Your Brandeis University Defined Contribution Retirement Plan

ENHANCEMENTS GUIDE

No matter where you are in your journey, we can help you map out the retirement you envision.

Brandeis University
It’s a great time to take advantage of your plan benefits.

Brandeis University is pleased to announce a significant enhancement to our Brandeis University Defined Contribution Retirement Plan.*

Effective Jan. 2, 2019, Fidelity Investments® will support our enrollment process and provide ongoing service to our retirement plan participants, regardless of the investment service provider. You will no longer need to complete a paper form to make a change to your contribution amount or to change your investment service provider. Inside are details about the changes coming your way and how this will affect you.

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhancements to the Brandeis Retirement Plan</td>
<td>3</td>
</tr>
<tr>
<td>Activity Calendar</td>
<td>4</td>
</tr>
<tr>
<td>Brandeis Retirement Planning Website and Service Center</td>
<td>5</td>
</tr>
<tr>
<td>Tools and Resources</td>
<td>8</td>
</tr>
</tbody>
</table>

*Plan includes: The Brandeis University Defined Contribution Retirement Plan for Faculty, Professional, and Administrative Staff and the Brandeis University Defined Contribution Retirement Plan for Non-Exempt Employees.
Enhancements to the Brandeis Retirement Plan

Fidelity Investments® will soon become the primary provider of recordkeeping services for enrollment in the Plan, changes to contributions, and investment provider elections for the Plan. Both Fidelity and TIAA will continue to be investment providers to which you can direct your contributions. Faculty and Staff who contribute to TIAA may continue to do so — nothing will change and you will not be required to re-enroll in your plan.

Effective January 2, 2019, any changes to your contributions and/or investment provider elections will be made on the new Brandeis retirement planning website at netbenefits.com/brandeis or by calling the Retirement Service Center at 800-343-0860. No action is required, and your contributions will continue to be invested with your selected investment provider and in your current investment options.

New features and changes:

<table>
<thead>
<tr>
<th>Brandedis Retirement Planning Website: netbenefits.com/brandeis</th>
<th>You will have access to a comprehensive website dedicated to retirement planning. Here is where you will manage your account, enroll in the Plan, and make decisions on your investment providers and your contributions. You can access links to investment options and find interactive tools and calculators to help you better prepare to meet your retirement savings goals. See the Tools and Resources section of this guide for more details.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirement Service Center</td>
<td>The Retirement Service Center provides experienced representatives to answer questions you may have about your Plan. They can assist you with enrollment, contributions and investment provider elections. Representatives are available at 800-343-0860, Monday through Friday, 8 a.m. to midnight Eastern time.</td>
</tr>
<tr>
<td>Enrollment, Contributions and Investment Provider Changes</td>
<td>You will no longer contact your benefits office to enroll or make contribution and investment provider changes in the Plan. All future enrollment and changes to your contributions must be made through the Brandeis retirement planning website at netbenefits.com/brandeis or by calling the Retirement Service Center at 800-343-0860 regardless of the investment provider you choose.</td>
</tr>
<tr>
<td>Maximum Contributions</td>
<td>Brandeis will no longer be monitoring maximum contributions to your Plan. You will be responsible for monitoring your annual contribution amounts, which are reflected on your payroll stub. The maximum contribution amount for 2019 will be $19,000 for under age 50 and $25,000, for age 50 or older.</td>
</tr>
</tbody>
</table>

Plan features and services that will continue:

<table>
<thead>
<tr>
<th>Payroll Contributions</th>
<th>Your pretax contributions deducted from your pay will not change.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choice of Investment Providers</td>
<td>You will continue to choose from Fidelity and TIAA to invest your contributions. Your investment elections with your current provider will not change. Beginning January 2, 2019, you can choose to direct a portion of your contributions to both Fidelity and TIAA, for example: (50%) Fidelity and (50%) TIAA. This gives you an option to direct contributions to both providers.</td>
</tr>
<tr>
<td>Range of Investment Options</td>
<td>Your Plan will continue to offer a range of investment options to choose from among Fidelity and TIAA. Your current investment elections will not change, unless you direct otherwise.</td>
</tr>
<tr>
<td>Beneficiary Designations</td>
<td>You will continue to choose your beneficiaries with your selected investment provider.</td>
</tr>
<tr>
<td>Retirement Planners</td>
<td>Both Fidelity and TIAA representatives will continue to be available for onsite support.</td>
</tr>
</tbody>
</table>
**Activity Calendar**

<table>
<thead>
<tr>
<th>KEY DATES</th>
<th>PLAN ACTIVITY/ACTION STEPS</th>
</tr>
</thead>
</table>
| December 19, 2018 | This is the last date you can enroll or make changes to your contributions or investment provider(s) following the current process of completing a Brandeis Salary Reduction Agreement with your benefits office. Changes to your contributions or investment provider will be restricted until January 2, 2019.  
Please note after January 2, 2019, you will no longer contact your benefits office to enroll or to make changes to your contributions or investment provider(s). All future changes must be made through the Brandeis retirement planning website at [netbenefits.com/brandeis](http://netbenefits.com/brandeis) or by calling the Retirement Service Center at **800-343-0860** regardless of the investment provider you choose. |
| January 2, 2019  | The Retirement Service Center and the Brandeis retirement planning website will be available for the following services:  
• If you are a current Fidelity customer and already have a username and a password, you can use them to access your Plan account on the Brandeis retirement planning website.  
• If you are a new user, you can log on to the Brandeis retirement planning website to register and set up your username and password.  
• You can enroll in the Plan, request changes to your contributions and investment provider, and access links to TIAA and investment option information. |

Visit: [netbenefits.com/brandeis](http://netbenefits.com/brandeis)  
Call: **800-343-0860**
The Brandeis Retirement Planning website, which will be used by all employees (current Fidelity or TIAA plan users, as well as first-time enrollees), will be available on January 2, 2019, and allows you to:

- Enroll in the Plan
- Elect/change your contributions
- Elect/change your Retirement Provider(s) (Fidelity and/or TIAA)
- Link to your current Fidelity or TIAA account
- Use interactive tools and calculators to help set financial goals

Please note that you will no longer need to contact your benefits office to enroll, make contribution changes, or investment provider changes. All future changes will be made online or by calling the Retirement Service Center.

**Follow the steps below to access your account online**

All employees must register to create a username and password to access their account online or when calling the Retirement Service Center.

If you are a current Fidelity participant and already have a username and password, you can use your Fidelity username and password to log in to your account. If you have forgotten your username and/or password, click *Need Help?* (at the top of the website) to reset them.

1) **Register to create a username and password:**

- Visit *[netbenefits.com/brandeis]*
- Click the Register link at the top center of the site and follow the prompts to establish your username and password.
- After registering for the site, you will be required to enter your username and password to access your account.

All images are for illustrative purposes only.

**TIP**

Please do not change the Your Account drop-down option from Fidelity to TIAA. Please keep the option listed as Fidelity when registering.
2) To enroll in the Plan beginning January 2, 2019:

- Go to netbenefits.com/brandeis.
- Click Enroll Today.
- Follow the prompts to register for account access, if you haven’t already.
- Once registered, enter your username and password to log on to the Brandeis retirement planning website.
- Follow the prompts to enroll in the Plan.

3) To view or change your contributions beginning January 2, 2019:

- Once you are logged on, from the NetBenefits® home page, choose Contribution Amount from the Quick Links to view or change your contribution amount.
- Choose Contribution Amount on the next screen, and follow the steps to view or update your contribution.
4) To view or change your investment providers beginning January 2, 2019 (Fidelity and/or TIAA):

- On the NetBenefits home page, choose Contribution Amount in the Quick Links menu.
- Select Retirement Providers, and follow the steps to update your provider elections.

To reach the Retirement Service Center:

You may speak with a Customer Service Representative by calling toll-free 800-343-0860, Monday through Friday (excluding New York Stock Exchange holidays) from 8 a.m. to midnight Eastern time. You may also use the automated voice response system, available virtually 24 hours, 7 days a week.

To reach TIAA:

You may contact TIAA by calling toll-free 800-842-2252. Consultants are available every weekday from 8 a.m. to 10 p.m. Eastern time and Saturday from 9 a.m. to 6 p.m. Eastern time. Or visit tiaa.org/brandeis to access accounts.

Go mobile. Download the NetBenefits® mobile app to access your Brandeis retirement account online.

Screenshots are for illustrative purposes only. System availability and response times may be subject to market conditions.

The trademarks and service marks appearing herein are the property of their respective owners. All other trademarks and service marks are the property of FMR LLC or an affiliated company, and may be registered.
Tools and Resources

It all starts at netbenefits.com/brandeis.

The Brandeis retirement planning website is designed so you can quickly and easily set up, monitor, and manage your retirement account.

Beginning January 2, 2019:

- If you have a username and password for other accounts at Fidelity, you can use that information to access your Brandeis retirement account.
- If you do not have a Fidelity username and password, log on to the Brandeis retirement planning website at netbenefits.com/brandeis, click Register and follow the step-by-step instructions to set up your account.

Online resources to help you succeed.

Once your account is set up, it’s time to make sure your investment strategy is on track. From practical education to easy-to-use tools and guidance, you now have access to innovative resources and insights to help you make informed decisions.

Tools and resources can be accessed by logging on to the Brandeis retirement planning website at netbenefits.com/brandeis, click the Menu button, then Library.

<table>
<thead>
<tr>
<th>IF YOU WANT HELP WITH:</th>
<th>TAKE THESE STEPS:</th>
<th>USE THIS ONLINE RESOURCE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taking Control of Your Financial Future</td>
<td>Answer just a few questions and you’ll be able to:</td>
<td>Planning &amp; Guidance Center</td>
</tr>
<tr>
<td></td>
<td>Estimate how much income you may have—or need—in retirement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Receive tips to help you get or stay on track</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Create a retirement plan in minutes</td>
<td></td>
</tr>
<tr>
<td>Financial Learning Resources</td>
<td>Articles, infographics, videos, and more—to suit your interests and skill level.</td>
<td>Library</td>
</tr>
<tr>
<td>Saving for Retirement</td>
<td>See how increasing your contributions may help your money grow over time.</td>
<td>Contribution Calculator</td>
</tr>
<tr>
<td></td>
<td>See how your pretax contribution might affect your take-home pay.</td>
<td>Take-Home Pay Calculator</td>
</tr>
<tr>
<td>Saving and Spending</td>
<td>Understand how much you may need to save and what your options are for investing.</td>
<td>College Planner</td>
</tr>
<tr>
<td></td>
<td>Easily monitor all of your Fidelity and non-Fidelity online financial accounts in one secure place.</td>
<td>Full View</td>
</tr>
<tr>
<td></td>
<td>An interactive tool to compare your saving and spending to Fidelity’s guidelines.</td>
<td>Savings and Spending Checkup</td>
</tr>
<tr>
<td>Getting Ready to Retire</td>
<td>If you’re retiring or approaching retirement, create an income plan.</td>
<td>Planning &amp; Guidance Center</td>
</tr>
</tbody>
</table>

**IMPORTANT:** The projections or other information generated by Planning & Guidance Center Retirement Analysis tool regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual investment results, and are not guarantees of future results. Results may vary with each use and over time.

Investing involves risk, including risk of loss.

This document provides only a summary of the main features of the Brandeis University Retirement Plans, and the Plan documents will govern in the event of any discrepancies.

TIAA and Fidelity Investments are independent entities and are not legally affiliated.

Fidelity Brokerage Services LLC, Member NYSE, SIPC, 900 Salem Street, Smithfield, RI 02917
© 2018 FMR LLC. All rights reserved.

865924.1.0