



TIAA DESIGNATE A PLANFOCUS PLAN SPONSOR

QUESTIONS:

Call the Administrator Telephone Center (ATC) at 888-842-7782 or your assigned Client Service Manager.

IMPORTANT INFORMATION

Complete this form to designate a new or change an existing Plan Sponsor at your institution. **To expedite this change and to prevent an existing Plan Sponsor from losing access, please use the PlanFocus Online functionality.**

Print in upper case using black or dark blue ink and provide all information requested. Please note, any missing signatures, incomplete or inaccurate information on this form will delay the processing of this request.

Once completed, please print, sign and fax, mail or email to TIAA. Refer to last page for our fax number, mailing address and email address. The turnaround time for TIAA to handle this request is three (3) business days from receipt of the form in good order.

NOTE: This form is not to be used TO GRANT ONLINE ACCESS TO INDIVIDUALS WHO ARE NOT THE PLAN SPONSOR. To add or modify online access, the existing Plan Sponsor should log on to PlanFocus.

PLAN SPONSOR DEFINITION

The Plan Sponsor is the primary contact for the retirement plan. They have the following access for the plan(s) they are assigned:

- Add new site users
- Modify users' access levels and information
- View and take action on all areas of the PlanFocus website





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1. PROVIDE NEW PLAN SPONSOR INFORMATION

First Name Middle Initial

Last Name Suffix

Institution Name

Job Title Department

Work Mailing Address

City State Zip Code

Work Telephone Number Extension Work Fax Number

Work Email Address

2. PLAN ACCESS

Indicate the plans you would like the Plan Sponsor to access:

Authorize access to all plans and campus/locations associated with my institution.

Authorize access to only the following plans (must be six digits):

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Authorize access to only the following campus/locations: (i.e., ABC University - XYZ Campus)

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>



QUESTIONS:

Call the Administrator Telephone Center (ATC) at 888-842-7782 or your assigned Client Service Manager.

2. PLAN ACCESS (CONTINUED)

Prospectus e-Delivery (REQUIRED)

Via e-Delivery Via Mail

e-Delivery Terms & Conditions

By requesting we deliver any documents to you electronically, you agree to the following terms and conditions, and acknowledge you can electronically access, view, print and save these documents.

Your request to receive documents electronically requires you have Internet access and a valid email account. We will email you a notification when a document is available for viewing and you can thereafter log in to your secure TIAA account to access it. In the case of public documents like Prospectuses, Supplements, Annual Reports and Semi-Annual reports we will include a direct link to the document for your convenience.

Accessing public documents will not require you to log in to the secure site. Once you access the document, we provide the option for you to save it to your personal computer or print it. We may provide certain documents in portable document format, often referred to as a PDF. This format requires you use free Adobe Reader software, which you can download at www.adobe.com.

Your preference selections remain effective until changed by you, or as the result of service necessity (e.g., incorrect or non-working email address), or upon notice from TIAA.

3. DELETE AN EXISTING SPONSOR FROM PLANFOCUS

Completing this section of the form will delete the existing Plan Sponsor from your organization's list of authorized users. It is important to note they will no longer have access to PlanFocus unless the newly named Plan Sponsor assigns them access rights. Appropriate correspondence and information will be sent to the replacement user listed in Section 1.

Please delete the prior Plan Sponsor from my institution's list of authorized users:

Name

Title

Note: The person listed above will no longer have access to PlanFocus.





This section is to be completed by the New Plan Sponsor.

QUESTIONS:

Call the Administrator Telephone Center (ATC) at 888-842-7782 or your assigned Client Service Manager.

4. SIGNATURES

SECURITY GUIDELINES

PlanFocus allows authorized users, including the Plan Sponsor, of an institution to access certain information relating to such institution's participants' TIAA accounts and accumulations for the purpose of plan administration or counseling the institution's employees.

THE INFORMATION OBTAINED THROUGH PLANFOCUS CONTAINS PERSONALLY IDENTIFIABLE INFORMATION AND IS THEREFORE EXTREMELY SENSITIVE AND HIGHLY CONFIDENTIAL. THE PLAN SPONSOR AND OTHER AUTHORIZED USERS OF PLANFOCUS AGREE TO MAINTAIN THE SECURITY OF PLANFOCUS AND THE CONFIDENTIALITY OF ALL THE INFORMATION CONTAINED IN OR OBTAINED THROUGH IT.

Use of PlanFocus signifies your agreement to comply with these security guidelines, and TIAA reserves the right to revoke access to PlanFocus for anyone who violates these Security Guidelines.

From time to time, authorized representatives of TIAA may monitor the use of PlanFocus by all authorized users; authorized users should not expect their use of PlanFocus to remain private and agree that TIAA may monitor and/or disclose their activity.

TIAA will revoke access for any authorized user who engages in improper conduct with regard to these services or any information obtained through them.

Examples of improper conduct include:

- Deliberately bypassing or probing security measures
- Disclosing or failing to protect any information contained in PlanFocus or obtained through it
- Failure to maintain the confidentiality of the security question and answer or the user ID and password
- Sharing the security question and answer, the user ID or password with any other individual
- Sharing or distributing proprietary or copyrighted software
- Using these services in connection with any unauthorized, illegal, fraudulent or unethical activities, or activities that may be embarrassing or detrimental to TIAA
- Introducing or attempting to introduce viruses into TIAA's systems
- Transmitting encrypted materials in violation of applicable laws, including but not limited to privacy and export laws

TIAA will not be held liable for the misuse of these services. In the event you or any authorized user terminates employment with your institution, TIAA requests that you notify us immediately and we will terminate access to PlanFocus for such individuals.

NEW PLAN SPONSOR SIGNATURE (REQUIRED)

Incoming Plan Sponsors must read and sign below.

Please read the Security Guidelines. All signatories must agree to abide by these Guidelines. Please note that missing signatures, incomplete or inaccurate information on this form will delay the processing of this request.

I have read, and will comply with, the Security Guidelines set forth in this application. I represent that I am the Plan Sponsor with full authority to have access to the Administrator Services indicated herein.

New Plan Sponsor's Name (REQUIRED) (Please Print)

New Plan Sponsor's Signature

Today's Date (mm/dd/yyyy)

 / / 20

Please sign your full legal name with suffix, if applicable, using black or dark blue ink. Digital signatures are not accepted. ▶





This section is to be completed by the Plan Sponsor.

If you are unsure of who your Plan Sponsor is for your institution, please contact the Administrative Telephone Center at 888-842-7782 or your assigned Client Service Manager.

Please sign your full legal name with suffix, if applicable, using black or dark blue ink. Digital signatures are not accepted.

4. SIGNATURES (CONTINUED)

PLAN SPONSOR SIGNATURE (IF APPLICABLE)

If there is no current Plan Sponsor available to designate the new Plan Sponsor, there is no signature required below.

Please read the Security Guidelines. All signatories must agree to abide by these Guidelines. Please note that missing signatures, incomplete or inaccurate information on this form will delay the processing of this request.

I have read, and will comply with, the Security Guidelines set forth in this application. I represent that I am the Plan Sponsor with full authority to have access to the Administrator Services indicated herein

Current Plan Sponsor's Name (IF APPLICABLE) (Please print)

Work Telephone Number

Extension

Work Email Address

Current Plan Sponsor's Signature

Today's Date (mm/dd/yyyy)

RETURN COMPLETED FORM(S) PACKAGE TO:

STANDARD MAIL

TIAA
P.O. Box 1259
Charlotte, NC 28201-1259

FAX:

800-842-5916

EMAIL:

paservices@TIAA.org

Be sure to send all pages together. TIAA will notify you once this application has been processed. Turnaround time for this request is three (3) business days from receipt of this form in good order. Any information missing on this form will delay processing.

