Go to www.myretirementmanager.com
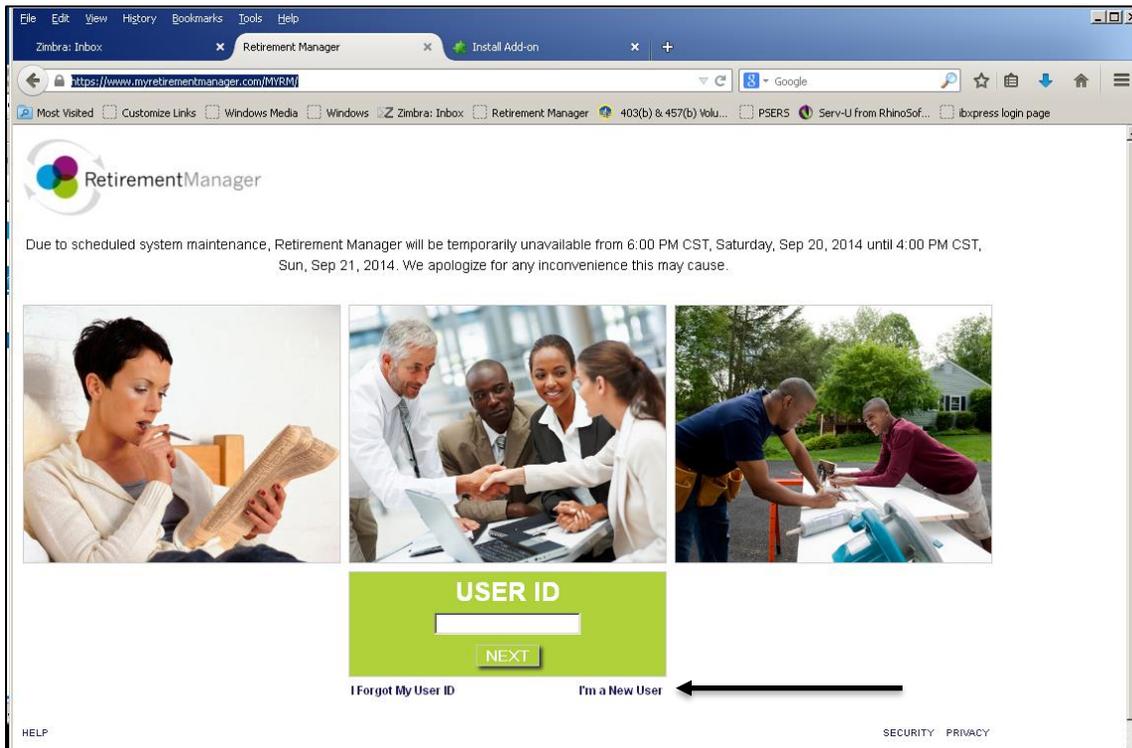
Click I'm a New User
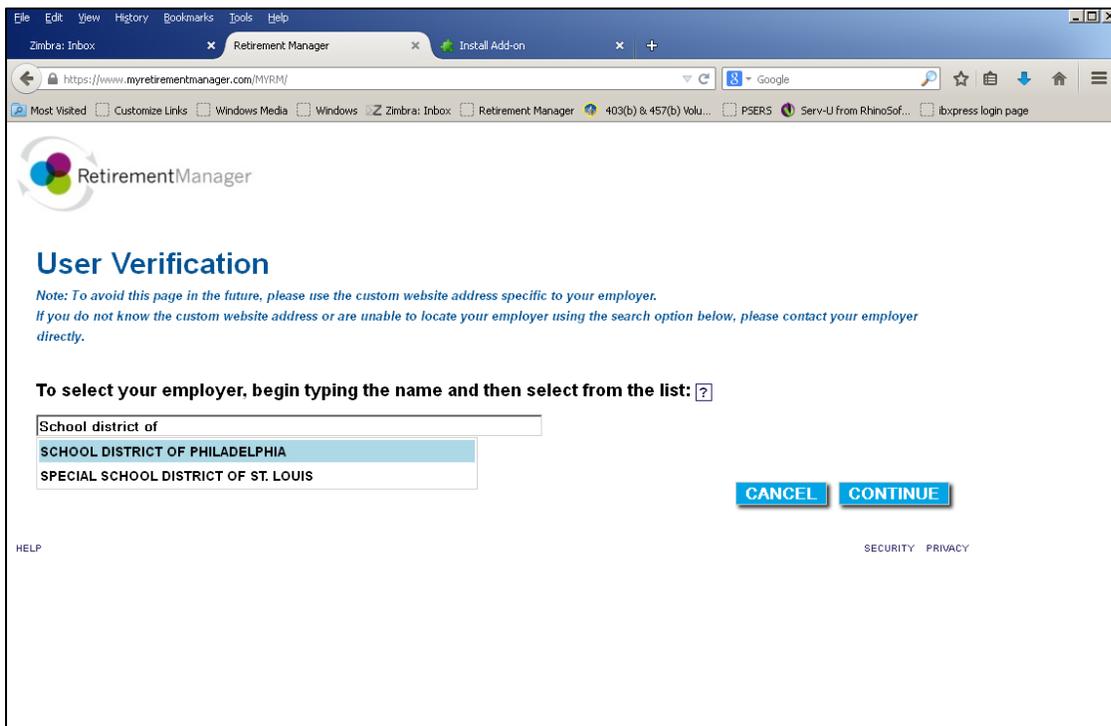
Select School District of Philadelphia and Continue
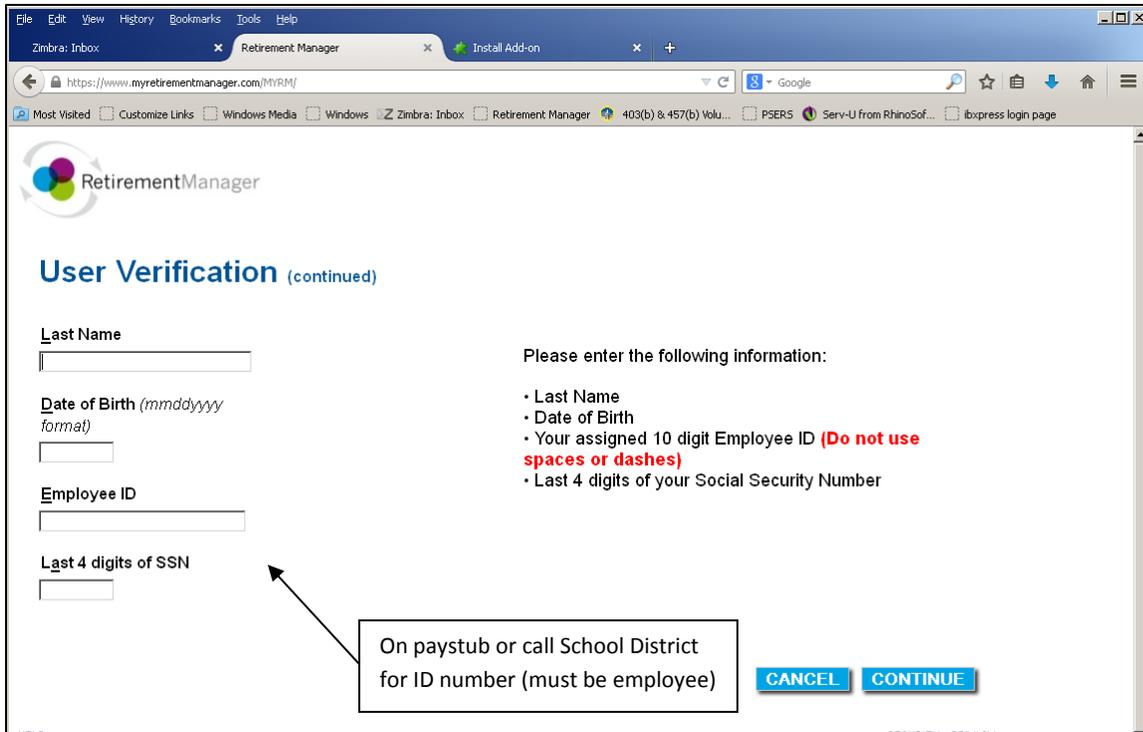
Select Continue. You will be brought to page where you make a username and password, and select a picture to help remember your password if you forget. Please write down your username and password.

Select Request a Withdrawal
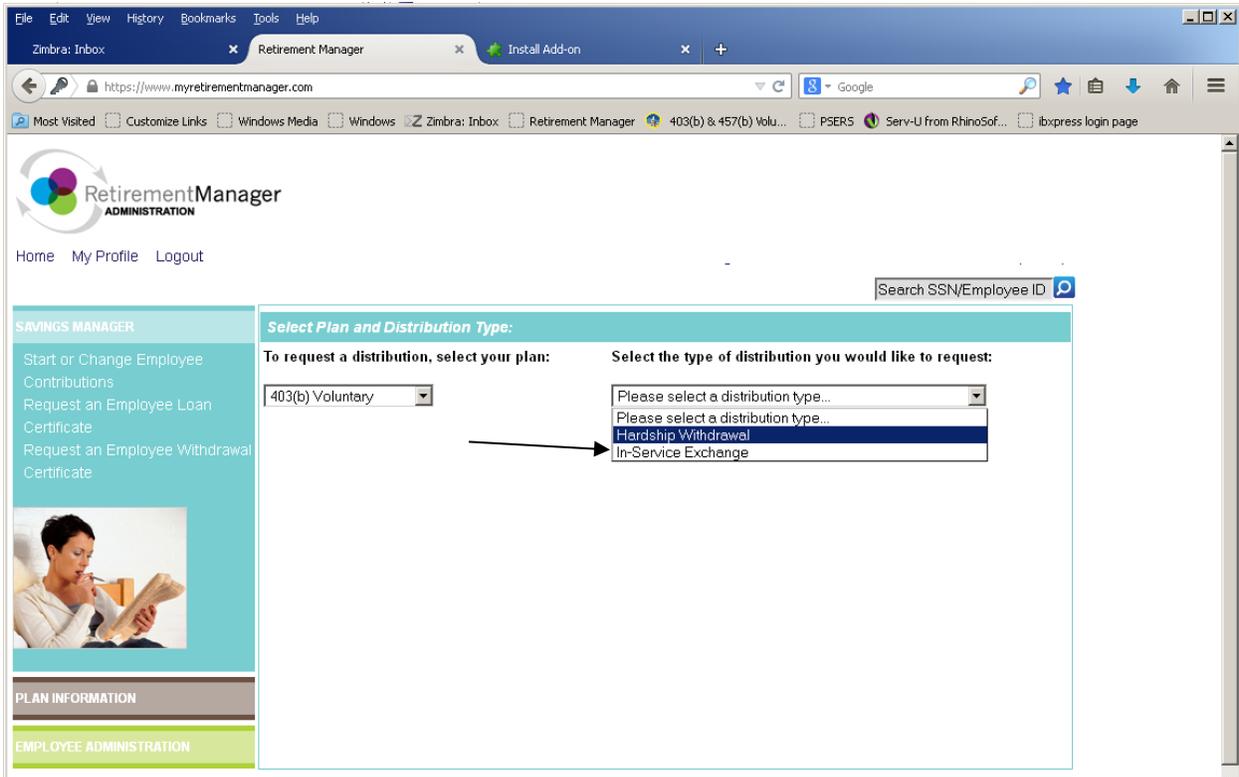
Select In-Service Exchange
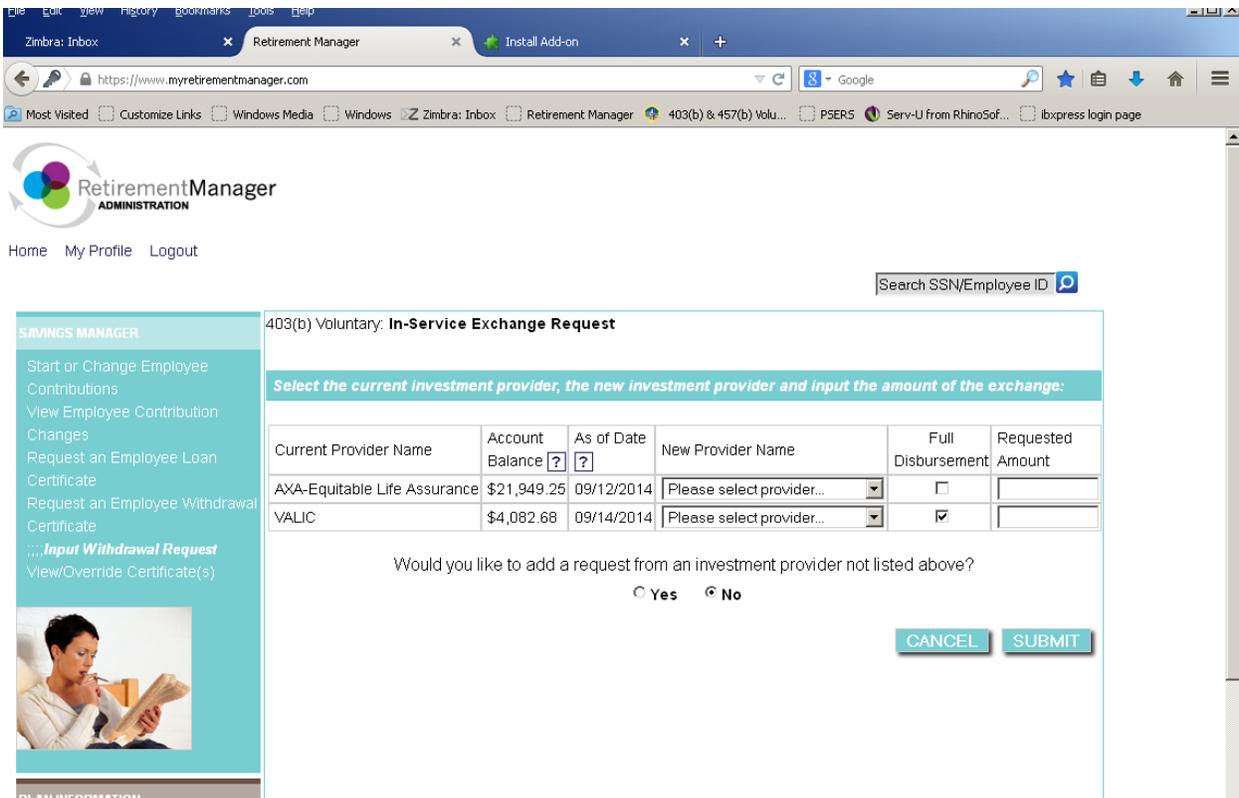
Select the new vendor you would like your funds to be transferred to and answer "no" to the question.

After all the above steps:

- -Click Agree to the Terms and Conditions
- -Print the certificate that pops up in a separate window