Step-by-step instructions to enroll, change, or stop your retirement plan deductions.

403(B) Instructions- Employees Eligible for Match

2. For new users, click I'm a New User on the bottom-middle of the page. (If you are a Returning User, enter your User ID and click Next. Enter your Password and click Submit. Skip to Step 12.)
3. Begin typing The University of Alabama and select The University of Alabama from the list.
4. Enter your SSN, Last Name, and Date of Birth. Click continue.
5. Create a User ID using the parameters listed. Check availability.
6. Enter your email address. Confirm your email address.
7. Create your new password. Confirm the password. Click continue.
8. Select your security image. Title your security image. Click continue.
9. Select and answer two security questions. Click continue.
10. Read the Terms of Use and click the radio button beside: I agree to these terms. Click Continue.
11. Click on the Start or Change my Contributions link.
12. Select The University of Alabama System 403(b) Plan from the drop-down box.
13. Select the pay date you would like your contribution changes to begin from the drop-down box.
14. Select the type of contribution change you would like to make from the drop-down box.
15. For the Pre-Tax Contributions (or the Post-Tax Contributions or the Roth Post-Tax Contributions, if appropriate), enter the contribution amount(s) for your desired provider(s) in either % of salary or $ amount per pay period. The University will match percentage contributions up to 5%. Dollar amount contributions will not be matched. To maintain a current contribution, you must re-enter it in the New column.
16. Enter a % of 100 to indicate which provider(s) your Match contributions will be directed. Click next.
17. Review your contribution changes. If you would like to receive an email confirmation of your contribution changes made today, please enter and confirm your email address.
18. Click Submit to confirm and process your contribution changes.

403(B) Instructions- Employees Not Eligible for Match

2. For new users, click I'm a New User on the bottom-middle of the page. (If you are a Returning User, enter your User ID and click Next. Enter your Password and click Submit. Skip to Step 12.)
3. Begin typing The University of Alabama and select The University of Alabama from the list.
4. Enter your SSN, Last Name, and Date of Birth. Click continue.
5. Create a User ID using the parameters listed. Check availability.
6. Enter your email address. Confirm your email address.
7. Create your new password. Confirm the password. Click continue.
8. Select your security image. Title your security image. Click continue.
9. Select and answer two security questions. Click continue.
10. Read the Terms of Use and click the radio button beside: I agree to these terms. Click Continue.
11. Click on the Start or Change my Contributions link.
12. Select The University of Alabama System 403(b) Plan from the drop-down box.
14. Select the pay date you would like your contribution changes to begin from the drop-down box.
15. Click Next to proceed to Start or Change your Contributions.
16. Select the type of contribution change you would like to make from the drop-down box.
17. For the Pre-Tax Contributions (or the Post-Tax Contributions or Roth Post-Tax Contributions, if appropriate), enter the contribution amount(s) for your desired provider(s) in either % of salary or $ amount per pay period. Click Next.
18. Review your contribution changes. If you would like to receive an email confirmation of your contribution changes made today, please enter and confirm your email address.
19. Click Submit to confirm and process your contribution changes.

457(B) Instructions

2. For new users, click I'm a New User on the bottom-middle of the page. (If you are a Returning User, enter your User ID and click Next. Enter your Password and click Submit. Skip to Step 12.)
3. Begin typing The University of Alabama and select The University of Alabama from the list.
4. Enter your SSN, Last Name, and Date of Birth. Click continue.
5. Create a User ID using the parameters listed. Check availability.
6. Enter your email address. Confirm your email address.
7. Create your new password. Confirm the password. Click continue.
8. Select your security image. Title your security image. Click continue.
9. Select and answer two security questions. Click continue.
10. Read the Terms of Use and click the radio button beside: I agree to these terms.
11. Click Continue.
12. Click on the Start or Change my Contributions link.
13. Select The University of Alabama System 457(b) Plan from the drop-down box.
14. Select the pay date you would like your contribution changes to begin from the drop-down box.
15. Click Next to proceed to Start or Change your Contributions.
16. Select the type of contribution change you would like to make from the drop-down box.
17. For the Pre-Tax Contributions (or the Roth Post-Tax Contributions, if appropriate), enter the contribution amount(s) for your desired provider(s) in either % of salary or $ amount per pay period. Click Next.
18. Review your contribution changes. If you would like to receive an email confirmation of your contribution changes made today, please enter and confirm your email address.
19. Click Submit to confirm and process your contribution changes.