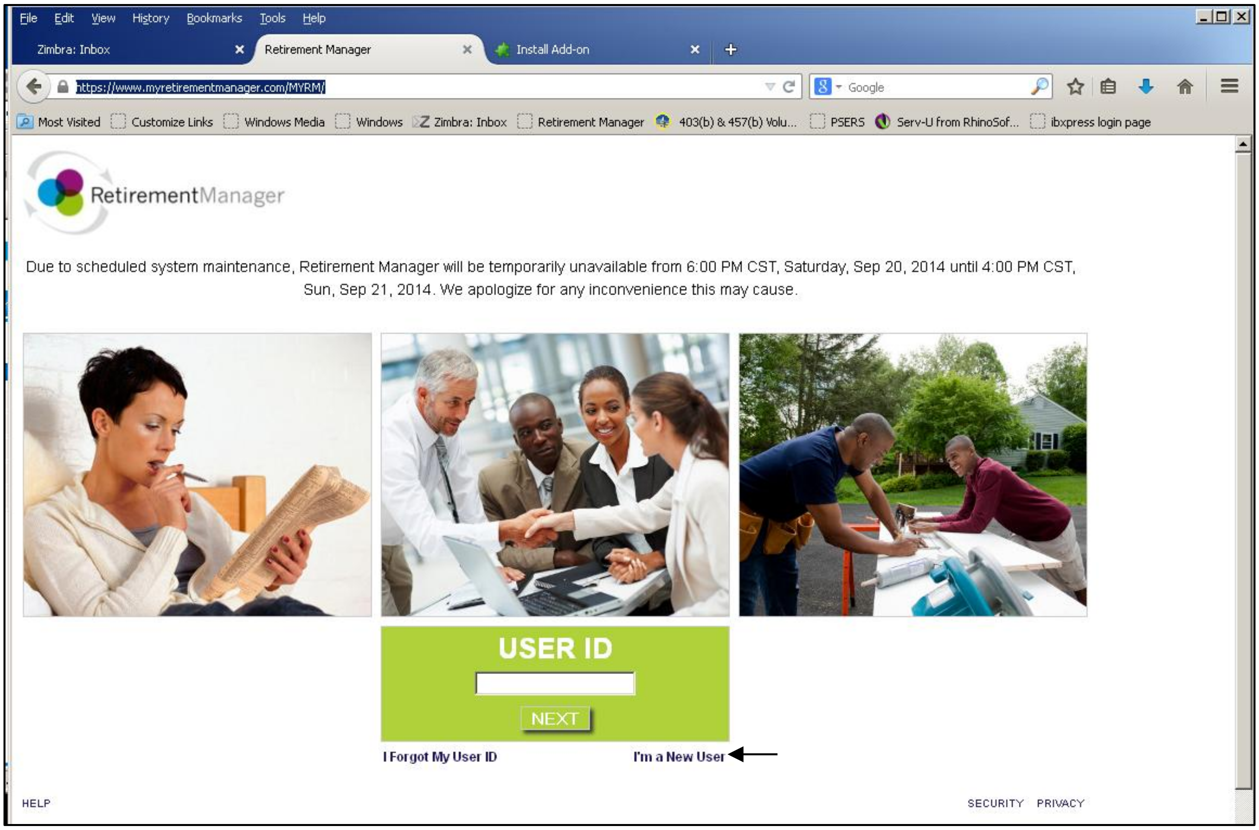
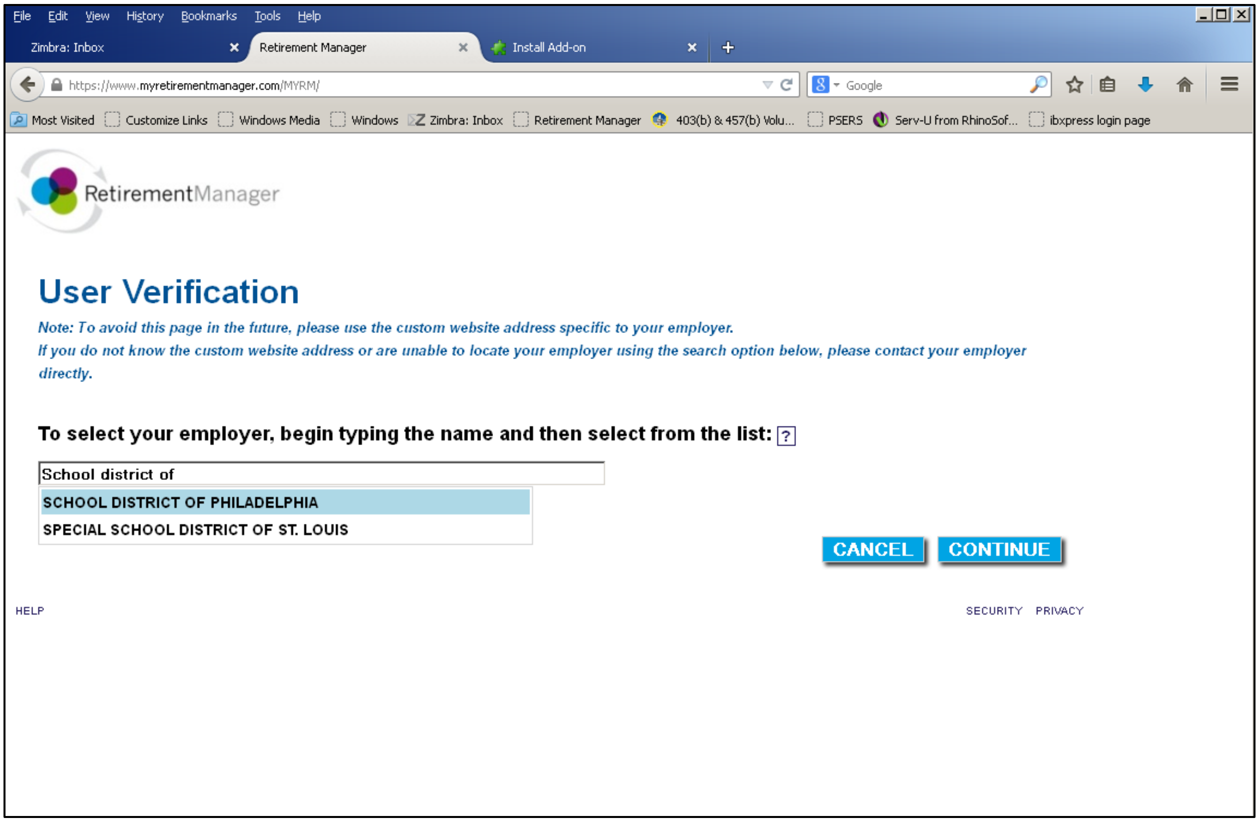
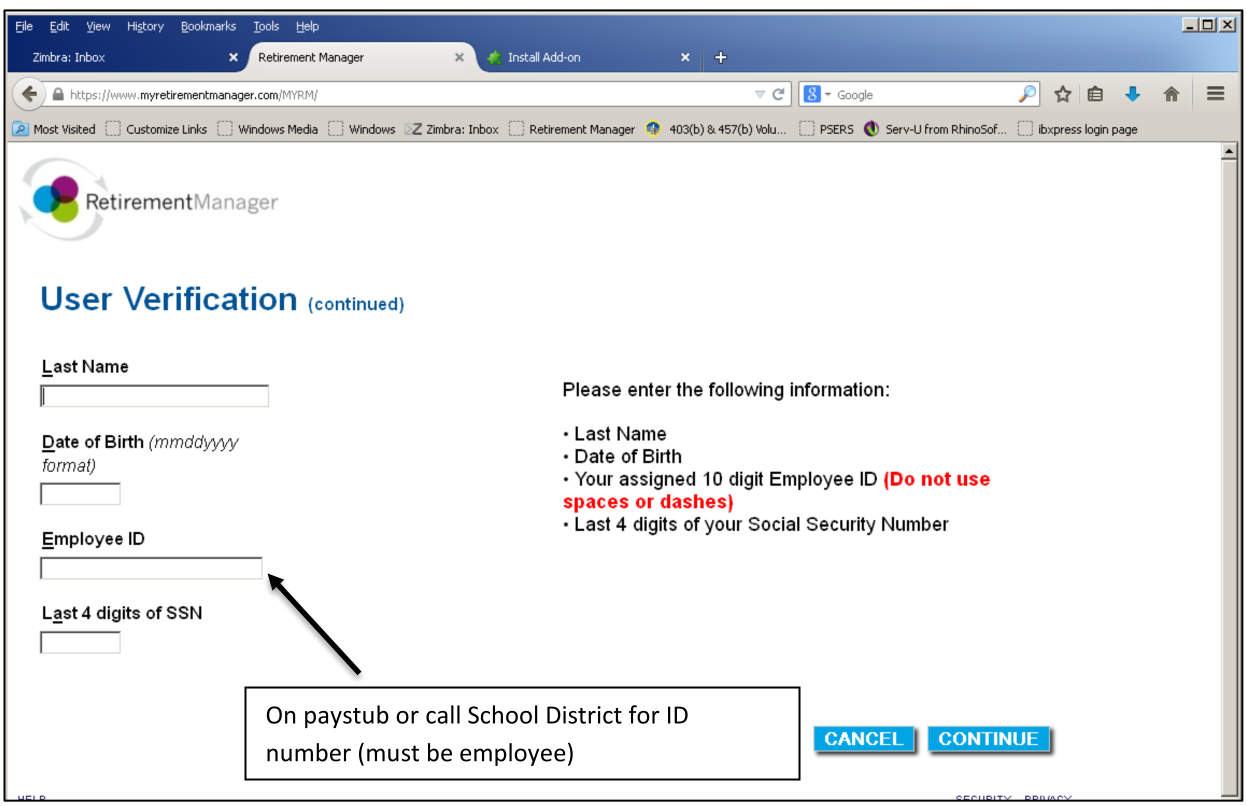
New User Hardship Withdrawal
Go to: www.myretirementmanager.com
Retirement Manager: 1-866-294-7950



Click I’m a New User

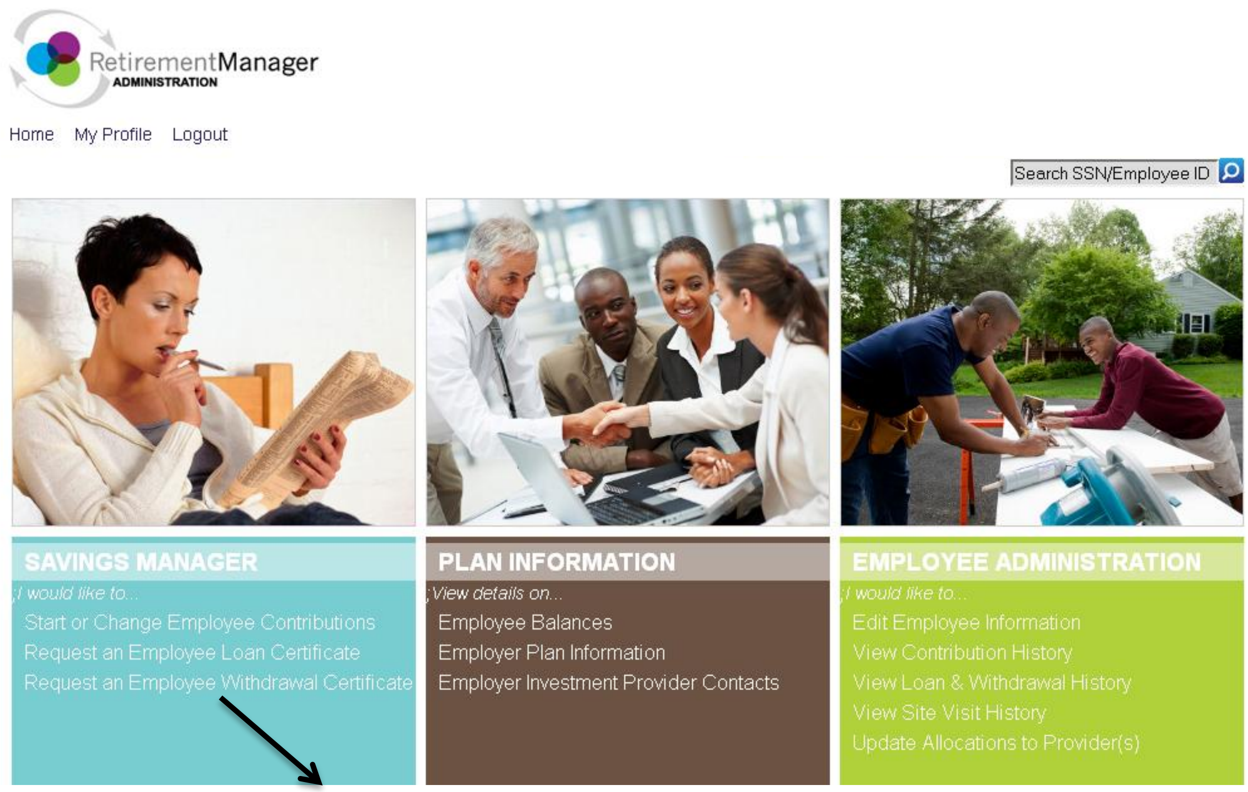


Select School District of Philadelphia and Continue

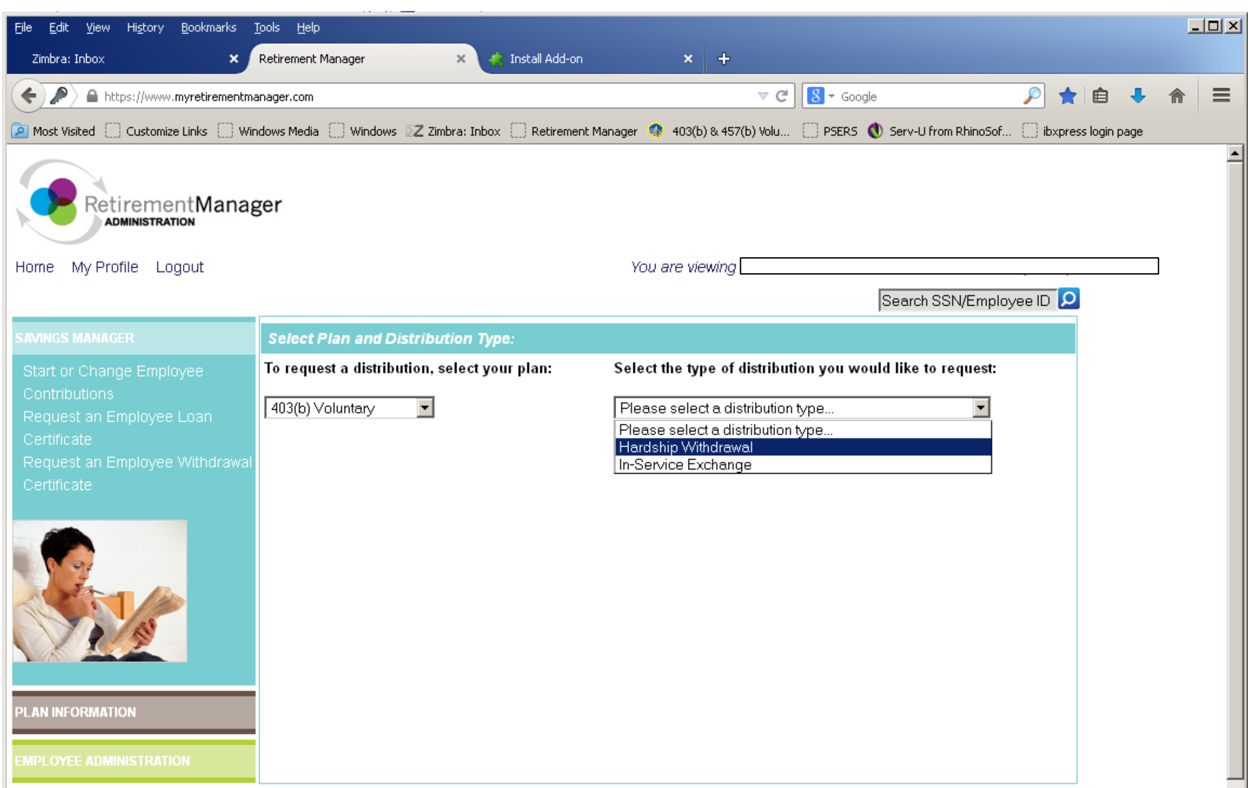


On paystub or call School District for ID number (must be employee)

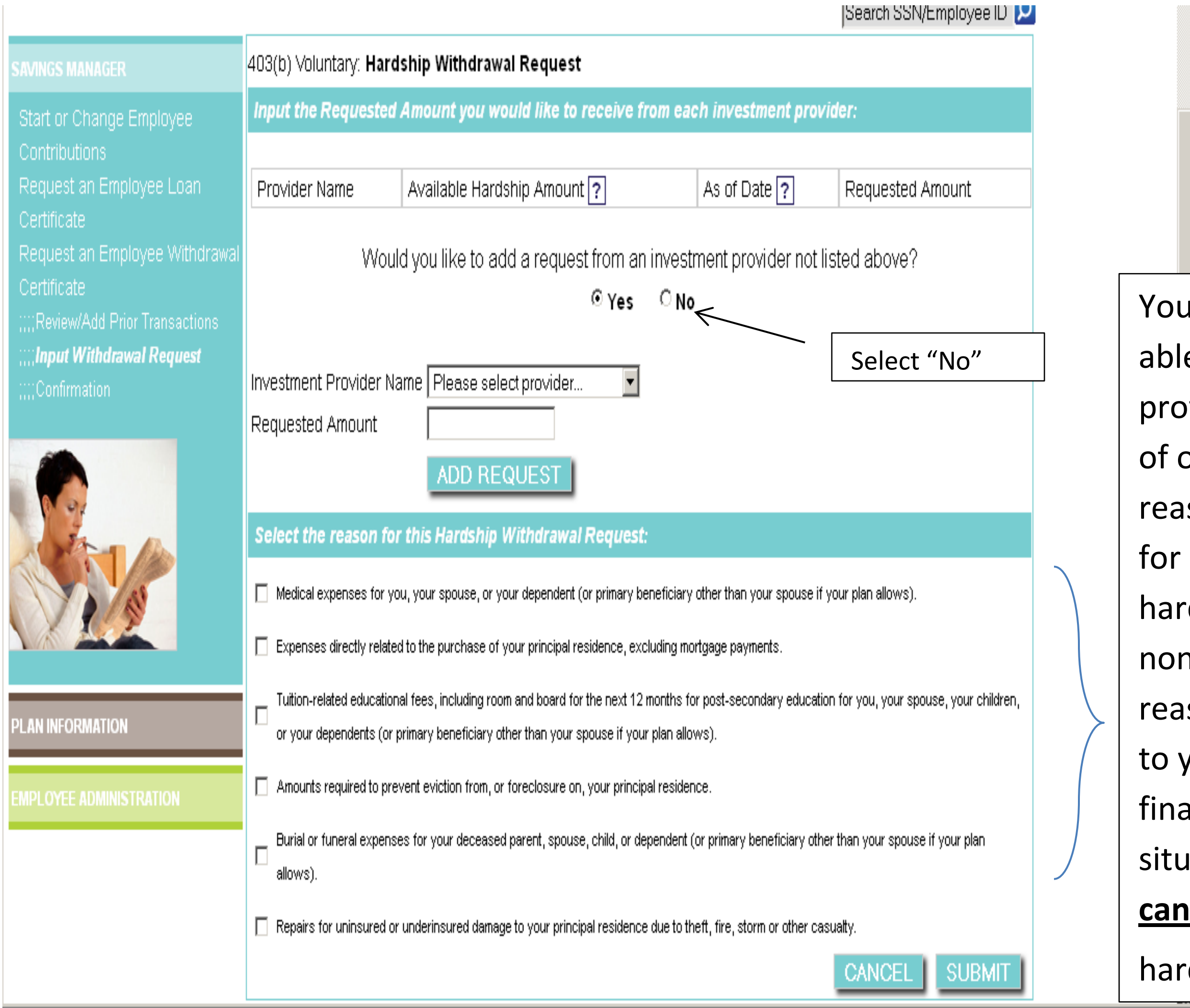
Select Continue. You will be brought to page where you make a username and password, and select a picture to help remember your password if you forget. Please write down your username and password.



Select Request a Withdrawal



Select the 403(b) voluntary (unless you are withdrawing from a 457(b). Select a hardship withdrawal if you are experiencing financial hardship according to the hardship withdrawal criteria that is listed on the next screen



Search SSN/Employee ID

SAVINGS MANAGER

Start or Change Employee Contributions

Request an Employee Loan Certificate

Request an Employee Withdrawal Certificate

;;;;Review/Add Prior Transactions

;;;;*Input Withdrawal Request*

;;;;Confirmation

PLAN INFORMATION

EMPLOYEE ADMINISTRATION

403(b) Voluntary: **Hardship Withdrawal Request**

Input the Requested Amount you would like to receive from each investment provider:

Provider Name	Available Hardship Amount ?	As of Date ?	Requested Amount

Would you like to add a request from an investment provider not listed above?

Yes No

Investment Provider Name: Please select provider...

Requested Amount

ADD REQUEST

Select the reason for this Hardship Withdrawal Request:

- Medical expenses for you, your spouse, or your dependent (or primary beneficiary other than your spouse if your plan allows).
- Expenses directly related to the purchase of your principal residence, excluding mortgage payments.
- Tuition-related educational fees, including room and board for the next 12 months for post-secondary education for you, your spouse, your children, or your dependents (or primary beneficiary other than your spouse if your plan allows).
- Amounts required to prevent eviction from, or foreclosure on, your principal residence.
- Burial or funeral expenses for your deceased parent, spouse, child, or dependent (or primary beneficiary other than your spouse if your plan allows).
- Repairs for uninsured or underinsured damage to your principal residence due to theft, fire, storm or other casualty.

CANCEL SUBMIT

Select "No"

You must be able to provide proof of one of the reasons listed for a hardship. If none of these reasons apply to your financial situation, you **cannot** take a hardship.

Please type in the amount **needed**. Typically, if your request is more than what your proof shows that you need, your investment provider may **deny** the request completely, or only distribute what the proof says is needed (**i.e. Employee requests $5000.00, but eviction notice says $2000.00 is needed. Investment provider may deny request or only process amount needed)**. Not typing in the needed amount may delay your request.

After all the above steps:

- -Click Agree to the Terms and Conditions
- -Print the certificate that pops up in a separate window and attach to paperwork you would have received from your vendor.
- Since you are printing a certificate, you do **not** need a signature from the School District.