Employee Self Service users can change the percent of their 401(a) contribution allocated to Fidelity or TIAA/CREF through Employee Self Service. Changes can be made to the 401(a) as frequently as you like. Changes will always be effective on the first of the following month.

1. Log into Employee Self Service at http://hr.tufts.edu/eserve/ to change your 401(a) Basic Retirement Plan Vendor Selections.
2. On the Self Service menu, select Benefits
3. Select Benefits Information.
4. From the Benefits Information page, select Savings Summary.
5. On the Savings Summary page, select Change your 401(a) Vendor
Employee Self Service -
Updating 401(a) Basic Retirement Plan Vendor Selections

6. Select your Investment Vendor allocations.
7. After you have made your 401(a) vendor allocation changes, click on the Save button to view the confirmation page.
8. Print the confirmation page for your records.

Change your vendor selection(s).

Distribute your 401(a) employer contribution between TIAA-CREF and Fidelity. The change will be effective the 1st of the following month and the total contribution must equal 100%.

If you select TIAA-CREF as one of your vendors, you must invest 100% of your future contributions between the TIAA Traditional and/or CREF Stock Fund options by contacting TIAA-CREF at 1-800-842-2776 or logging on to www.tiaa-cref.org. Until you complete this second step, 100% of your future 401(a) contributions will be sent to the Plan default, an age appropriate Fidelity Lifecycle Fund.

If you select Fidelity as your vendor of choice, your contributions will be sent to the Plan default, an age appropriate Fidelity Life Cycle Fund. To redirect your contributions to other Fidelity Investment Funds, please contact Fidelity at 1-800-642-7131 or by logging on to www.fidelity.com/atawork.

If you have any questions, please call the HR Benefits Office at 617-627-3270.

| Effective Date of Current Vendor Selection: | 03/01/2014 |
| Effective Date of New Vendor Selection:   | 03/01/2014 |

<table>
<thead>
<tr>
<th>Fund</th>
<th>Current Percent</th>
<th>New Percent</th>
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<tr>
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<tr>
<td>Fidelity</td>
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<td>100.00</td>
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<tr>
<td>Total</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

- Enter the percentage of your 401(a) contribution you would like to go to TIAA-CREF and/or Fidelity.
- The total contribution must equal 100%.

Return to Savings Summary
POP UP WARNING: If you receive a message stating you do not have a valid Investment Fund election at TIAA-CREF, 100% of your 401(a) contributions will be sent to the Plan default, an age-appropriate Fidelity Lifecycle fund, until you contact TIAA-CREF to invest 100% of your future contributions between the TIAA Traditional and/or CREF Stock Fund options.