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

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Start or Change Employee												
Contributions	Select the current investme	nt provider, 1	the new inve	estment prov	vider and i	input the a	mount of the e	exchang	e:			
Changes Request an Employee Loan	Current Provider Name	Account Balance ?	As of Date	New Provide	er Name		Full Disbursement	Reques Amount	ted			
Certificate Request an Employee Withdrawal	AXA-Equitable Life Assurance	\$21,949.25	09/12/2014	Please sele	ect provider	· 🔽						
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;;;; Input Withdrawal Request View/Override Certificate(s)	Would you like to add a request from an investment provider not listed above?											
PLAN INFORMATION							CANCEL	SUB	MIT			

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