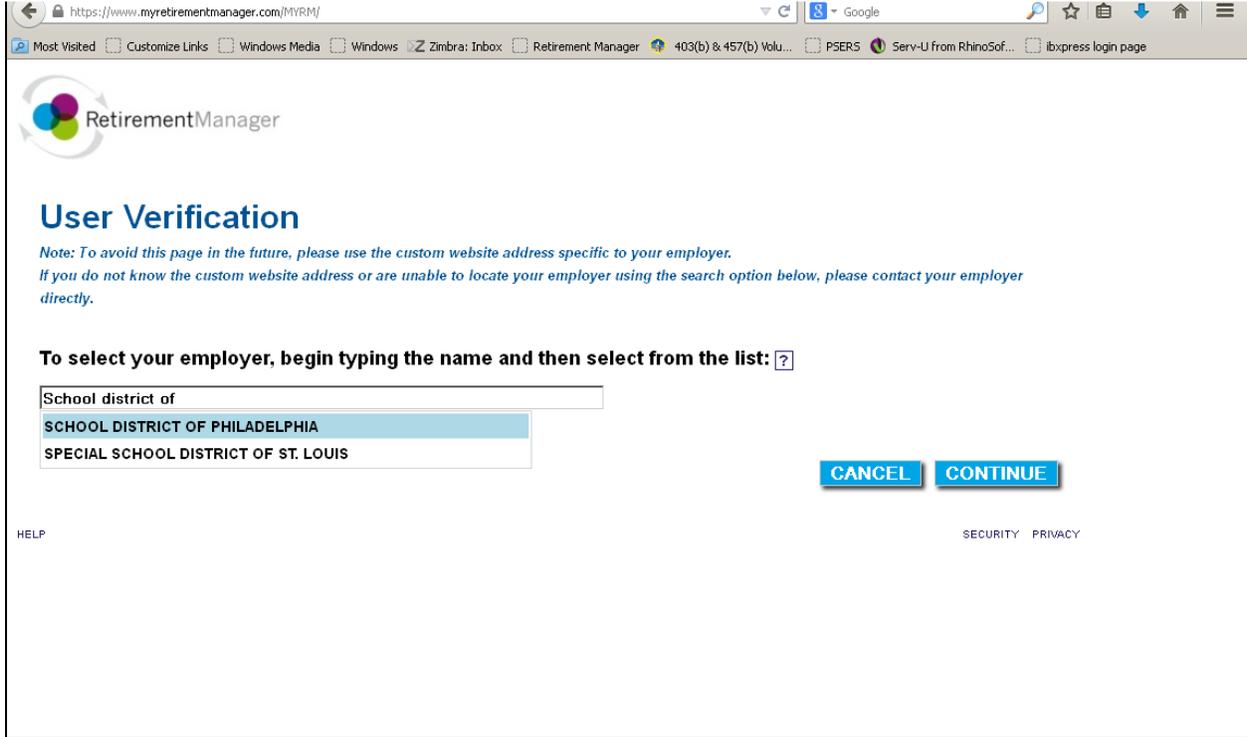


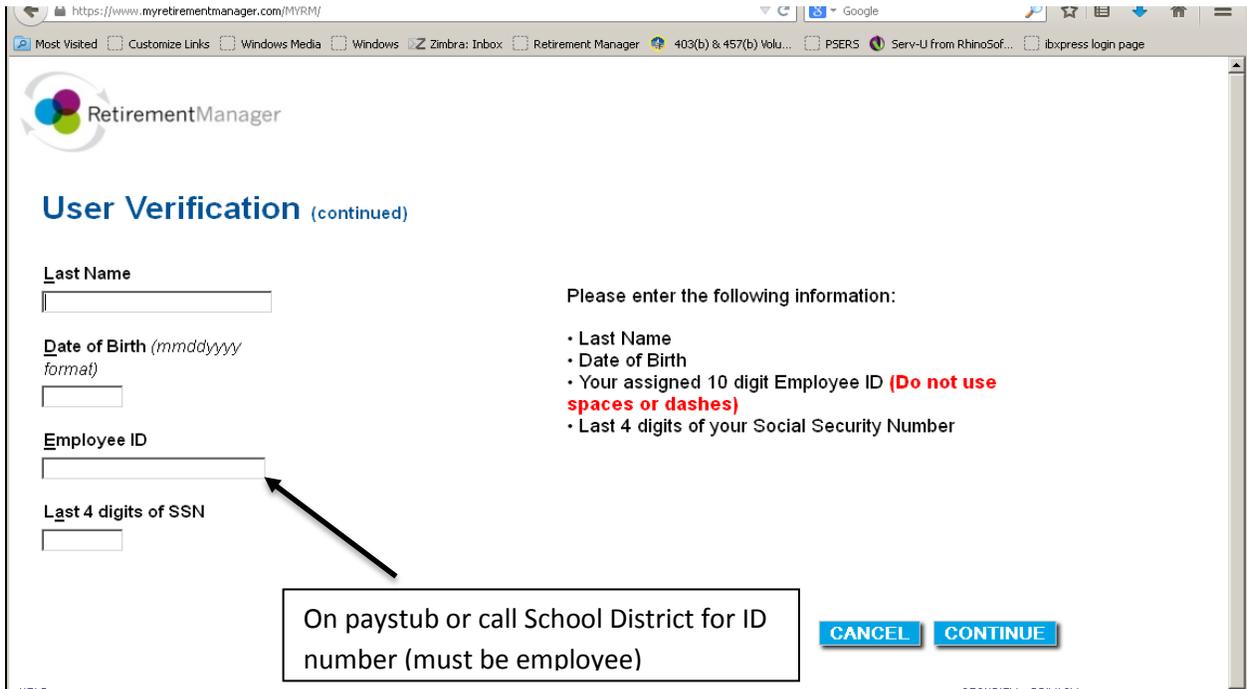
New User Severance of Employment :
Go to: www.myretirementmanager.com
Retirement Manager: 1-866-294-7950

The screenshot shows a web browser window with the Retirement Manager website. The browser's address bar displays the URL <https://www.myretirementmanager.com/MYRM/>. The website header features the Retirement Manager logo, which consists of three overlapping circles in blue, green, and purple. Below the logo, a maintenance notice states: "Due to scheduled system maintenance, Retirement Manager will be temporarily unavailable from 6:00 PM CST, Saturday, Sep 20, 2014 until 4:00 PM CST, Sun, Sep 21, 2014. We apologize for any inconvenience this may cause." The main content area contains three images: a woman reading a newspaper, a group of four business professionals in an office setting, and two men working at a table outdoors. Below these images is a green login form with the text "USER ID" and a white input field. A "NEXT" button is located below the input field. At the bottom of the form, there are two links: "I Forgot My User ID" and "I'm a New User", with a black arrow pointing to the latter. The footer of the page includes the word "HELP" on the left and "SECURITY PRIVACY" on the right.

Click I'm a New User



Select School District of Philadelphia and Continue



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.



SAVINGS MANAGER

I would like to...

- Start or Change Employee Contributions
- Request an Employee Loan Certificate
- Request an Employee Withdrawal Certificate



PLAN INFORMATION

View details on...

- Employee Balances
- Employer Plan Information
- Employer Investment Provider Contacts



EMPLOYEE ADMINISTRATION

I would like to...

- Edit Employee Information
- View Contribution History
- View Loan & Withdrawal History
- View Site Visit History
- Update Allocations to Provider(s)

Select Request a Withdrawal

SAVINGS MANAGER

- Start or Change Employee Contributions
- View Employee Contribution Changes
- Request an Employee Loan Certificate
- Request an Employee Withdrawal Certificate



PLAN INFORMATION

EMPLOYEE ADMINISTRATION

Select Plan and Distribution Type:

To request a distribution, select your plan:

403(b) Voluntary

Select the type of distribution you would like to request:

Please select a distribution type...

Please select a distribution type...

In-Service Distribution

In-Service Exchange

Select In-Service Distribution

Select the 403(b) voluntary (unless you are withdrawing from a 457(b)).

RetirementManager ADMINISTRATION

Home My Profile Logout

Search SSN/Employee ID

403(b) Voluntary: Severance of Employment Request

Select the investment Provider and input the amount of the withdrawal request:

Investment Provider Name	Account Balance ?	As of Date ?	Full Disbursement	Requested Amount
MetLife	\$25,868.47	10/3/2014	<input type="checkbox"/>	

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

Yes No

CANCEL SUBMIT

SCHOOL DISTRICT OF PHILADELPHIA

You can choose a full disbursement or a certain amount. If you want the whole amount to be withdrawn, then click full disbursement, and click **SUBMIT.**

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.