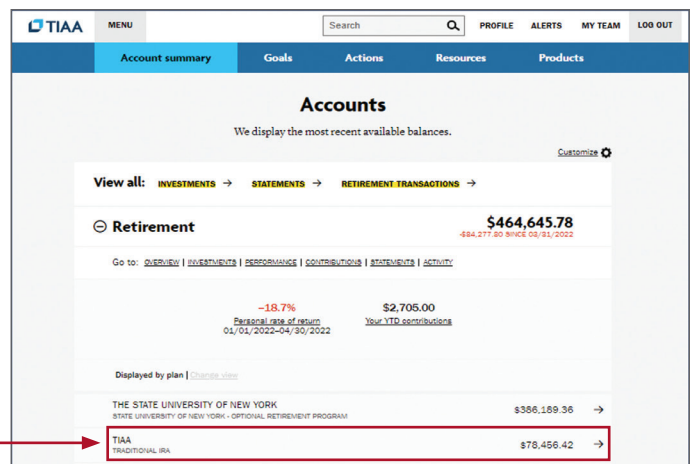
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Transfer of assets to/from your plan's core investment line up

Based on your Institution's specific plan, you may have the ability to transfer assets to/from your Self-Directed Brokerage Account window back to your respective plans fund line up (Core Investments).

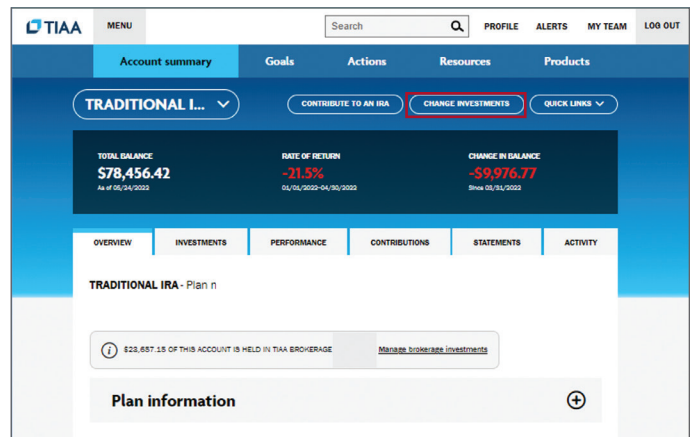
Step 1:

From the TIAA.org home page, select the retirement account.



Step 2:

From the contract summary page, select "Change Investments."



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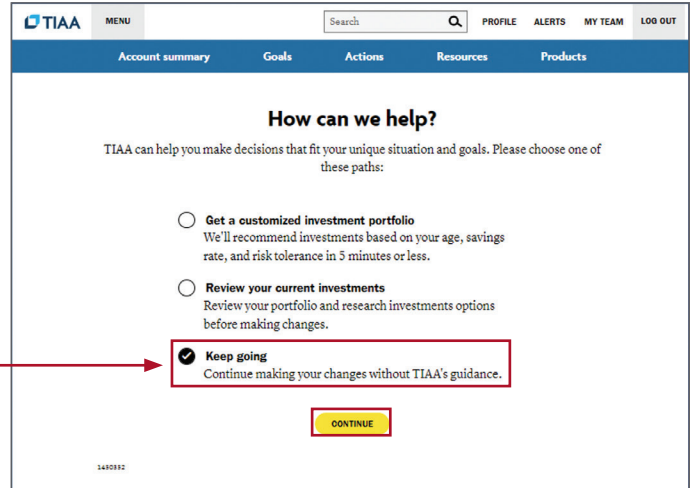
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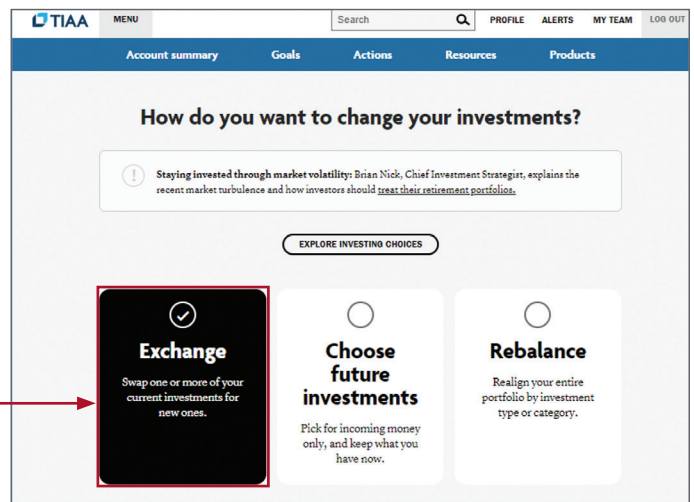
Step 3:

Select “Keep going”
and “Continue.”



Step 4:

Select “Exchange.”



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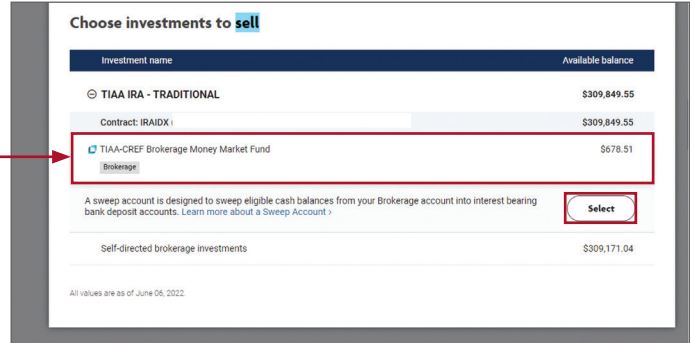
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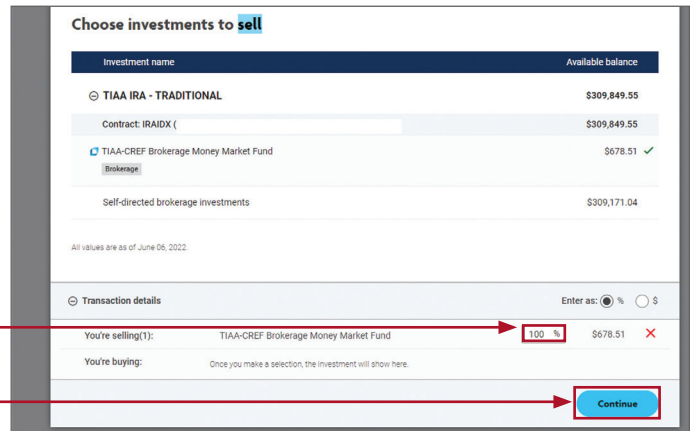
Step 5:

Select the **specific contract** from where the transfer will occur. The “Sell/From” investment is the **TIAA-CREF Brokerage Money Market Fund**, then click “**Select.**”



Step 6:

Within the “Choose the investments to sell” section, enter either the % or \$ amount of the transfer and click “**Continue.**”



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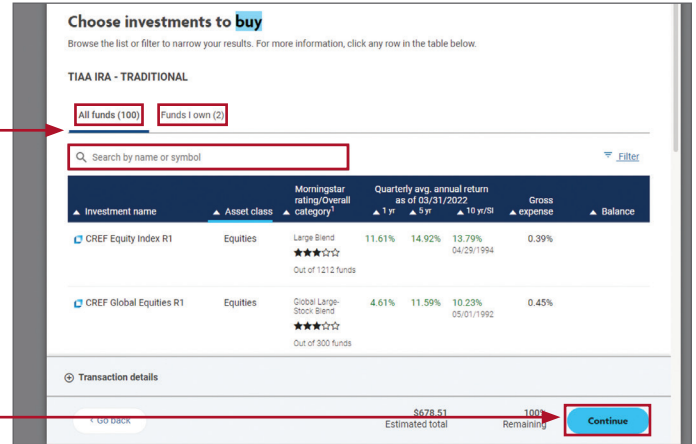
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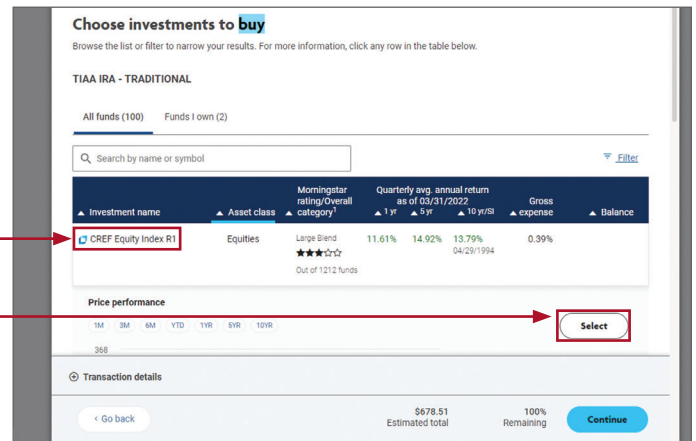
Step 7:

In the “Choose the investments to buy” section, you can select from the various plan/core lineup funds in “All funds” or “Funds I own” or even, “Search” to find a specific fund. Additionally, multiple “buy” funds may be selected. For this example, we will utilize CREF Equity Index.



Step 8:

By clicking on “CREF Equity Index,” an optional chart depicting past price performance is presented. Simply click “Select.”



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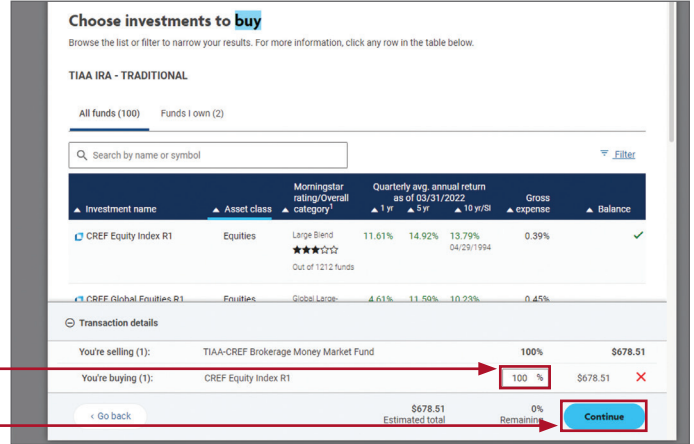
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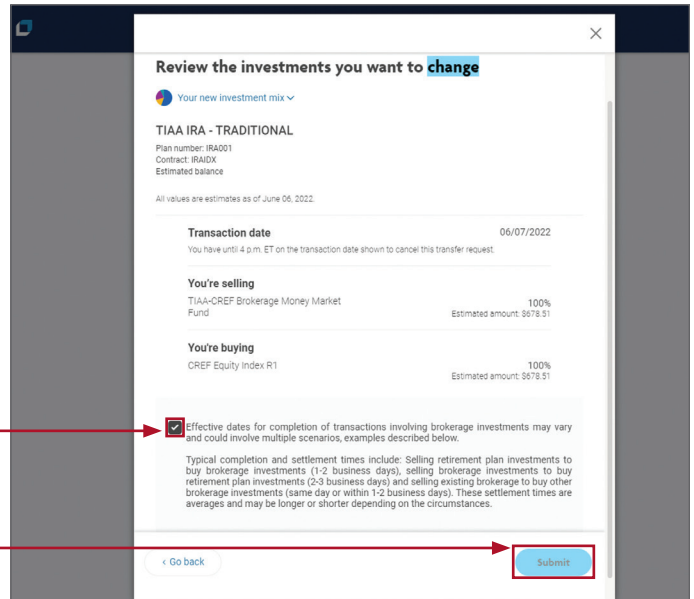
Step 9:

Next, you will need to enter either the % or \$ amounts to be allocated into each respective fund. We will enter 100% into CREF Equity Index, then click "Continue."



Step 10:

The "Review the investments you want to change" screen provides a summary of the changes. You must populate the disclosure check box and select "Submit."



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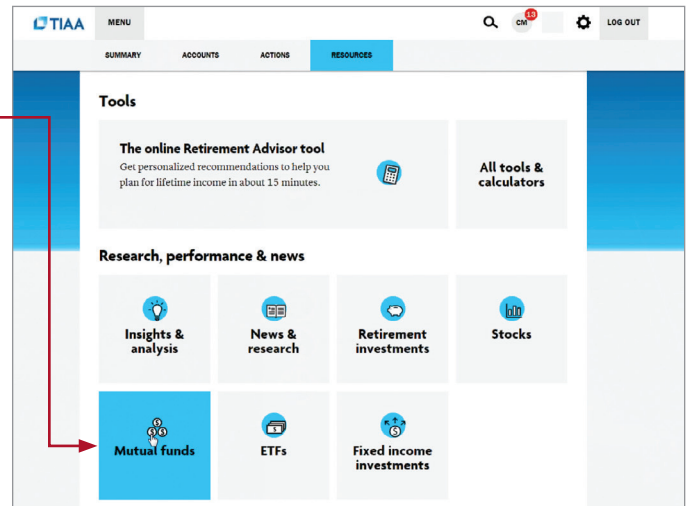
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One key to building a strategic investing plan is to be educated on your investing options and the performance of each of those options.

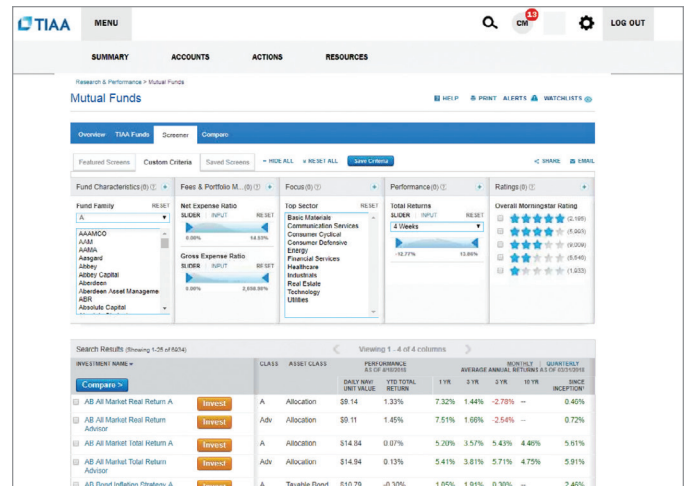
Through TIAA.org, you'll be able to educate yourself on funds, and stay up-to-date on current financial trends and financial news. Click on *Resources* and then select *Mutual funds*.

By selecting the *Mutual funds* option, you'll be able to see the various fund options that you can choose from to build your portfolio.



To research funds, you can click on the *Screener* tab. Here, you can set up criteria to find funds that support your strategy.

You also have the ability to select up to five funds, and then click *Compare* to see how your options match up, how share classes compare to one another and more—all designed to help you become better educated and a more informed manager of your financial future.



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View transaction history

Confirmations are sent for every trade. You can view your entire transaction history by logging in to your account at TIAA.org/ndpers, or through your monthly brokerage and quarterly combined retirement account statements.

Note: Trades placed before the investment trade cut-off time, or ET time zone cut-off will be executed that business day. Transfers between the brokerage account and another account or fund available through the retirement plan(s) are subject to brokerage settlement periods, and can take several business days to complete.

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Frequently asked questions

Q: How do I move money from my brokerage account to the other core menu investment options?

A: To transfer between the brokerage account and another investment option available through the core menu, you must call a TIAA financial consultant at **800-842-2252**. Moving funds from the brokerage account to the core menu cannot be done online.

Q: How can I take a distribution or withdrawal?

A: Distributions or withdrawals from your brokerage account aren't made directly. To receive distributions or withdrawals from your brokerage account:

1. Transfer the amount you wish to withdraw from your brokerage account to the core menu.
2. Call a financial consultant at **800-842-2252** to request a withdrawal.

Q: Are there any fees?

A: If you open a brokerage account, you will be charged a commission on all applicable transactions based upon the fees outlined in the Customer Account Agreement or dictated by the terms of the fund. Please see the *Fees* section after these *FAQs* for more detailed information.

Q: Will my brokerage account be monitored by anyone besides me?

A: No. Unlike the plan-sponsored retirement accounts, it is the responsibility of each individual to monitor and manage their own self-directed brokerage account. **TIAA.org** provides tools that allow individuals to compare investment options, review available share classes and other factors so that you can make informed decisions.

Q: Will I receive confirmations of my trades?

A: Yes. A confirmation for every trade is sent to you according to your preferences. You can always view your transaction history or trade confirmations in the secure portion of **TIAA.org/ndpers** or on your monthly brokerage account statements.

Q: Are brokerage accounts available to foreign address participants?

A: No. TIAA Brokerage accounts are only available to enrolled plan participants with a permanent U.S. residential and mailing address.

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Transaction fees

Transaction fees are charged in accordance with the TIAA Commission and Fee Schedule shown below.

TIAA Self-Directed Brokerage Account Customer Account Agreement

Commission and fee schedule effective March 21, 2022

Not all fees apply or are pertinent to all employer-sponsored plans. See individual plan for investment option details.

(All commissions and fees are per transaction, unless otherwise indicated.)

	Online/Mobile TIAA.org/brokerage	Automated Telephone System (ATS) 800-842-2252	Client Service Assistance 800-842-2252
Equities and exchange-traded funds			
Commissions and fees	No charge	\$35	\$55
Equity and transaction-fee ETFs notes	<ul style="list-style-type: none"> Fees shown reflect stock prices greater than \$1 per share. Orders to buy shares priced under \$1, restricted shares, nonpermitted Cannabis Related Business (CRB) securities, foreign securities, privately held securities, shares without a market price or no bid/ask will not be accepted. Orders to sell shares priced under \$1 are handled via Client Service Assistance at the online commission rate given above, based on eligibility. 		
No-transaction-fee (NTF) ETFs	<ul style="list-style-type: none"> NTF-eligible ETFs will have a \$0.00 commission, regardless of order size or holding period. Any ETF shares purchased prior to January 26, 2018, and now identified as an NTF ETF, will still be charged a commission when the shares are sold, when placing the trade through the ATS or Client Service Assistance. 		
Financial transaction tax (FTT) ordinary and American Depository Receipts (ADR)	<p>All opening transactions in FTT-eligible companies from the following countries will be subject to the FTT tax rate:</p> <ul style="list-style-type: none"> French FTT at a rate of 0.30% of the total transaction cost. Italian FTT at a rate between 0.10% and 0.20% of the total transaction cost. Spanish FTT at a rate of 0.20% of the total transaction cost. 		
ADR agent servicing fee	<ul style="list-style-type: none"> Fee will generally range from \$0.01 to \$0.03 per share. Amounts will differ by ADR. Please refer to the ADR prospectus for specific fee and other information. 		
Securities and Exchange Commission (SEC) Section 31 transaction fee	Varies per transaction—visit SEC.gov for the current rate.		
Fixed income			
	Bonds and CDs are available for purchase online; for assistance call 800-927-3059 .		
U.S. Treasury securities			
New issues (primary at auction)	\$50 per transaction		
Existing issues (secondary already trading)	\$1 per \$1,000 face amount (\$50 minimum)		
Other fixed income			
Municipal bonds, government agency bonds, unlisted (over-the-counter or OTC) corporate bonds, and mortgage-backed securities*	\$50 + \$2 per bond		
Certificates of deposit—New issues	Purchase minimums of \$5,000, no commission (interest rate reflects issuing bank's fee)		
<p>*TIAA may execute certain fixed-income transactions for your Account on either an agency or principal basis. If we execute on an agency basis, the commissions listed above will apply. If we execute on a principal basis, we will sell a fixed-income product to you (or buy it from you), which we contemporaneously purchase from (or sell to) a dealer. If so, the net compensation earned by TIAA will include a mark-up. If we sell a fixed-income product to you, the mark-up is the difference between the sales price to you and the price we pay to purchase the product from a dealer. If we buy a fixed-income product from you, the mark-up is the difference between the sales price to the dealer and the price we pay to purchase the security from you.</p>			

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Commission and fee schedule effective March 21, 2022 (continued)

Mutual funds

No-transaction-fee (NTF) funds	<ul style="list-style-type: none"> Minimum initial investment for NTF mutual funds: The greater of either the listed amount in the fund's prospectus or \$500. Purchases below the stated minimum will be charged the appropriate transaction fee. Additional investments of NTF funds: The greater of either the listed amount in the fund's prospectus or \$100. Transactions of NTF funds for amounts less than \$500 will be subject to the appropriate transaction fee. Systematic (automatic recurring or dollar-cost averaging) orders are excluded. Systematic (automatic recurring or dollar-cost averaging) orders, no fee; minimum transaction of \$100. Short-term redemption fee: \$50 minimum for shares held less than six months (waived for shares transferred from another brokerage firm or financial institution). Additional redemption fees may apply as set forth in each fund's prospectus.
Transaction-fee (TF) funds	<ul style="list-style-type: none"> Transaction fee, regardless of order size: \$35 per trade. Minimum initial investment for mutual funds: The greater of either the listed amount in the fund's prospectus or \$500. Additional investments: The greater of either the listed amount in the fund's prospectus or \$100. Systematic (automatic recurring or dollar-cost averaging) orders, no fee; minimum transaction of \$100.

Options

(All commissions and fees are per transaction, unless otherwise indicated.)

	Online/Mobile TIAA.org/brokerage	Automated Telephone System (ATS) 800-842-2252	Client Service Assistance 800-927-3059
Options			
Commissions and fees	No charge	\$35 + \$2.00 per contract	\$55 + \$2.50 per contract
Options exercise/assignment	\$25	\$25	\$25

Account maintenance fees

(All fees are per transaction, unless otherwise indicated.)

Alternate investment transaction/processing fee	\$50
Custody/Safekeeping Fee for Physical Securities	\$10 per account, per position, per month
Direct Registration System (DRS) outgoing transfer fee	\$30 per security, per account
Foreign securities	\$75 for each order (not applicable to American Depositary Receipts) + transaction fees and commission
Foreign security receive and deliver fee	\$75
Post-effective reorganizations—Voluntary	\$75
Reorganizations—Voluntary	\$25
Special product fee—Unregistered REITs	\$125 per position, charged at transfer and then annually
Special product fee—Registered REITs	\$35 per position, charged at transfer and then annually
Transfers—Accommodation*	\$80 per transfer
Transfers—GNMA, restricted, legal*	\$140 per transfer
Transfers—Outgoing account*	\$50 per transfer
Transfers—Outgoing full account*	\$50 per transfer, no charge for partial transfers
Transfers—Register, transfer and ship*	\$80 per transfer, plus any third-party charges, including a DTCC charge of \$500

*Checks in the amount of \$250,000 or more for transfers or payments will be sent via overnight delivery, and a delivery fee of \$12 will be charged to the account.

For complete information about the brokerage account and program fees, read the TIAA Brokerage Account Customer Account Agreement or view TIAA Brokerage forms at [TIAA.org/public/brokerage/custsvce/forms.html](https://www.tiaa.org/public/brokerage/custsvce/forms.html). Additional fees and expenses apply to a continued investment in the funds, and are described in the fund's current prospectus.





**For questions about your brokerage account,
please contact us at 800-842-2252.**



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