

Quick Start Guide

Everything for your employer's retirement plan.
In one location.

Welcome to Retirement@Work®, where you can:

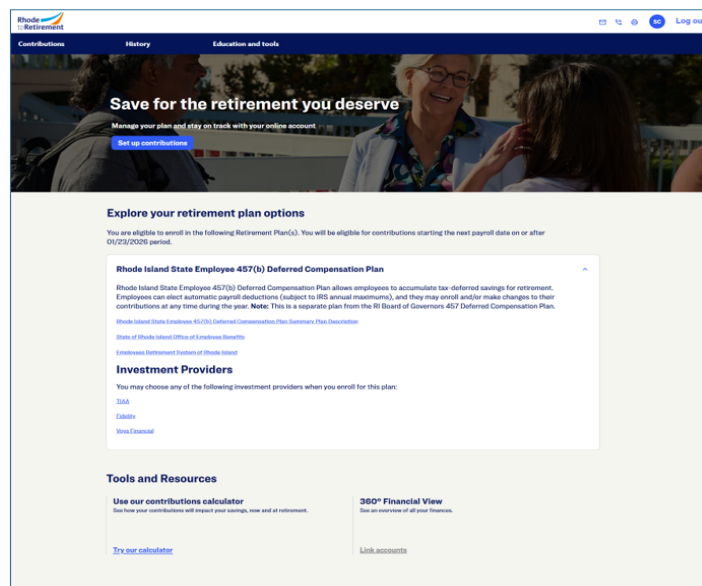
- Enroll in your retirement plan(s)
- Change your contribution amount at any time
- Choose your preferred retirement plan provider(s)
- View retirement plan balances across plans and investment providers
- Access investment tools and resources for planning

1. Access Retirement@Work

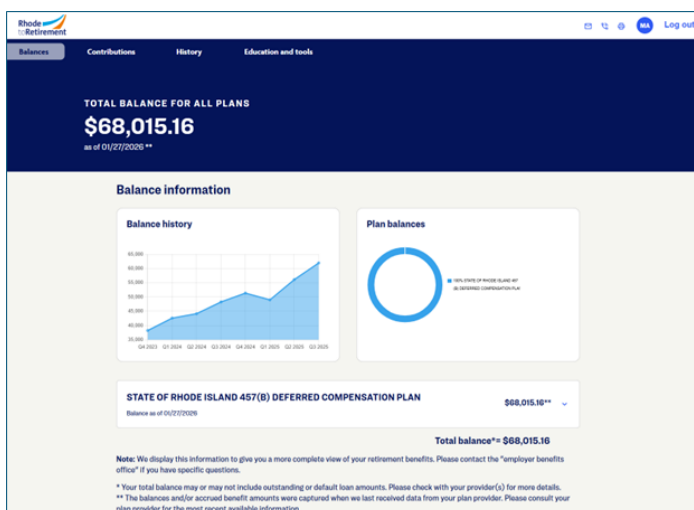
Go or click here: www.retirementatwork.org/ri

2. Set up and manage your contributions

First-time users: Click *Set Up Contributions*.



Returning users: You will be taken to the *Balances* tab where you can view your total balance in the plan, regardless of provider. To change your contributions, go to the *Contributions* tab and click *Set up contributions*.



☒ Allocate between Pre-Tax and/or Roth contributions

How would you like to split these contributions?

Pre-Tax
\$ 50.00

Roth
\$ 50.00

Total (must equal \$100.00): \$100.00

Cancel Next

You have the option to make pretax contributions, Roth contributions or a combination of both.

3. Select investment provider(s)

You can choose one or more investment providers for your retirement accounts.

- Choose Yes to direct all contributions to one provider.
- Choose No to direct contributions to multiple providers and you may choose pretax or Roth.

Enter the percentage you wish to allocate to each provider. Ensure your total equals 100 percent.

Rhode Retirement

Contributions History Education and tools

SET UP CONTRIBUTIONS

Who would you like to handle your retirement investments?

If you have not done so already, visit each investment provider you selected to open your account, designate beneficiaries, and customize your investment strategy. Keep in mind that each provider offers different options, features, plan fees and levels of support.

Which provider fits you best?

[Research these investment providers](#)

Direct all contribution types to the same investment provider(s)?

(Contribution types may vary by plan and can include various employee and employer contributions.) Choosing "No" allows you to direct each contribution type separately.

☐ Yes

☒ No

How do you want to direct your contributions?

Enter the percentage you would like to contribute to each investment provider you select.

Rhode Island State Employee 457(b) Deferred Compensation Plan

Employee Pre-tax

TIAA %

Fidelity %

Voya Financial %

Total (must equal 100%): 100%

Roth

TIAA %

Fidelity %

Voya Financial %

Total (must equal 100%): 100%

Back Next

4. Review your contributions

Check your selections.

Click the *Edit* button to make changes.

Review the “Terms and Conditions,” check the box, and click *Confirm*. The next page will confirm that your elections were submitted.

The screenshot shows the 'Review your contributions' page in the Rhode Retirement system. The page has a dark blue header with the 'Rhode Retirement' logo and navigation links for 'Contributions', 'History', and 'Education and tools'. A 'Log out' button is in the top right. The main content area is titled 'SET UP CONTRIBUTIONS' and 'Review your contributions'. It includes a progress bar and a note: 'Please review all contributions before you confirm your elections.' Below this is a 'Summary' section with an 'Edit' button. The summary shows 'Your Contributions' as '\$100.00 per pay period'. The 'Rhode Island State Employee 457(b) Deferred Compensation Plan' section displays two donut charts. The first chart, labeled 'Employee Pre-tax', shows a total of '\$50.00' and is divided into three segments: 33% TIAA (blue), 33% Fidelity (green), and 34% Voya Financial (orange). The second chart, labeled 'Roth', shows a total of '\$50.00' and is divided into two segments: 50% TIAA (blue) and 50% Fidelity (green). At the bottom, there is an 'Effective Date' field and a note: 'Your start date for the 457(b) contribution will differ according to your plan rules.' A checkbox for 'I have read and accept these Terms & Conditions' is present, along with 'Previous' and 'Confirm' buttons, and a 'Come back later' link.

Rhode Retirement

Contributions History Education and tools

Log out

SET UP CONTRIBUTIONS

Review your contributions

Please review all contributions before you confirm your elections.

Summary [Edit](#)

Your Contributions \$100.00 per pay period

Rhode Island State Employee 457(b) Deferred Compensation Plan

Employee Pre-tax \$50.00

- 33% TIAA
- 33% Fidelity
- 34% Voya Financial

Roth \$50.00

- 50% TIAA
- 50% Fidelity

Effective Date

Your start date for the 457(b) contribution will differ according to your plan rules.

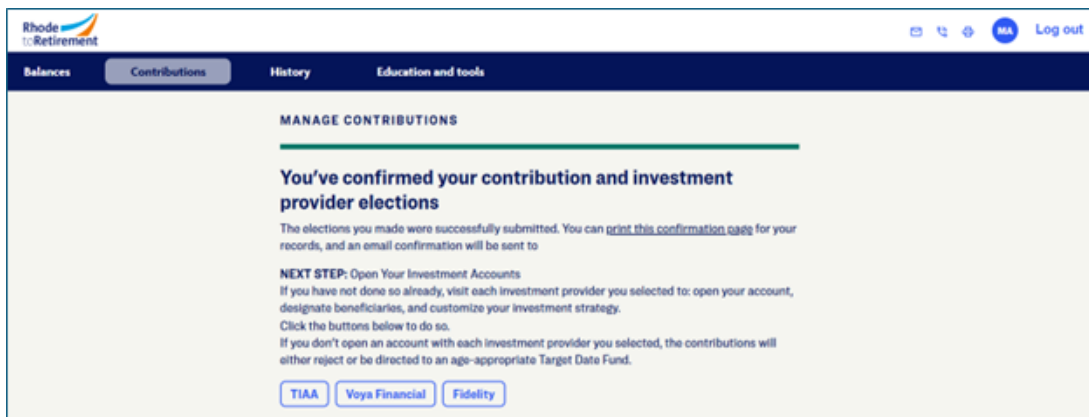
☐ I have read and accept these [Terms & Conditions](#)

[Previous](#) [Confirm](#)

[Come back later](#)

5. Open your investment account(s) and select investments

Click on the name of each provider you selected (if applicable) to open an account with them (if you do not have one already) and select your investments by plan. You will exit Retirement@Work and be redirected to each provider's website to complete this task. If you selected more than one provider, **you must return to this page** to click each provider's name to complete the process.



Need help? We've got you covered.

Website support

Call Retirement@Work at **844-567-9090**, weekdays, 8 a.m. to 10 p.m. ET.

Advice and education

You can get help deciding how to create the right investment mix with your chosen investment provider(s), over the phone or in person.

- Fidelity: 800 343-0860
- TIAA: 800 842-2252
- Voya: 800 584-6001

General plan questions

Call the Office of Employee Benefits at 401 574-8530.

Learn more

Visit <https://employeebenefits.ri.gov/benefit-programs/active-employees/supplemental-benefits/deferred-compensation-plan>

This short video provides a step-by-step visual guide to using Retirement@Work. [Watch the video here.](#)